

ETERNAL UNIVERSITY STUDENTS' GUIDE

THIRD ORDINANCE

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CHAPTER-I

1.0 INTRODUCTION

The **Eternal** University came into being in **2009** with the visionary grace of Baba Iqbal Singh ji, (**Master in Agriculture**), **Former**-Director, Agriculture, **Govt. of H.P.**, who is also Honourable Chancellor. According to him “**...modern scientific education alone will not serve the humanity well, until and unless it is mixed with spiritual education**”. The **Graduates** of this unique education system will not only be outstanding in academics, but also will have high moral values. They will have love for humanity, compassion for the weak and the poor and sense of selfless service for the community. These **Graduates** will work towards establishing permanent peace in the world. They will act as Ambassadors of Peace wherever they live, work and raise their families.

The President of Kalgidhar Trust and Chancellor, Eternal University Baru Sahib, Baba Iqbal Singh Ji has effectively translated the visions of Sant Baba Attar Singh Ji (Mastuana wale) and Sant Teja Singh Ji by establishing the first Akal Academy in 1986 at Baru Sahib. Later it spread to a network of 130 academies over six states and three Universities to impart value based education from nursery up to Ph.D. As part of the **vision**, prophesy and prayers of the visionary Saints, the Eternal University was established under the Himachal Pradesh Government Act No. 3 of 2009 which has been recognized by UGC, AICTE, INC, NCTE, DSIR, DBT, DRDO and in part by National Commission for Minority Educational Institutions. **Moreover**, it is also NAAC accredited **institution**.

Eternal University is unique in imparting education to students of Himachal Pradesh as it is the first private university of Himachal Pradesh to **start** College of Agriculture, College of Nursing, and School of Public Health. The University has been awarded 6th position by “**Higher Education Reviews**” in infrastructural facility and **8th in Emerging Universities in India**. With lush green, pollution free and **the** cleanest campus in Himachal Pradesh, the **administrative and** academic building of the university **are located in multistoried building**. It is fully residential for faculty and students, and the facilities such as gymnasium, sports complex with day night sports facility, NSS and NCC units, **botanical garden**, experimental farms (>24 hectares), polyhouse, animal house, modern dairy complex, solar power generation system and weather station are available in the university. Eternal university has organized several conferences, workshops and Kisan Mela’s with an emphasis to address the related problems of farmers of Sirmour and adjoining districts of Himachal Pradesh.

For the people of one of most backward districts ‘Sirmour’ of Himachal Pradesh the name of “Eternal University, Baru Sahib” is very familiar and brings many hopes as well expectations for addressing their multiple problems such as health, agricultural production, education, training of manpower and several others. After its establishment in year 2009, with a motto of permanent peace in world through value based education and women empowerment through education to girls, the university has shown its dedication to society and put a profound impact in teaching, research and extension activities for societal benefit. It is continuously looking forward to set new dimensions in the research **areas** of agriculture, food technology, biotechnology, public health, basic sciences, social sciences and renewable energy with teams of **high** class scientists and external funding support by different funding agencies of Govt. of India.

The university has seven constituent colleges viz. **1.** Dr. Khem Singh Gill Akal College of Agriculture **2.** Akal College of Engineering and Technology **3.** Akal College of Basic Sciences **4.** Akal College of Health and Allied Sciences **5.** Akal College of Arts and Social Sciences **6.** Akal College of Education **7.** Akal College of Economics, Commerce and Management.

CHAPTER-II

2.0 ACADEMICS

2.1 Semester System:

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

2.1.1 Each regular semester would be of twenty weeks duration with a minimum of 90 working/teaching days and duration of the summer semester would be of **5-7 weeks**.

2.1.2 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 program and summer session.

2.1.3 Schedule of each semester shall be given in the Academic Calendar.(Given in Section 2.2)

2.1.4 **Courses** offered to a student in the summer semester will not be more than 6 credits **(or maximum of two courses)**.

- i) Credit and non-credit courses, project/research work, practical/field/industrial training, or student tours may be offered during summer semester with prior approval of the Vice-Chancellor.
- ii) Number of theory / practical classes for each course could be tripled/week in summer session than the regular semester.

2.1.5 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.

2.1.6 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.

2.1.7 The summer session will be utilized for:

- (a) Introduction of the enrichment program.
- (b) Dual Degree Program.
- (c) Professional development for in-service faculty
- (d) Offering of additional and condensed new courses.
- (e) The detained student can clear their courses in this summer session, provided the Dean of concerned college is informed one month before its start.

Note: As per Indian Nursing Council guidelines, programme for B.Sc. and M.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. **From the session (2021-22) notification from INC has been made to shift from annual pattern to Semester system.**

2.2 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:

2.2.1 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.

2.2.2 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.

2.2.3 Posted on the University website (www.eternaluniversity.edu.in) (downloads *Academic Calendar link <https://eternaluniversity.edu.in/docs/academic-calendar.pdf>*), printed in prospectus and also put up on the university notice board.

2.2.4 Followed by teachers, students, administration and all **others**, and for any **change**, prior

approval of the Vice- Chancellor is required.

2.3 Admission and Registration Procedure:

2.3.1: Admission Advertisement: The schedule of admission will be advertised by the Admission Cell once the course approval letter is received from HP-PERC Shimla which is tentatively received before December 31, every year. The admission procedure, details for counselling, basis of admission, reservation criteria, course seats, fee structure etc. of different academic programme will be duly reflected in the prospectus to be made available. The prospectus for each academic session will be finalized by a “Nominated Committee” and it will be uploaded on the University website and got printed sufficient hard copies once approved by Hon’ble Vice Chancellor. New students desirous to get admission in the Eternal University may get its soft copy from the University website or hard copy from the Account Section after paying its cost as notified from time to time.

It was resolved in the **20th Governing Body** meeting held on **23rd March 2017**, that from Academic Session 2017-18 onward, only girl **students** would be admitted in all UG and PG programmes.

2.3.2 Admission Criteria and Admission Procedure

2.3.2.1 Admission procedure

- i. The Registrar Office will convey the course approval letter to all **concerned** immediately once received from HP-PERC Shimla so that admission cell may notify it on University website, **newspapers** and other modes of communication. **Thereafter**, Admission Cell will register the students seeking admission in the Eternal University with the receipt of registration fee as well the relevant documents for checking the eligibility criteria. Admission cell will ensure to get the admission through ERP System so that it may be further processed by Account Branch and Registrar Office.
- ii. Details of eligibility for **admission**, number of seats, fee structure, criteria for admission, interview/counselling will be given in the prospectus issued by the Registrar every year.
- iii. Eligibility qualifications for admission shall be from the recognized university/ board/ **institute** and those from unrecognized **university/ board** would be reviewed for setting conditions for admission by the admission committee or any other committee as approved by the Vice-Chancellor.
- iv. Application for admission shall be received on the prescribed printed proforma or forms provided on the website and prospectus of the university. Photocopy or any other form for the application will not be accepted.
- v. Eternal **University, as a policy**, shall admit girl students in all **undergraduate and** post-graduate programs.(As per section 2.3.1)
- vi. 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.
- vii. In case number of applicants in any **Programme** is less than 20%, before the commencement of the academic session the university holds the right to discontinue the **Programme**, **however**, the fees paid by the applicant will be refunded in total without any deductions.
- viii. 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 on a prescribed form after payment of the required fee.
- ix. 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.

Reservation for various categories other than General Category for admission purpose will be followed as per the policy issued by the Centre/State government from time to time. In case the seats remain vacant in the reservation quota, then these seats will be made open to students of general category.

- x. At the time of admission, students have to deposit the following relevant documents as per the document list attached.

DOCUMENT TO BE DEPOSITED BY THE NEW STUDENTS AT THE TIME OF ADMISSION

Sr. No	Name of the Document
a	Matriculation certificate duly self-attested
b	(+2) Certificate duly self-attested
c	Diploma DMCs duly self-attested (For Lateral students only)
d	Diploma certificate duly self-attested (For Lateral students only)
e	Graduation DMCs duly self-attested (For PG students only)
f	Graduation Degree duly self-attested (For PG students only)
g	JEE/GATE/CMAT/HPTU Exam Score Card duly self-attested (Only for B. Tech./M. Tech./MBA students)
h	Original Migration Certificate from last Education Institution (within 1 month of admission)
i	Original Character Certificate from last Education Institution
j	Original Medical Certificate from an MBBS Doctor
k	Aadhar Card (Both sides) duly self-attested
l	SC/ST/OBC/Physical Handicap/Outstanding Sportsman Certificate duly self-attested
m	HP Bonafide Resident Certificate for HP students only duly self-attested
n	Five snaps of Student and 2 each of mother, father, guardian
o	An affidavit worth Rs. 50/- on judicial paper by the student for hostel facilities duly signed by the student
p	An affidavit worth Rs. 50/- on judicial paper by the parent/guardian for hostel facilities duly signed by the parent/guardian
q	Indemnity Bond worth Rs. 50/- on judicial paper by the parents/guardian
r	Anti-Ragging Certificate duly signed by the student and parent/guardian
s	Admit Card duly self-attested by the student getting admission in UG courses
t	Hostel application duly signed by the student
u	NOC from concerned Dean/Principal in case any faculty/staff in service willing to get admission in Ph.D. Course

2.3.2.2 Admission criteria

- i. Admission will be made as per provisions of the relevant statutes and rules and procedures laid down by the 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 her 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.

2.3.2.3 Retention of original certificates:

The university will keep all the self- attested copies of relevant certificates except the following:

- (i) Migration Certificate (ii) Character Certificate (iii) Medical Certificate (iv) Judicial Papers

2.3.2.4 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 **proforma** 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 **2.3.2.4(a)**, due to some compelling reasons is permitted for late registration for up to 7 working **days by the registrar**.
 - v. Under special **circumstances**, the registration of a student may be allowed up to a maximum of **15** 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 **a** student, after registration, fails to attend the class without written permission of the Dean of the College for 7 consecutive days from the date of registration, **her** registration shall stand automatically cancelled and the seat vacated will be offered to the next candidate on the waiting list. If such **student** after cancellation of **registration**, wish to come back into same course within 10 days of cancellation, she would do so after payment of **registration** fee applying reason along with permission of VC subject to **availability** of seats.
- 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 and** would be governed by following rules for which every student must:
 - i. Register 3 days before the commencement of classes without any late fee and up to 5 days after commencement of classes **paying** prescribed late fee. After 5 days and within 10 days along with the **late fee**, the permission of the Vice-Chancellor is required.
 - ii. Has cleared all dues of the previous semester and must have paid all the required fees & charges for the current semester.
 - iii. Has not been debarred from registration on disciplinary or any other ground.
 - iv. Has 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 **2.3.2.4 (v)** and 7 days under clause **2.3.2.4 (b) (vii)** 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.

2.3.2.5 Guideline for issuance of registration numbers

The guidelines for the issuance of Registration No. by the Registrar Office will be followed as per

the following pattern:

In an allotted registration number, ($A_1A_2a_1a_2XYZD^*b_1b_2b_3$) first two letters (A_1A_2) shall stand for the location of the programme, next two digits (a_1a_2) for the year of admission, next one letter (X) for the level of programme, next two letters (YZ) for the course programme and the last three digits ($b_1b_2b_3$) for the roll no. of students as per following notations.

- i. Location(A_1A_2): **BS** stands for Baru Sahib
- ii. Year of Admission(a_1a_2): **18** stand for year **2018** and so on
- iii. Level of Programme (X): **B** stands for Bachelor Degree; **M** stands for Master Degree; **P** stands for Ph.D. Degree; **C** stands for Certificate Course; **D** stands for Diploma Course;
- iv. Course Programme (**YZ**)

The course code programme is as follows:

Course Programme	Course Code	Course Programme	Course Code
Economics	EC	Nursing	NS
Commerce	CM	Public Health	PH
Business Management	BM	Hospital Administration	HA
Business Administration	BBA	Agriculture	AG
Music	MU	Food Technology	FT
Bachelor of Arts	BA	Agricultural Economics	AE
Psychology	PSY	Biotechnology	BT
Library and Information Science	LI	Agronomy	AGN
Hindi	HI	Genetics & Plant Breeding	GPB
Punjabi	PB	Entomology	ENT
English	EN	Plant Pathology	PP
Medical/Non-Medical	ME/NM	Horticulture	HC
Mathematics	MA	Electronics & Telecommunication Engineering	ET
Physics	PHY	Electronics & Telecommunication Engineering (Lateral)	ETL
Chemistry	CH	Computer Science and Engineering	CS
Microbiology	MB	Computer Science and Engineering (Lateral)	CSL
Zoology	ZY	Electrical Engineering	EE
Botany	BY	Electrical Engineering (Lateral)	EEL
Biochemistry	BC	Renewable Energy	RE
Education	ED	Information Technology	IT

- v. Roll No ($b_1b_2b_3$): Three digits 000 onwards

Example: (BS18MPH001)

(Here BS stand for Baru Sahib, 18 stands for specific year 2018, M stands for Master degree, PH stands for Public Health and 001 stands for the roll number)

Note: D* is space given for use as course code with three alphabets, L for lateral entry and M for migrated student

2.3.2.6 Allotment/ Issuance of registration numbers:

The Registration Numbers will be allotted by the Registrar Office after the verification of all documents pertaining to minimum **qualifications** required as given in the prospectus. The payment of 50% tuition fee for one semester is mandatory.

The new students have to be allotted the Registration Numbers before the **closing admission** date as notified by HP-PERC Shimla.

The Registration Numbers will be allotted to the new students on the basis of **“First -cum- First”** arrival. **Once the list of registration number is sent to the HP-PERC Shimla in admission disclosure, no student will be allowed to change his/her stream/programme.**

2.4 Advisor/Mentor for Undergraduate Students:

Each and every student is being allotted a Mentor (Teacher) for guiding as an academic father/mother, not only in academics but also in all aspects of life. This continues **to be** so till the student completes the degree. **Normally 10-15 students will be allotted to a mentor.**

2.4.1 **Filling of the Registration Cards:** The **old students** as well as new are to fill four coloured registration cards as per the courses approved by the Academic Council for their degree on the day of registration.

2.4.2 **Students Curriculum Structure Form:** The new students (UG and PG) are to fill the yellow form which envisages the courses to be cleared for the degree for which they have registered. The form is to be filled in quadruplicate. One for the student file with the Mentor/HoD, second with the college Dean, third with the **Registrar office students’** file and fourth with the CoE office. (Present in website as download Link) (www.eternaluniversity.edu.in) (see download for, curriculum form PG (M.Sc) 2 yrs, curriculum form PG (Ph.D.) 3yrs, curriculum form UG (3yrs), curriculum form UG 4 yrs) **links respectively**

[https://eternaluniversity.edu.in/docs/curriculum%20form%20PG%20\(M.Sc\)%202%20yrs%20Appendix-1.pdf](https://eternaluniversity.edu.in/docs/curriculum%20form%20PG%20(M.Sc)%202%20yrs%20Appendix-1.pdf)

[https://eternaluniversity.edu.in/docs/curriculum%20form%20PG%20\(Ph.D\)%203%20yrs%20Appendix-2.pdf](https://eternaluniversity.edu.in/docs/curriculum%20form%20PG%20(Ph.D)%203%20yrs%20Appendix-2.pdf)

[https://eternaluniversity.edu.in/docs/curriculum%20form%20UG%20\(3yrs\)%20\(Appendix-3\).pdf](https://eternaluniversity.edu.in/docs/curriculum%20form%20UG%20(3yrs)%20(Appendix-3).pdf)

[https://eternaluniversity.edu.in/docs/curriculum%20form%20UG%204%20yrs%20\(Appendix-4\).pdf](https://eternaluniversity.edu.in/docs/curriculum%20form%20UG%204%20yrs%20(Appendix-4).pdf)

2.5 Payment of Fee:

The fee has to be paid by the student on the day of registration or the last date given in the calendar. The fee can be paid

- i. Online to the bank: A/c holder: Eternal University; A/C number: 30957030400; IFSC CODE, SBINOO11784; Branch, Baru Sahib, HP.
- ii. Through **bank** cheque in favour of Eternal University.
- iii. **In cash** at the accounts branch counter

If the student fails to deposit fee in the stipulated time and does not clear the earlier **dues (in case of old students)**, the following penalty will be charged.

- a. Under the authority of fee approval letter for the Academic session 2020-21 received from the Department of Higher Education, Shimla, Rs. 50/- per day to be charged as late fee.
- b. Marked absent from the **classroom**.
- c. In **case**, delayed by **15 days**, the **hostel room will be got vacated**. (Action to be taken by DSW)

In exceptional cases: A newly admitted student having some genuine financial problem should **deposit** minimum 50% of the total fee emolument (excluding security amount) at the time of admission and rest of the 50% in two equal installments i.e. 25% by 31st Oct. and the balance 25% by 30th November. **Delay in payments by due date invite penalty of Rs. 50/- day**. The fee for the consecutive semesters/year will be deposited at the time of registration for odd/even semester.

Financial Assistance @ Rs 15000/- per annum against the charges of boarding and lodging will be given to the nearby students especially belonging to the Gram Panchayat of Lana Bhalta, **Neri Nawan**, Mangarh, Dimber and Thor Nivar subject to producing their residential proof likewise

Ration Card/Aadhar Card/Voter Card.

Tuition Fee Package approved by the University will be charged continuously throughout the degrees programme except the meal charges that **are** likely to increase by 10% annually.

Miscellaneous Expenses: Laundry, Medical, Uniform, Photostat, Tour Transport, Electricity or any other facility availed by the student will be charged as per actual.

Refund of Tuition Fee: Tuition fee received from the student for a particular semester will not be refunded in case the student drops out the course after the commencement of a particular semester.

2.5.1 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 is mentioned in the prospectus. The security amount will be realized from every student at the time of admission.

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. **The security will be refunded within 30 days of submission of No Dues Certificate by the student. No due certificate can be downloaded.**

<https://eternaluniversity.edu.in/docs/no%20dues%20certificate.pdf>

2.5.2 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 **in** 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.

Security Amount will not be refunded /credited to student's tuition fee before the completion of the **degree**.

2.6 Undergraduate Program:

The undergraduate students being new to the university educational system **need** counseling. As already **mentioned**, each student is being allotted a Mentor to **guide**. **A welcome function, induction programme for new students would also be organized.**

The Welcome function **will be organized by DSW** immediately with in the one month of admission. The function should orient the student **about** the academic **rules**, examination **system**, sports facilities **etc.** The function should introduce the faculty and administrative officers of the university. This programme is mandatory for all new students to **participate**.

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.

- i. Must not be on conduct and/or scholastic probation.
- ii. Must have paid all dues.
- iii. 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.
- iv. Must have completed residential requirements of the programme.
- v. Must have satisfactorily completed the attendance requirements.
- vi. Must have satisfactorily completed the prescribed course programme.
- vii. Must maintain Good Standing (**Section 2.7.9**) at the end of the graduating semester and

- should have no pending “F” or US grade.
- viii. Must have completed the prescribed requirements of industrial training and project work as applicable to B.Tech. Students only.
 - ix. Must have completed residency requirements as applicable to B.Sc. (Nursing) students.
 - x. Must complete any other requirement prescribed from time to time.
 - xi. Must have deposited the entire outstanding/pending document to the Registrar Office.

2.7 Postgraduate Program (Masters):

2.7.1 Eligibility:

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

2.7.2 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.

2.7.3 Course Work:

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

2.7.4 Synopsis of Thesis:

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 to the Dean Postgraduate studies by the students before the end of second semester.

2.7.5 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.

2.7.6 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 incorporated 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.

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 requisite fee decided from time to time. Certificate related to plagiarism must be submitted by candidate duly signed by supervisor, that it has 20% or less similarity index.

2.7.7 Appointment of Examiners:

The thesis/project supervisor(s) of the student will submit a panel of three external examiners through HoD/concerned college Dean 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 (www.eternaluniversity.edu.in)

<https://eternaluniversity.edu.in/docs/masters%20thesis%20evaluation%20form.pdf>

[https://eternaluniversity.edu.in/docs/detailed%20thesis%20report%20\(masters\)%20\(appendix-5\).pdf](https://eternaluniversity.edu.in/docs/detailed%20thesis%20report%20(masters)%20(appendix-5).pdf)

If the external examiner is satisfied with the research work of the candidate he/she 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.

2.7.8 Declaration of Result:

The examiner will send the evaluation report to the Dean Postgraduate Studies with recommendation. **The student will incorporate all the necessary corrections suggested by the external examiner.** The student will appear in a Viva-Voice examination for her 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 her candidature could be cancelled.

2.7.9 Good Standing and Scholastic Probation:

- i. 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 of 5.50 (Out of 10.00) is required for postgraduate students.
- ii. If a student fails, at the end of a semester, to achieve the minimum prescribed standard as mentioned above, her candidature shall be placed on 'Scholastic Probation' during the following semester and would continue to be under scholastic probation until she achieves the required standard.
- iii. If a student continues to be under Scholastic Probation for 2 consecutive semesters, she will be detained and will not be allowed to register for the subsequent semester without approval of the Vice Chancellor. Her case would have to be recommended by the Dean of the College only in case the student showed improvement in performance in the preceding semester over that of the previous semester.

2.8 Registration and Award of Ph.D. Degree

2.8.1 Eligibility:

The essential qualifications for Ph. D. is 55% marks in masters' degree in relevant subject and 50% marks in the Eternal University Entrance Test.

2.8.2 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.

2.8.3 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.

2.8.4 Course Work:

Minimum of one semester of residency (Except Dr Khem Singh Gill Akal College of Agriculture) to take up the course work will be required at the Eternal University by Ph.D. students. The advanced courses constituting at least 80% of the total credit hours (12-14 credits) 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 not essential requirement for the students who have done their Masters from Eternal University or have cleared this course in M.Sc. from other universities. The M.Phil. Students can be exempted from the Ph.D. course as per rule [3.19 (ii)]. 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.

2.8.5 Synopsis of Thesis:

The Major advisor for guiding student's research will be decided within the first semester as per rules. The advisor will constitute an advisory committee as per performa. link -

<https://eternaluniversity.edu.in/docs/Advisory%20committee%20PG%20students.pdf>

The student will prepare the synopsis of research project under the guidance of major advisor and advisory committee. The synopsis will be presented to RDC for approval at the end of the

course work, clearance of written and oral comprehensive examination securing at least 60% marks but before the end of the third semester. In case of delay of submission, the student has to seek permission of the VC after depositing necessary fee, for extension of time for submission of synopsis by 3 months.

2.8.6 Review of the Progress:

Each research scholar will submit a research progress report (www.eternaluniversity.edu.in) (link) [https://eternaluniversity.edu.in/docs/Advisory%20Committee%20meeting%20form%20\(Appendix-6\).pdf](https://eternaluniversity.edu.in/docs/Advisory%20Committee%20meeting%20form%20(Appendix-6).pdf)

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 **delay** for submission of thesis.

2.8.7 Duration of Ph.D.:

- i. After the acceptance **approval of synopsis by the competent authority** 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.
- ii. Ordinarily, no student should be given the time beyond the extended period of two years (Normal + 2 years). However, in exceptional circumstances and on the basis of the merits of the each **case**, university may allow a student one more year for completion of the programme. (UGC rule)

2.8.8 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 and UGC care list (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 along with **requisite fee decided from time to time**. Certificate related to plagiarism must be submitted by candidate duly signed by supervisor, that it has **less than** 10% similarity index. The thesis will be evaluated by two **external** examiners. The thesis should be written as per the guidelines (www.eternaluniversity.edu.in) (download *Detailed thesis report and Thesis evaluation form* Ph.D.)

([https://eternaluniversity.edu.in/docs/detailed%20thesis%20report%20%20\(Ph.D\).pdf](https://eternaluniversity.edu.in/docs/detailed%20thesis%20report%20%20(Ph.D).pdf) <https://eternaluniversity.edu.in/docs/thesis%20evaluation%20form%20ph.d%20appendix-7.pdf>) issued by the University.

2.8.9 Appointment of Examiners

The student's supervisor **through HoD/ Dean concerned** will submit a list of six examiners three from Himachal Pradesh and three from outside the state **to the with Dean Postgraduate Studies for getting final approval of the VC**. 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 preforma (Section 2.8.8). Even if the report of one of the examiners is negative, the student will have to revise the thesis and resubmit for re-evaluation till both the reports are satisfactory.

One of the examiners **as appointed by VC** will then conduct *Viva-Voce* examination of the student

in open presentation. On successful presentation, the external examiner **and committee** 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.

2.8.10 Fees:

Fee shall be charged as per approval of H.P. Government. The students will also pay an examination fee **of as decided from time to time** for submission of thesis.

2.9 Forms for Status of Research in Masters and Doctorate program:

The students of the Masters and Doctorate programme have to submit six monthly **progress** report of the research carried out. The format of the same is given in the university website (www.eternaluniversity.edu.in)

([https://eternaluniversity.edu.in/docs/Advisory%20Committee%20meeting%20form%20\(Appendix-6\).pdf](https://eternaluniversity.edu.in/docs/Advisory%20Committee%20meeting%20form%20(Appendix-6).pdf))

2.10 Coverage of Course Contents

2.10.1 Course curriculum and its Implementation:

- i. 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.
- ii. The curricula for inter-department, integrated/multidisciplinary course programs should be evolved jointly by the concerned departments as per provisions in clause **2.10.1 (i)** would be taught by the faculty from different disciplines.
- iii. 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.
- iv. Each course is assigned a course code number; title of course, credit hours along with the semester in which it is to be offered and any pre-requisites of the course.

2.10.2 Coverage of Course Contents

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

- i. The Dean **of concerned College** shall ensure that each instructor/teacher actually completes the entire course and shall send a report to **him/her**.
- 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** shall keep a semester wise record of the courses and other requirements completed by the students.

2.10.2 Repeating Courses to Fulfill Minimum Requirements

A student getting an overall credit point average **of** 5.0 for UG and 5.5 for **PG**; less **than** the required for graduation in a degree course may repeat that course with prior permission of the Dean of the **College** on payment of prescribed fees (same as supplementary examination) 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 medal/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 (**minimum OCPA requirement**).

2.10.3 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 under rare circumstances by the Dean of the College 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 as per the academic calendar.
- v. Last date for withdrawal of a course shall be 30 days from the date of commencement of classes.

If a student adds a course after the start of the semester, she shall not be allowed to withdraw that course.

2.11 Course credits:

Credit (C) is a unit by which the course work is measured and the number of hours corresponding to the credit termed as Credit Hours (CHrs). One credit is equivalent to one hour of teaching (Lecture or Tutorial) and two hours of Practical work/field work per week. For Example: There are four courses i.e. A, B, C and D opted by the student then total credits and credit hours can be calculated as follows:

Courses	Credits			Total Credits	Credit Hours			Total Credit Hours
	Lecture	Tutorials	Practical		Lecture	Tutorials	Practical*	
	L	T	P	C	L	T	P	CHrs
A	1	0	0	1	1	0	0	1
B	2	0	1	3	2	0	2	4
C	3	0	1	4	3	0	2	5
D	3	1	1	5	3	1	2	6
				13				16

*The practical with one credit means the student has to take two consecutive classes in a week i.e. on one day.

2.12 Minimum and Maximum Credits in Each Semester:

The Credit load of a student in a semester should be minimum 8 credit hours and maximum 24 credit hours. More credits can be added with approval of Dean of concerned college for UG programme and by Dean PGS for postgraduate students only in the graduating semester. However, the maximum load should not be in any case more than 28 credit hours, which is to be approved by the Vice Chancellor.

2.13 Good Standing and Scholastic Probation:

- i. 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 5.0/10 for undergraduate students and 5.5/10 for post-graduate students.
- ii. If a student fails at the end of a semester to maintain the minimum prescribed OCPA as mentioned in clause 2.13 (i), she shall be placed on 'Scholastic Probation' during the following semester and would continue to be under scholastic probation until achieves the

- required OCPA.
- iii. If a student continues to be under Scholastic Probation for **two** consecutive semesters, **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**.
 - iv. 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.
 - v. If a student continues to be detained for **two** consecutive semesters but still wants to pursue studies at the Eternal University, then **she** shall be required to apply for re-admission. In such a case exemption may be allowed from courses **she** had passed by the Vice-Chancellor on the recommendation by the Dean of the **College**.
 - vi. For special cases the student can go for mercy petition for allowing another **(one more)** semester to remove **Scholastic Probation**.

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 of the concerned College recommends such case.

2.14 Attendance and Leave Rules:

2.14.1 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.

- i. A student must attend minimum of 75% classes (Lectures, Practical, Seminars, Tutorials, Quizzes, workshops or any other class organized for delivery of prescribed curriculum) failing which **she** will not be allowed to appear in the end-semester examination in theory and practical of the course in which **her** attendance falls short. **The rest 25% attendance can only be relaxed provided the student has taken leave as per leave rules 2.15.2 and if the student fails to meet this requirement of 75% attendance; she will be detained.**
- ii. 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 2.15.1(i)
- iii. Maximum 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**.
- iv. 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 recommendation of Dean Student Welfare.
- v. It will be the responsibility of the student to get **her** absence/short attendance condoned by the appropriate authority

2.14.2 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 In-charge can sanction consecutive one to four maximum days leave, only for working days for the semester.
- ii. The student may be granted leave by Class In-charge / hostel warden on weekend days.
- iii. For consecutive five or more days leave on ground of sickness, social function or other valid reasons, Dean of **concerned college** will be the sanctioning authority on the

recommendation of the Class In-charge /hostel warden.

- iv. The leave record of the student should be maintained by the Class In-charge.
- v. The gate pass should be issued by the DSW after **getting above formalities done from** the student. (www.eternaluniversity.edu.in)
(<https://eternaluniversity.edu.in/docs/student%20leave%20application.pdf>)

2.14.3 Incentive for Attendance:

No incentive for the attendance is being given in theory classes; **however**, the incentive may be given in form of marks for practical as per the necessity/requirement by the course instructor.

2.15 Course Instructor Duties:

- i. To keep attendance record of the students.
- ii. The course instructor on the very first day apprises the students of **her** class **about** the course contents.
- iii. The tentative schedule of the lectures to be delivered with brief account from the course contents.
- iv. To keep student indulged in the course through assignments.
- v. To be sure of having on record minimum 14 lectures for each credit.

2.16 Course Allotments (Minimum and Maximum Load of Teacher)

- i. The workload of the teachers in full employment should not be less than 40 hours a week for 30 working weeks (180 teaching days) in an academic year.
- ii. It should be necessary for the teacher to be available for at least 7 hours daily in the University/ College as follows:
- iii. At least 2 hours for mentoring of students (**maximum 10 students per Mentor**) for Community Development/ Extra Curricular Activities/ library consultation in case of Under Graduate Courses.
- iv. At least 2 hours for research in case of Post Graduate courses, for which necessary space and infrastructure should be provided by the University/College.
- v. The minimum direct teaching-learning process hours should be as follows:
 - Assistant Professor - 16 hours
 - Associate Professor and Professor - 14 hours
- vi. A relaxation of two hours in the workload may be given to Professors and Associate Professors who are actively involved in extension activities and administration.

2.17 Academic Committee of Department:

The academic committee of each **department** has important responsibilities *viz.*

- i. The course allotments to each teacher keeping in mind the load to be shared as per their designation.
- ii. To prepare time table, date sheet for examinations, conduct of credit seminars, research priorities, and all the activities related to the academics of the department.
- iii. The committee constitutes the HoD as its chairman, with two additional members from faculty with one as secretary to keep record of the whole proceedings.

2.18 Board of Studies:

2.18.1 Functions and Duration

- i. There shall be a Board of studies of each college.
- ii. To frame and revise as frequently as necessary the syllabus of the subject concerned.
- iii. To recommend to the Academic Council the rules, regulations and minimum qualifications required for admission into subject/course concerned through the Dean Academic Affairs.
- iv. To prepare/revise panels of paper setters and examiners for **evaluation**, practical and

viva-voce and panels of adjudicators for Thesis / Dissertation / Project Work of UG/PG courses and Ph.D.

- v. To prepare model question papers for the subject concerned as and when there is a revision of syllabus.
- vi. To recommend to the University the qualifications required to teach a particular course/ subject/paper.
- vii. Its duration is for two years **after its approval by the Vice Chancellor.**
- viii. The meeting must be held once in two months.

2.18.2 Structure of the Committee

- i. The Dean of the concerned College to be its Chairman.
- ii. Dean Academic Affairs/ his nominee/ Asstt. Dean Academic Affairs to be its members.
- iii. The CoE/ his nominee/Asstt. CoE to be its member.
- iv. All the HoDs of the concerned College to be its members.
- v. The Secretary of Board of Studies to be from its member from the college concerned and will keep records of the proceedings.
- vi. The Secretary to circulate agenda for meeting and henceforth proceedings duly signed by Chairman to be circulated within a week after the meeting.
- vii. The **secretaries, Board of Studies of the other colleges to be its members.**
- viii. Two external experts nominated by the Vice Chancellor on the recommendation of the Dean of the college.

2.19 Migration Rules

- 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 Principles/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 **against vacant seats.**
- viii. The student can apply for migration at least one month before the start of a semester.
- ix. Migration **requisite fee as prescribed** by the University will be charged from the student.

2.20 Charges for Various Types of Certificates/Degrees/Documents

DOCUMENT	Amount (Rs.)
Degree (With folder)	1500/-
Duplicate Degree (With folder)	5000/-
Inter University Migration Certificate (after completion of degree)	Nil
Inter University Migration Certificate (during the degree)	750/-
Duplicate Migration Certificate	750/-
Provisional Degree Certificate	Nil
Duplicate Provisional Degree Certificate	750/-
Transcript (1 st Copy)	1650/-

Transcript (2 nd Copy)	600/- per copy
Transcript Academic Duplicate DMC	750/-
Character Certificate	1500/-
Nil	Nil
Changing the name of the student or his/her father's/mother's name in the DMC/PDC/Degree and Transcript	1000/- per document
Other Certificates (such as No Backlog, Bonafide etc.)	200/-
Certificate of Recognition of the University	Nil
Duplicate Certificate of Recognition of the University	200/-
WES certificate verification for abroad	5200/-

CHAPTER-III

3.0 EXAMINATION SYSTEM

There would be continuous assessment of student's performance throughout the semester/academic session by assigning marks to performance in one 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, and quiz or tutorial (if any)**. Actual weightage to different subcomponents will be announced by the teacher at the beginning of course. There are two types of examination i.e. Internal and external examination.

3.1 Internal Examination

The internal examinations is also called Mid-sessional and are carried out by the class instructor and for the same, marks are allocated as per the credits of the course. The date sheet, time table, invigilation, **duty schedule etc. is all under the supervisory control of the** Dean of the concerned college. These exams are carried out in the classes itself.

3.2 External Examination:

These examinations are under the direct supervision of the Controller of Examinations. The question papers may or may not be framed by the external examiner, to the full discretion of the Examination branch.

The practical examination is carried out as per the credits of the course. If the course is exclusively **practical**, the mid sessional examination is also held. If the course is both theory and practical, then the end terminal examinations for practical will be carried out.

3.3 Distribution of Marks for Internal and External Examination

The examination system the marks distribution for different credit hours courses is given below.

TENTATIVE MARKS DISTRIBUTION FOR DIFFERENT CREDIT HOUR COURSES

CREDITS T+P*	THEORY			PRACTICALS		
	Total	Mid-Session	End Term	Total	Mid-Session	End Term
1+0	100	40	60	-	-	-
2+0		(30+10#)				
3+0						
4+0						
5+0						
6+0						
0+1	0	0	0	100	50	50
1+1	50	20 (15+5#)	30	50	-	50
2+1	65	25 (20+5)	40	35	-	35
3+1	75	30 (25+5)	45	25	-	25
4+1	80	35 (30+5)	45	20		20
0+2	0	0	0	100	50	50

1+2	35	15 (10+5)	20	65	-	65
2+2	50	20 (15+5)	30	50		50
3+2	60	25 (20+5)	35	40		40
0+3	0	0	0	100	50	50

*Any course having tutorial, its credits will be added to the theory credits

Assignments marks (No marks for attendance). Mandatory to have 75% attendance for appearing in final examination.

PASSING THEORY AND PRACTICAL'S WITH 40% and 50% MARKS RESPECTIVELY IS MANDATORY TO CLEAR THE COURSE

The distribution of marks for practical in percentage is given below.

THE % DISTRIBUTION OF MARKS FOR PRACTICALS

Sr.No.	Exam	Details	Marks (%)	Remarks
1	Written (from all practical's)	Principles, Procedure, etc.	30	
2	Practical performance (only one practical)	Principles, Procedure Observations Precaution etc.	40	Flexible as per course instructor
3	Quiz/Viva		15	
4	Practical record		15	

*There is relaxation for the Music department as there is more importance of performance

3.4 General Instructions for Examinations

3.4.1 Mid- Sessional Theory Examination (MSTE):

- i. Mid-Sessional Theory Examination (MSTE) will be organized by the concerned Dean of the college under intimation to the Controller of Examination as per schedule given in the Academic Calendar.
- ii. This test will be of minimum two hours and will cover the syllabus so far covered up to the last class held before the examination.
- iii. In the interest of improving the standard of question paper, Dean of the College 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.
- iv. If the same course is taught by different teachers to different sections and classes, then the senior most teachers shall act as Course Coordinator for the uniformity of standard of teaching and setting only one set of question paper.
- v. 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 for making alternative arrangement and that should be intimated the same day to the Controller of Examinations so that the examinations work does not suffer.
- vi. 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 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 and Coordinator of Examination.

- vii. The paper setter shall evaluate the answer books or the Dean can appoint some other competent examiner with the permission of Vice Chancellor.
- viii. The **answers** books shall be retained by the Department while the attendance, **award lists** shall be submitted to the Controller of Examination. The Dean shall maintain a separate record of the awards as well as attendance. The attendance has to be submitted on the examination day in the controller of examination office.
- ix. The Controller of Examination can randomly get the quality of the question paper checked and can get the answer books evaluated from **another/ external** examiner to ensure the fairness as well as maintenance of proper standards in the examination.

3.4.2 Mid-Sessional Practical Examination (MSPE):

- i. Mid-Sessional Practical Examination will be organized by the department/ college as per schedule for MSPE as given in the Academic Calendar. It is to be conducted if it is exclusively a practical course.
- ii. Weightage of marks for MSPE should be given as given in Section 3.3 and for any change approval of the Dean of the **College** is required. **This is to be intimated to the Controller of Examination.**
- iii. Two teachers -one class teacher and other teacher as nominated by the concerned Dean of the **College** shall conduct MSPE.
- iv. The question paper for MPSE should be set based on the total number of practical prescribed to have been conducted by that date.
- v. Evaluation of performance would be done jointly by both examiners or if done separately, then means of both evaluations should be taken.
- vi. Copy of award list shall be submitted to the Controller of Examinations through Dean of the **College**.

3.4.3 Submission of Internal Assessment:

Final award list giving assessment of performance in different sub-components as per clause 3.4 for theory and practical except that of the End-Semester Examinations would be submitted to the Controller of Examinations through Dean of the **College**, within 10 days of completion of MSTE along with list of students who are not eligible for **End-Semester Examinations**. This should be brought to the notice of the students well in advance of the ESTE as the student can reappear (Section 3.8) in internal examination. The student failed in internal examination will not be allowed to sit in ESTE.

3.4.4 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** 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 **she** has
 - i. Completed attendance requirements in theory and practical classes as per clause **2.14.1** 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** shall propose panel of 3 examiners within 7 days of MSTE 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**.

- e. Controller of Examinations will send model question paper to the examiner(s) and will get 2 set of 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 **internally or externally**.
- h. For evaluation from external **examiners**, answer books along with the letter of appointment, instructions for evaluation and blank award **lists** 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 **Examination** 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.
 - viii. To prevent copying and use of unfair means in ESTE necessary actions as given in Section 3.15 shall be adopted.

3.4.5 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.

- i. From the panel of 3 examiners proposed by the Dean of the **College** to the Controller of Examination, number 1 and number 2 will be approved by the Vice-chancellor.
- ii. 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.
- iii. 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.
- iv. Weightage of marks for ESPE shall be as per clause 3.3 and examiners shall evaluate the performance under 4 sub-components **(i) Written (ii) Practical performance (iii) Viva-voce/Quiz (iv) Practical record**.
- v. Answer-books along with the award list shall be submitted to Dean of the **College** for sending the same to Controller of Examinations within 3 days of the conduct of examinations.

3.4.6 B.Sc. Nursing:

- i. 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) / degree programme for which following criteria would be adopted.
- ii. 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:

S.No	Sub - Component	Percent marks allocated
I	Internal assessment	25
ii	External assessment	75

3.5 Model Question Papers:

The model questions papers for the Mid-Sessional examinations and the End Semester examination are to be framed by the Board of Studies of each college. Some of the colleges are regulated by NCI, ICAR and UGC. These papers are to be loaded on the website as downloads with link (www.eternaluniversity.edu.in). The students can see them for the pattern of examination beforehand. The copy of the same is to be placed with the examination branch also.

3.6 Make up Examinations:

If any student misses Mid-Sessional Theory Examination (MSTE) on account of illness or some other valid reasons, she may apply through her class teacher and Head of the Department to Dean of the **College** with in three (3) working days from the date of examination on the payment of prescribed examination fee

- i. 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.
- ii. Medical Certificate other than that mentioned above except from civil hospital under Section 3.6(i) will not be accepted ordinarily and may be asked to get the endorsement from the Medical Officer, Akal Charitable Hospital, Baru Sahib.
- iii. 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** who may get comments from the parents/guardian of the student.
- iv. 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.
- v. Dean of the **College**, if allows the student to take the makeup test may recommend and forward MSTE **regarding** application to the Controller of Examination with valid reasons.
- vi. It will be the responsibility of the student to get in touch with **her** teacher for the make-up examination of MSTE which shall be given centrally by the Controller of Examinations as per procedure given in Section 3.6.
- vii. 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** 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 Section 3.6 and 7 working days for taking the examination.

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** by the Vice Chancellor. **Such students will not pay the requisite fee for such examination.**

3.7 Supplementary/Reappear Examination:

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

- i. 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 by the Vice-Chancellor.
- ii. 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.
 - iii. Controller of Examinations will conduct the supplementary examination within 45 days from the date of declaration of results of final semester/annual examination.
 - iv. 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.
 - v. Only one chance will be given as per provision of Section 3.7 and if a student fails again then 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.
 - vi. Student who fails to clear the theory course in 2 chances given for supplementary examination as per Section 3.7 (v) 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 the Vice Chancellor after review of her performance by the committee consisting of the Dean of Academic Affairs or Dean of Faculty, Dean of the College and Controller of Examinations, in case the student makes mercy appeal within 15 days of declaration of result for the second chance given to 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.
 - vii. 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.
 - viii. 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.
 - ix. 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.

3.8 Supplementary/ Reappear for Internal Assessment

- i. If a candidate fails in internal assessment, she should be given a chance to clear her internal assessment (sessional) in the same semester before the end semester examination. The Candidate will have to pay the requisite fees as decided time to time per paper per sessional for the re-conduct of sessional examinations. These examinations will also be conducted by the teachers appointed by the Dean of the concerned college under intimation to the Controller of Examinations.
- ii. If a candidate fails to clear her internal assessment in a semester, even after getting a chance as mentioned above, she will not be allowed to sit in the end semester examination of that particular subject without the permission of the Vice Chancellor. She will then be given chance to improve her internal assessment by filling supplementary forms and depositing the requisite fees as decided time to time per paper in the subsequent even/odd semesters. She will not be allowed to sit in the end Semester examinations of that course until she clears her supplementary internal assessment (sessional) examination.
- iii. The above orders are to be effective for students who have failed in internal assessment examinations till date.

3.9 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 students 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.
- 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 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 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 3.9 (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 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 3 months.
- i) **The student's supervisor through HoD/ Dean concerned will submit a list of three examiners not below the rank of Assoc. Professor from three universities to the Dean Postgraduate Studies for getting final approval of the VC**
- j) 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, 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. The student has to pay **the requisite fees as decided time to time** for comprehensive oral examination.
- k) 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.
- l) **deleted**
- m) If a student is awarded unsatisfactory grade in comprehensive oral examination then she may be allowed to reappear in the oral examination not earlier than 3 months after the first examination.

3.10 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 **thesis** viva-voce examination before declaration of results of the degree programme.

- i. 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, 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.
- ii. The student's supervisor through HoD/ Dean concerned will submit a list of three examiners not below the rank of Assoc. Professor from three universities to the Dean Postgraduate Studies for getting final approval of the VC.
- iii. Deleted repetition
- iv. 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.
- v. 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 to the Controller of Examinations 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.

3.11 Guidelines for Credit Seminar

3.11.1 Scope

The Credit Seminar carrying one credit (one hour per week) is listed in the Post-graduate course curriculum. The procedure for conducting and evaluation of this course is obviously different from that of other courses.

3.11.2 Objectives

- i. To expose post-graduate students to new areas of knowledge by inducing them to collect additional information from available literature.
- ii. To create a sense of self-confidence in post graduate students for presenting scientific matters before teachers, research scholars and other post-graduate students.
- iii. A good course in credit seminar envisages a comprehensive write up of the topic and its proper presentation.

3.11.3 Organization and Conducting of Credit Seminars

- i. The teacher in-charge of seminars: The Dean concerned college will nominate one of the faculty members as the teacher-in-charge of postgraduate seminars.
- ii. The organization of the seminar will be done by the Major Advisor (course teacher) of the student concerned in consultation with the teacher-in-charge of the seminar who will notify the name and time and send round the copy of notice to all Heads of Departments.
- iii. The Heads of Departments will inform all teaching staff and post-graduate students under them to attend the seminar.
- iv. Topics for the seminar: The post-graduate students who have registered for the course would intimate the topic of the seminar to the teacher in charge within 15-20 days after the registration for the Semester. The topics are fixed by the major Advisor in consultation with the student considering the special interest and research programme of the student.
- v. Timing of seminar: The date, time and venue of presentation of seminar are fixed by the teacher-in-charge of the seminar and intimated the same to the students, Major Advisor and Head of the Department. The seminars will be included in the time-table for P.G / Ph.D. students.
- vi. Write up: The student should prepare a summary/abstract (250-500 words) of the presentation and hand it over to the teacher-in-charge of seminar at least two days before the seminar and same should be circulated among all the faculty members of respective department and the advisory committee at least one day before the seminar.

The format for presentation will be as follows:-

- a. Title/Topic

- b. Name of the student with Registration no. and the department
- c. Introduction
- d. Subject matter with sub-titles
- e. References

The references may be listed as prescribed for synopsis and thesis by Eternal University.

The credit seminar will be presented through PPT (**maximum 20-25 Slides**) and Time limit 40-50 min.

- vii. Evaluation of the seminar: The seminars will be evaluated by a committee consisting of: (i) the Major Advisor of the student, (ii) teacher-in-charge of the seminar, and (iii) one teacher among the faculty nominated by the Dean of the College.
- viii. Evaluation criteria: The seminar will be presented in the format approved. The following criteria are taken into consideration in evaluating a credit seminar presented by the student.

Subject matter coverage

- a. Classification of information and proper use of English language;
- b. Subject matter covered;
- c. Comprehension and knowledge of the subject.

Presentation

- a. Use of visual aids;
- b. Ability for proper explanation;
- c. Ability to arouse interest and stimulate discussion;
- d. Distribution of time among the subtopics, time allowed for questioning and discussion;
- e. Organization of the presentation.

Discussion

Ability to defend himself against the questions asked and the mode of answering

Evaluation Sheet: The seminar is evaluated as per the distribution of marks given below:-

a	Subject matter coverage	30
b	Presentation	50
c	Discussion	10
	Total	90

Ten marks are kept apart ensuring the active participation in the discussion of the seminar of other students, by way of asking valid questions and making constructive suggestions. The marks will be awarded by the **Seminar incharge**.

3.11.4 Attendance

The minimum requirement of attendance 75% **would** strictly be followed for the students who are going to present the seminar in the current semester and the attendance will be marked by the course teacher/major advisor.

Attendance at the seminar is also compulsory for the other post-graduate students who have not registered for seminar.

All the faculty members should attend the seminar.

3.11.5 Compilation and Record

At the end of the Semester, the teacher-in-charge of the seminar will compile all the summary/abstracts of the seminar presented during the Semester and hand it over to the Dean of concerned college for binding and keeping it in the Library for reference.

3.12 Faculty Eligibility for Guiding of M.Sc. and Ph.D. Students:

3.12.1 For Ph.D. students the faculty should have

- i. Ph.D. degree
- ii. Guided successfully one Masters student in the relevant subject. Humanities, Music and Nursing should have minimum teaching experience for three years with/ without guiding the student.

iii. Minimum two research **publications** in the refereed journal

3.12.2 For Masters students the faculty should have

- i. Ph.D or **M.Phil/M.Tech/Masters** level degree in the relevant subject with minimum two year **experience. However, it will be relaxed for Ph.D. faculty.**
- ii. Minimum three research **publications** in the refereed journal index in **NAAS/ UGC-CARE**

3.12.3 Masters in Nursing Students

The Major Advisor should have requisite requirements as per INC rules

3.13 Allotment of M.Sc. and Ph.D. Students to Major Advisor

- i. Common roster for Masters and Doctorate students be followed based on the teachers seniority and eligibility.
- ii. Roster for guiding M.Sc. and Ph.D. students may be prepared department wise and notified by Dean Post Graduate Studies and the roster for next allotment may also be notified simultaneously.
- iii. Maximum number of PG students (M.Sc. and Ph.D.) to be guided by the Major Advisor in the rank of Asstt. Prof., Assoc. Prof and Professor, at any given point of time, should not be more than six, eight and ten respectively.
- iv. The allotment of PG **students** of nursing is based on the INC rules.
- v. **The allotment will be made by the Dean PGS in consultation with Concerned College Dean/HoD and the faculty of concerned discipline.**
- vi. **The proceedings for the meeting are to be got approved by the Dean PGS from the VC for circulation and putting on the notice board.**

3.13.1 Major Advisor and Research Degree Committee (RDC) of Masters and Ph.D. Students:

All the M.Sc. and Ph.D. students should have RDC/advisory committee.

3.13.2. For M.Sc. Students:

The research advisory committee/ Research Degree Committee constitutes the following members

- i. Maximum fours members permissible.
- ii. The Major Guide allotted as per rules and approved by the Vice Chancellor
- iii. One faculty member from the same/ **allied** department as a cover-up as if Major advisor leaves the University due to retirement or resignation or any other reason.
- iv. **One** members from outside the department that is relevant to the research of the students.
- v. All members are as per the choice of the Major Advisor.
- vi. **One member nominated by the Dean PGS on the advice of concerned College Dean.**
- vii. The committee must be got approved from the Dean Post Graduate Studies and the Vice Chancellor (Form in website as a link www.eternaluniversity.edu.in)

3.13.3 Functions of the Committee

- i. To guide, help and monitor research work carried out by the student.
- ii. A six monthly advisory committee meeting is mandatory to know the status of research work carried out by the student.(www.eternaluniversity.edu.in)
- iii. Any change in research deviating from the **objectives** can be rectified by the advice of the research committee.

3.13.4 For Ph.D. students:

The Research Advisory Committee/ Research Degree Committee constitutes the following members

- i. Maximum five members permissible.
- ii. The Major Guide allotted as per rules and approved by the Vice **Chancellor.**

- iii. One faculty member from the same department as a cover-up as if Major advisor leaves the University due to retirement or resignation or any other reason.
- iv. **One member nominated by the Dean PGS on the advice of concerned College Dean.**
- v. The student can have co-advisor from outside the University as per the research of the student.
- vi. Two members from outside the department that is relevant to the research of the students.
- vii. All members are as per the choice of the Major Advisor.
- viii. The committee must be got approved from the Dean Post Graduate Studies and the Vice Chancellor (website as a link www.eternaluniversity.edu.in) link-
[https://eternaluniversity.edu.in/docs/Advisory%20Committee%20meeting%20form%20\(Appendix-6\).pdf](https://eternaluniversity.edu.in/docs/Advisory%20Committee%20meeting%20form%20(Appendix-6).pdf)

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

- i. If a student feels that her answer sheet of course(s) for examination has not been fairly evaluated, she may apply in an academic form (www.eternaluniversity.edu.in) link <https://eternaluniversity.edu.in/docs/re-evaluation%20form.pdf> complete in all respects **along with requisite fee as decided time to time** per course to the office of Controller of Examination by due date laid down by in the Academic Calendar for the year or notified separately. The re-evaluation fee once deposited will not be refunded.
- ii. Controller of Examination will act as officer In-charge of evaluation work and shall get such answer book(s) of the course evaluated and revise the result accordingly.
- iii. The examiner other than the one **who** originally evaluated answer book(s) will re-evaluate the same and higher of the two awards shall be final award in case the variation **is** not more than 20% of the examination.
- iv. The answer book will be referred to the third examiner in case the variation is more than 20% of the two awards and the average of the two higher awards (out of three) shall be final.
- v. The fraction of 0.5 and above will be rounded off to the next whole number.
- vi. The detailed marks certificate of the semester shall be revised accordingly and **the** same shall be informed accordingly.
- vii. The time required for reevaluation shall be 30 days from the last date of receipt of the application. Further the declaration of re-evaluation can be delayed due to the reason beyond the control of University.
- viii. If a student simultaneously applies for re-evaluation and re-examination of a course, in such case, **then** out of **the** two results, one which is higher shall be considered for declaration of result.
- ix. A students whose answer book is not available due any reason beyond the control of the university, may be permitted by the Vice Chancellor on the recommendation of Controller of Examination either to re-appear in the same paper in the next examination without payment of registration/examination fee or **she** may opt for the award of marks on the basis of her OCPA till the previous semester.
- x. In case of any representation, grant of scholarship/award/medal etc. may be withheld till the declaration of the result.
- xi. Re-evaluation of answer sheets shall be permissible only in the theory papers and up to 25% of the subject papers

3.15 Unfair Means in Examinations:

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

3.15.1 Definition of Unfair Means/ Misconduct in Examinations:

- i. Having at the examination **desk**, any unauthorized notes or other unauthorized material

- (whether or not concealed in any manner).
- ii. 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).
 - iii. The use of an unauthorized dictionary.
 - iv. 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.
 - v. Obtaining an advance copy of an “unseen” written examination or test paper.
 - vi. Communicating or trying to communicate in any un-authorized way (eg. using mobile phones).
 - vii. Copying or attempting to copy from another student sitting the same examination or test.
 - viii. 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.
 - ix. Leaving the examination or test venue to refer to concealed notes or other unauthorized material.
 - x. Removing part of answer sheet, drawing sheet, graph sheet and taking it away from examination room/hall.
 - xi. Theft, destruction or forgery of answer sheet by any means.
 - xii. Disruptive behavior /Misconduct with Examination Staff.
- 3.15.2 **Report by the the invigilator to the Centre-Superintendent/Deputy Superintendent.**
- i. 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.
 - ii. After **this**, the Centre-Superintendent shall present the report to the Controller of Examinations who will propose a Fact-Finding Committee to the Vice Chancellor for the **verification** 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.
 - iii. The student shall be issued an extra sheet to continue her examination while the evaluation of the answer sheet shall be subject to the report of **the** fact finding committee.

3.16 **M.Sc. Synopsis , Pre-thesis Seminar, and Thesis:**

3.16.1 **M.Sc. Synopsis**

The blue print of the research work to be carried out by the PG student is her synopsis. The student in consultation with the Major advisor allotted to carryout research work is to prepare the synopsis. The guidelines for the same are given. (www.eternaluniversity.edu.in). This to be prepared and to be submitted before the end of second semester. The role of advisory committee is very crucial for guiding the student for the feasibility of project and **vetting** of the synopsis. Four copies are prepared for the same and submitted in the office of Dean PGs for approval **through Dean/HoD concerned**. The delay is the responsibility of the Major Advisor.

3.16.2 **Pre-thesis Seminar**

- i. It is mandatory for the submission of rough thesis.
- ii. The Major Advisor sends notice to all the advisory committee members, faculty of the department, students of the department, with prior permission of the Dean PGS for holding pre-thesis seminar.
- iii. At least 15 days before the pre-thesis seminar the rough thesis should be sent to all the committee members of the student to check thoroughly and should be certified by them that

- the thesis has been checked by them.
- iv. After the pre-thesis seminar the suggestions given in the seminar are to be incorporated and sent to the Dean PGS office, along with the attendance of pre-thesis seminar within 7 days.
- v. It is the duty of the Major advisor to send the list of three external examiners, not below the rank of Assoc. Professor through Dean concerned.

3.16.3 Final Thesis:

- i. On arrival of report from external examiner, if any correction or suggestions are given, they are to be rectified.
- ii. The final oral examination is carried out by the Dean PGS office with date and timing.
- iii. The Dean of the concerned college, HoD of the department, advisory committee members will conducts the final viva-voce with Dean PGs as the chairman.

3.17 Ph.D. Synopsis , Pre-thesis Seminar, and Thesis:

Ph.D. Synopsis: The Major advisor to the Ph.D. student is allotted after one month of registration. The student in consultation with the Major advisor allotted to carryout research work is to prepare the synopsis. The guidelines for the same are given. (www.eternal university.edu.in). This is to be submitted before the end of second semester. The role of advisory committee is very crucial for guiding the student for the feasibility of project and vetting of the synopsis. Four copies are prepared for the same and submitted in the office of Dean PGs for approval. The delay is the responsibility of the Major Advisor.

3.17.1 Pre-thesis Seminar: Same as for M.Sc. (Section 3.16.2)

3.17.2 Final Thesis :

- i. On arrival of report from external examiner, if any correction or suggestions are given, they are to be rectified.
- ii. The final oral examination is to be arranged by the Dean PGS office with date and timing.
- iii. The External Examiner, Dean of the concerned college, HoD of the department, advisory committee members conducts the final viva-voce with Dean PGs as the chairman.

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

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 sections.

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

3.18.1 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:

Grade	Meaning	Grade	Meaning
D	Dropped	W	Withdrawn
F	Fail.	NC	Non-credit
F-sup	Failed but eligible for supplementary /reappear in examination	DT	Detained
I	Incomplete	AB	Absent.
S	Satisfactory	F-UF	Unfair means of Copying
US	Unsatisfactory	GS	Good Standing
CP	Credit point	SP	Scholastic Probation
CPA	Credit Point Average	RL	Result Late

OCPA Overall Credit Point Average**3.18.2 Credits and Credit Points**

One credit 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 below.

Conversion of marks obtained into credit points

Sr.No	Marks Obtained in a particular Course out of 100	Corresponding credit points
1	100.0	10.0
2	99.0	9.90
3	98.0	9.80
4	68.5	6.85
5	64.9	6.49
6	78.5	7.85
7	54.9	5.49

3.18.3 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 of all the courses taken in a semester.

Sr. 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.		$\Sigma=10$			$\Sigma=78$

$$\text{CPA} = \Sigma=78 / \Sigma=10 = 7.8$$

3.18.4 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.

3.18.5 Computation of CPA, OCPA and Award of Grades:

- At the end of each semester, the Controller of **Examinations** 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** to the **Controller of 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, 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.

- vi. '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.
- vii. '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 she was registered, advisor (supervisor) or the teacher-in-charge may award US grade for all the credit hours for which 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 OCPA.

S and US grade will also be awarded to indicate.

- a. That a student has completed the project/ training/ practical field work, if that is prescribed as a part of the graduation requirements.
- b. That a Ph. D. student has passed the comprehensive examination.
- c. That a PG student has passed final viva-voce examination.
- viii 'D'-(dropped) grade shall be awarded if the student has been dropped from the semester for which she was registered with the permission of the Dean of the College, due to sickness (at least 2 weeks duration)/the female students who are on family way/suffer miscarriage/undergo medical termination of pregnancy. Medical certificate from the Akal Charitable Hospital or its endorsement will be required, if the medical certificate is from other hospital. 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.
- ix. DT- (Detained) If the student does not fulfill the required attendance in course. The DT grades awarded student will have to register the course again.

3.19 Transfer of Credits

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

- i. For transfer of credits, 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 she has studied. Alternatively the official DMC/transcripts of the semester/year completed by the candidate may be considered.
- ii. Transfer of credits shall be determined by a committee consisting of Dean Academic Affairs, Dean of Faculty and Dean of College, Head of the Department and Senior-most teacher as subject specialist as per approval of the Vice-Chancellor.
- iii. The committee shall examine the courses/subjects already studied by the student, examinations passed and syllabi thereof.
- iv. The committee shall recommend the course wise credits to be transferred which the student shall not be required to study in the Eternal University.
- v. Taking into consideration the differences in curriculum, standard of teaching and pattern of evaluation in marks/grades, the 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).
- vi. 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

3.20 Post-graduate Research:

- i. As a part of the course curriculum all PG students are required to undertake research on a topic related to the research needs of the University mandate under the guidance of a major advisor along with the advisory committee.
- ii. Different number of credit hours for research work is the requirement, given for different degrees.
- iii. Research credits shall be graded as 'S' or 'US' as per clause 3.20. Before submitting thesis, students must have obtained satisfactory grading in all credit hours for research work.
- iv. Post-graduate research of each student shall be guided by an advisory committee consisting of a major advisor (supervisor) and other members as given in Section 3.13.2 and section 3.13.4
- v. 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 3.20 so that the student is able to complete within the stipulated period.
- vi. '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.
- vii. '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.
- viii. 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 CPA.
 - S and US grade will also be awarded to indicate.
 - a. That a student has completed the project/training/practical field work, if that is prescribed as a part of the graduation requirements.
 - b. That a Ph.D. student has passed the comprehensive examination.
 - c. That a PG student has passed final viva-Voce examination.
 - d. Research work should be planned for credits as mentioned above in clause 3.20 (ii) so that the student is able to complete within the stipulated period.
- ix. Major advisor through Head of the Department and Dean of the College 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.
- x. 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.
- xi. Students are required to deliver a thesis seminar highlighting the research finding before submitting the draft thesis.
 - xii. 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.
 - xiii. For evaluation of thesis, **Major advisor, through HoD/Concerned Dean shall** give a list of 3 **for Master's**, 6 subject experts for Ph.D. thesis (including at least 3 from outside the state) **to Den PGS. The Vice-chancellor shall** approve any one for M.Sc. and two for Ph.D. thesis evaluation.
 - 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, **one amongst them shall** conduct Final Viva-Voce. **This final viva-voce Committee** as per provisions of **Section 3.10 shall** notify the result accordingly.

3.21 Dropping a Student

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 detention shall be dropped.

3.22 Discontinuation of Studies

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 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. Tuition fee deposited will not be refunded and original documents likewise Migration, Character, Medical & judicial papers will also not be returned.

3.23 Detained due to Attendance

The students detained due to shortage of attendance cannot appear for supplementary examinations. But they have to attend the same course in the next year along with regular classes for having minimum of 75% attendance as per **Rule No 2.14**

3.24 Result Declaration and Information to Parents Distribution to Mentor, and Registrar

3.24.1 Result Declaration by COE Office:

The results of the examination are to be declared within 15 days for outgoing students and one month for intermediate students after the examination are held. The results are to be placed on the notice board of the university and on the notice board of hostel for each course. Its copy is being sent to the Mentor/ course instructor/ and Dean of the college for record and verification. Any typographic mistake is to be reported by the course instructor within two days for rectification by the examination branch.

3.24.2.DMC (Detailed Marks sheets) and its Distribution

A **hard copy** of the DMC is to be disbursed to the students within **two** months of examination for all intermediate students, whereas for outgoing students within a month. A soft copy of the same is being sent to the parents at their email address/ **what's App/** or any other mode. A hard copy of the DMC is to be sent to Mentor/ Dean college concerned/Registrar office for record.

CHAPTER-IV

4. HOSTEL /LIBRARY/SCHOLARSHIP/ AWARDS RULES AND REGULATIONS

4.1 Identity Card and Hostel Attendance

4.1.1 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 .

- i. After registration of new students, the IT department will be responsible for taking photographs and other details of the student for preparing the Identity cards. The process should complete with in one month after getting the students' registration number.
- ii. Student ID card is non-transferable and is valid for the maximum period of registration for the programme in which student has been admitted.
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 programe 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. Validity period as per the student's course duration will be notified on the student Identity Card by the Issuing Official.
- iii. 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.
- iv. 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 programe; without ID card facilities, services and participations can be denied.
- v. Students are required to hand over/deposit ID card in event of any disciplinary proceedings against her in the event of involvement in unfair means in examinations.
- vi. Students must carry ID cards for attending classes and examinations.
- vii. Lost or stolen cards should be reported to the Dean of Student Welfare.
- viii. Original ID card or its replacement, if lost or spoiled, would be issued after payment of prescribed fee.
- ix. ID Card will be deposited back to Dean Student Welfare once student's course/degree is completed and DSW will sign the student's "No Dues Certificate" thereafter.

4.1.2 Hostel Attendance

A physical verification by the hostel warden on a register/ Biometric attendance is must for all students in the hostel on every day after meals i.e. between 9.00 – 10.00 P.M.

4.1.3 Hostel Facilities

- i. Hostel Facilities to the students of Eternal University: Well-furnished room with a ceiling fan, tube lights, chair, table, Almira, three pin plug. It is also providing Internet in common room and indoor games.
- ii. Mess Facility: Mess serves breakfast, lunch and dinner. In addition milk, fruits, sweets, evening tea is also served.
- iii. Medical Facility: Hospital and Ambulance service is available round the clock.

4.2 Leave for Going Home and Disobedience fine :

- i. Leave to students granted as per rules section 2.14.2
- ii. Before departure: Leave granted is shown to the Warden/Asstt. warden
- iii. Asstt. Warden will inform telephonically the parents/guardians of the students before granting leave to the students. On granting departure from hostel, leave book is got signed by the Hostel security. As a double check, the student at the barrier has to sign the leave book available with the security staff at the barrier where she has to mention departure date and time along with Car/ Bus number.
- iv. At the time of arrival: In a similar manner
 - a. Arrival time/date, Car/Bus number is noted by the security guard at the barrier.
 - b. Entry at hostel gate: Date & time is entered on the register and duly signed by the student.
 - c. On disobedience of leave rule, fine is imposed and reported to the accounts branch.

4.3 Hostel Rules

These rules are in conjunction with and in continuation of the rules regarding student discipline and Behavior provided in Chapter V and elsewhere in the statutes and ordinances. A student who violates any of these rules will be 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.

- i. 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 from the University.
- ii. 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.
- iii. No student will keep any unauthorized person in her room. If any such person is found in the room of any student, the defaulter will be liable to be summarily expelled.
- iv. Students found misusing electricity will be fined heavily in addition to the cost of repairs, if any, and the matter may be reported to the Dean/ Principal for disciplinary action.
- v. Air conditioners, coolers, refrigerators, electric Stoves or any other electrical appliances needing heavy electricity consumption are not allowed. If anyone requires these facilities have to pay extra charges with the permission of competent authority. Television, tape recorder, Audio video CD player, video cassette recorder/ player are not permitted to be held/used in Hostel rooms/ anywhere else in the Complex.
- vi. 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 hands.
- vii. Teasing, maltreating or indulging in any ragging is prohibited.
- viii. Residents are strictly forbidden to utilize Hostel staff for their personal work or interference with their work or maltreat them or use abusive language for them in any way. No excuse whatsoever will be accepted for 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.
- ix. Boarders should not keep fire arms, lethal weapons, poisonous materials or intoxicants of any kind in the Hostel.
- x. 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.
- xi. No visitor shall be allowed to enter the Hostel under any circumstances.
- xii. 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 to be carried out in the girl's hostel, the activities should be supervised over

- by the hostel maintenance staff until they leave the hostel).
- xiii. In the event of any suspected mischief/ foul play or accidents etc. inside the rooms warden/ Superintendent along with the hostel maintenance staff can break open the affected room for investigations.
 - xiv. 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 into a casual dress.
 - xv. 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.
 - xvi. 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.
 - xvii. The Hostel gate shall remain locked between 7.30 p.m. to 4.50 a.m. during winter (October- March) and 8.30 p.m. to 4.50.a.m. during summer (April- September) every day for the students.
 - xviii. In order to ensure their safety, honour and security, whenever the student leave the Hostel, during authorized timings, it should not be one's or in two's but in groups of three or more.
 - xix. Any sudden illness, even minor ailment, must be reported to the Hostel superintendent/ Warden by the student or friends concerned at once.
 - xx. In case a student is sick, she should report at the Akal Hospital and obtain a 'Sick-in Quarter Slip' which would be shown to the Warden/ Hostel Superintendent who in turn will inform the Principal.
 - xxi. Each student must occupy the room allotted to her by the Warden for the Academic/session and no change of room will be made without permission of the Warden/ Hostel Superintendent.
 - xxii. 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.
 - xxiii. 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, she will be liable to be fined, apart from being required to pay for any damage done.
 - xxiv. At the end of each Academic Session or before leaving the Hostel, each student must obtain a certificate to the effect that the furniture/ fixtures lent to her has been returned in good condition, from the Warden/ Hostel Superintendent.
 - xxv. Water, electricity and generator charges will be as per actual. This will be revised as and when diesel price or electric tariffs are revised.
 - xxvi. 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 DSW/Vice Chancellor.
 - xxvii. Hostel warden will not allow any student to vacate the room and carry her personal luggage/stuff till the "No Dues Certificate" is provided by the student.
 - xxviii. If any student desires to leave the course due to her personal problem at any time during degree period, student will submit an application recommended by the Class Teacher, HoD, Dean of the respective college and approved by the Registrar/Additional Registrar. Once the application is approved, the student will get her "No Dues Certificate" from all the concerned and will submit it to the Account Branch (In Original), Registrar Office, Dean Student Welfare and Concerned Dean. In case any student does not follow all such formalities, the hostel warden will inform the case to Dean Student Welfare. The Dean Student Welfare will take suitable action either by communicating

with the parents of the student or with the University Management.

- xxix. Hostel rent and Messing Charges as increased by the HP Government/University Management from time to time will be applicable for all the students (old or new).

4.4 University Library

4.4.1 Rules

- i. Maximum two books will be issued to undergraduate students for a period of 15 (Fifteen) days.
- ii. Maximum three books will be issued to postgraduate students for a period of 14 (fourteen) days.
- iii. An overdue charge @Rs.5/- per day will be levied after the expiry of due date.
- iv. Reserve textbooks are issued only for an overnight from 7.00 pm to 9.00 pm and are to be returned in the morning before 9.00 am. Overdue fine for such books is Rs 50/- per hour.
- v. The overdue charges can only be reduced or remitted by the Vice Chancellor or his nominee.
- vi. Books having same title will not be issued simultaneously.
- vii. A book once returned by a student will not be issued to the same or any other student on the same day.
- viii. Reference Copies, Reference Books, Previous Years Question Papers, Syllabus, Magazines/ Journals will be issued for Photostat only for 30 minutes.
- ix. Students must carry their Identity Card with them at all times (in the Library). It can be asked by the library staff at the time of Issue/return of books.
- x. Any book damaged, marked, misplacing of pages etc. should be brought to the notice of Librarian at the time of issuing otherwise person who gets it issued will be responsible.
- xi. Books can be recalled at any time in case of an urgent demand for the same, by the other users.
- xii. The Librarian may amend the library rules and regulations as and when necessary.

4.4.2 Lost / Damaged Library Documents

- i. Student will be fully responsible for loss or misuse of book. If the book is lost, an immediate report should be made to the Librarian to enable appropriate action to be taken.
- ii. In case of lost or damage of the book, the user has to pay two times the cost of book along with overdue and other charges applicable as per rules.
- iii. Entire volume cost will be recovered for the document which is a part of multi volume/issue set.

4.4.3 Library Timings

- i. The library will remain open on all days of the year except on national holidays i.e. Jan 26th, Himachal Day April 15th, August 15th and Oct 2nd. On working days, it will open from 8.30 am to 9.00 pm and on Sunday from 8.30 am to 5.30 pm.
- ii. Books Issuing/Return Timings: Monday to Saturday (9.00 am to 12.30 noon) and (4.00 pm to 6.00 pm); on Sunday (9.00 am to 12.30 noon)

4.4.4 Scientific Journals use Online:

- i. J-Gate: This portal of e-journals includes huge range of articles on the following subjects
 - * Agricultural & Biological Sciences
 - * Basic Sciences
 - * Biomedical Sciences*
 - *Engineering & Technology
- ii. DELNET: it gives access international full text journals in various fields, includes the Arts, Commerce, Science, Education, Social Sciences, Management, Engineering & Technology and Medical etc.

To access these resources contact the Library Staff

4.5 Scholar Schemes/ Financial Aid to Students

The Eternal University, being a non-profitable organization, facilitates the education of needy and meritorious students. Despite of its limited resources, University has instituted its financial aid in addition to assisting the students in getting educational loan and scholarship from different agencies, so that the students are able to accomplish their educational goals.

4.5.1 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 Fee 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 of the student. Eligible candidates within 30 days of admission or 15 days of declaration of results shall apply through Dean of the College to the Eternal University Tuition Waiver Scholarship Committee who will examine all cases submitted within the prescribed period and recommend to the Vice Chancellor, whose decision would be final.

The details are given below

Award of Scholarship for new entrants: (link to www.eternaluniversity.edu.in)

4.5.2 Eternal University Work Study Programe

Eternal University provides financial aid to students on "financially week and eligible" students under work-study programe. For select number of students, work on the campus would be provided @ Rs. 50/- per hour liable to increase/decrease from time to time without any hour restrictions.

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

- i. Should not be in receipt of any other financial aid from any other sources.
- ii. Should maintain consistently good academic record. Should have sufficient time to take part-time work should justify financial need and inability to support her studies.
- iii. Should have no record of disciplinary action against her, is not involved in any act of indiscipline within the University Campus or outside, and no enquiry / contemplating disciplinary action is pending against her.
- iv. **Should have paid her dues in time.**

4.5.3 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.

4.5.4 The tuition fee waiver for the real two sisters:

(aa) Till the period both the sisters studying in the University	: 50% tuition fee will be waived off to the first sister.
(ab) Once the first sister passes out from the University	: 100% tuition fee will be paid by the second sister till the completion of the course

4.5.5 Ph. D. Fellowship

This fellowship will only be considered for Ph. D. students, if any student is found suitable to take

the classes of UG programmes and recommended by the respective Guide, Dean and approved by Hon'ble Vice Chancellor. Present rate of fellowship of Rs. 4500/- per month is liable to be **increased** as approved from time to time. The fellowship is valid only for three years from date of registration/admission.

Conditions:

- (i) The progress of the students will be monitored each year. These awards will stay in effect till student maintains her eligibility **percentage**.
- (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.
- (iv) **Should have paid her dues in time.**

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

4.6 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.

Our students apply for the undermentioned fellowships during their study in our University.

- Maulana Azad National Fellowship For Minority Students for Ph.D.
- Rajiv Gandhi National Fellowship For SC Candidates for Ph.D.
- Post-Graduate Indira Gandhi Scholarship For Single Girl Child
- Post-Graduate Merit Scholarship for University Rank Holder
- Ashirwad Scholarship for Sikh Students
- H.P. ePass Electronic Payment & Application System of Scholarships
- PMSSS J&K Scholarship (Prime Minister Special Scholarship Scheme)
- Junior Research Fellowship in Engineering & Technology
- Rajiv Gandhi National Fellowship for Students with Disabilities
- Swami Vivekananda Single Girl Child Scholarship for Research in Social Sciences
- "Ishan Uday" for North Eastern Region
- National Fellowship for OBC Candidates
- National Fellowship for Higher Education for ST Students
- **"Innovation in Science pursuits for Inspired Research" (INSPIRE) DST, GOI fellowships**

The students can also apply for the undermentioned scholarships during their study in this University.

National Scholarship for Minority Students .There are many type of scholarships under NSP Scholarship **schemes**.

Central Scheme

- Post matric scholarship schemes for Minority students.
- Merit cum Means scholarship for professional scholarship.

State Scheme

- Umbrella Scholarship for ST Students.
- Other States scholarship
- **In addition, every year, some students may get some financial aid from the donors.**

Students to contact the scholarship section/**DSW office**.

4.7 Medals and Merit Certificates

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:

4.7.1 Certificate of Merit

- i. 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.
- ii. 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.
- iii. Candidate should not have been placed on scholastic or conduct probation during the **course of** the degree.
- iv. Candidate should have no record of use of unfair means in any examination.
- v. Students who improve OCPA through repeating a course shall not be considered eligible for the merit certificate.
- vi. Certificate of merit shall be awarded at the University Convocation.
- vii. **Dean of each college** shall send the list of eligible candidates for award of merit **certificates to Dean Academic Affairs** who shall finalize in a committee consisting of Dean, Academic Affairs as Chairperson and members consisting of Registrar, Controller of Examination, Dean Postgraduate Studies, Deans of the Studies of the College/School, Dean of Student Welfare and any other member nominated by the Vice Chancellor.
- viii. Final list after approval of the Vice Chancellor shall be notified by the Registrar.
- ix. 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.

4.7.2 University Medal

- i. University Medal shall be awarded to toppers of each **programme** of the batch every 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.
- ii. There shall only be 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 the same OCPA, they shall be bracketed and each shall be awarded the University Medal.
- iii. 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.
- iv. Candidate should not have been placed on scholastic or conduct probation during the course of the degree.
- v. Candidate should have no record of the use of unfair means in any examination.
- vi. Candidate should not have been detained in any semester due to shortage of attendance.
- vii. Candidate should have no record of fail (F-grade), dropped (D grade) or unsatisfactory (US grade) in any examination of the degree.
- viii. Students who improve OCPA through repeating a course shall not be considered eligible for the merit certificate.
- ix. University medal shall be awarded at the University Convocation.
- x. Dean of Studies of each **college** 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 of Registrar, Controller of Examinations, **Dean Post-graduate Studies**, Deans of the Studies of **the College**, Dean of Student Welfare and any other member nominated by the Vice Chancellor.
- xi. Final list after approval of the Vice-Chancellor shall be notified by the Registrar.
- xii. 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.

4.7.3 Gold Medal for Outstanding Achievements

4.7.3.1 Details for awarding medal

Gold Medal for Outstanding Achievements would be awarded to two students of the university every year based on overall ranking of performance out of 100 marks assigned to different components, one for undergraduate and another for Post graduate student on the basis as given below:

- i. Candidate must fulfill all conditions as given for award of university medal for which 70 marks are allocated.
- ii. For participation in sports and co-curricular activities 10 marks are allocated.
- iii. Should have maintained highest the 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. Should have 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.

The subdivision of these marks is as in section 4.7.3.2

4.7.3.2 Fragmentation of marks

As per section 4.7.3.1 the marks allotted out of 100 are

a	Academics	70
b	Sports and Co-curricular activities	10
c	Maintains high level of discipline	10
d	Involved in social work	10

4.7.3.2.1 Fragmentation of sports and co-curricular activities (10 marks)

a	Sports activities	5
b	Co-curricular activities	5

a. Sports activities

The sports activities carried out by the student during her stay at the university will be counted only for the award of this medal. The marks distribution is

i	Inter- Class Tournament	1 mark
ii	Inter- College Tournament	2 marks
iii	Inter- University Competition/ State Level Competition	3 marks
iv	National Level/ Interstate Sports Tournament	4 marks
v	International Sports	5 marks

b. Co-curricular activities

i	Inter- Cass Activity	1 mark
ii	Inter- College Activity	2 marks
iii	Inter- University Competition/ State Level Competition	3 marks
iv	National Level/ Interstate Activity	4 marks
v	International Activity	5 marks

Note:

- a. The marks allocated against the category for participation will not change with the number of attempts of the same event
- b. First position in any event will lead to doubling of marks limiting to a maximum of 5 only.
- c. All the events should be official with the concurrence of Dean/DSW/Vice Chancellor

4.7.3.2.2 Fragmentation for maintenance of high level of discipline (10 marks)

The marks for discipline are divided into two components

- a. Attendance consists of 5 marks
- b. Behaviour consists of 5 marks

- a. **Attendance** will be allocated 5 marks for 100% attendance and zero marks for less than 75% attendance. These marks will be proportionately distributed between 0 and 5. This attendance is for only final year. The marks are to be authenticated by the class in-charge, concerned Dean of the college and Dean Academics Affairs.
- b. The marks for behavioral attitude for seniors and colleagues will be given by a committee constituting

i	DSW	Chairman
ii	Hostel Warden	Member
iii	Class In-Charge of student	Member
iv	Dean of college concerned	Member
v	Teacher of the concerned college nominated by VC	Member

Note: The Chairman will collect marks from each member in a sealed envelope. The highest and least marks will be deleted and the rest mean is to be considered for the award of medal from 5 marks.

4.7.3.2.3 Fragmentation for social works (10 marks)

The marks are divided into the following three subunits.

- a. Participation in Medical camps(1 marks for one camp and maximum of 2 marks)
- b. Community service (Satch abhiyan/ Langer sewa/ path) 1 mark for each)
- c. Blood donation/organ donation/ any other considered appropriate by committee(2 marks for each limiting to maximum of 5)

4.8 Best Alumni of the Year Award

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 Award is instituted to encourage such alumni.

- i. Best alumni of the year award shall consist of a citation and memento with inscription of university name and its logo and name of recipient (Best Alumni of the Year Prize) and year of award.
- ii. 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.
- iii. 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.
- iv. Registrar shall notify and invite the alumnus to attend the annual convocation.
- v. All alumni should enroll as life members of EUAA (EU Alumni Association).

4.9 Dress Code for Students

- i. 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 on 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 the 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 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, [spiritual upkeep](#) 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.

- ii. Students may be allowed to wear clothes of their choice (simple, with no vulgarity) on university functions viz. welcome function, farewell parties, cultural evening, with the consent of the concerned [HoD/Dean](#) of the college if function is only of [department/ college](#). [However](#), if the function is at University level, DSW consent will be required.

CHAPTER-V

5.0 SPORTS/CLUBS/DISCIPLINE/RAGGING AND EXTRACURRICULAR ACTIVITIES

5.1 Available Sports and Facilities

5.1.1 Outdoor Games

To provide outdoor games in the hills is one of the most daunting tasks as no plane land is usually available. The University has provided outdoor facilities for Hockey, Football, Volleyball, Basketball, Cricket and Lawn Tennis (two clay courts and one carpet court). Athletic track of 200 meter with eight lanes is available for the annual athletic meet. The University has made arrangements for playing even at night by providing flood light in all these grounds.

5.1.2 Indoor Games

Indoor games viz. badminton, table tennis, carom and chess are available for the students. The Gym with class equipment is available to student in the hostel itself to keep themselves fit. Yoga is carried out in the University hall in the morning from 6.00 - 7.00 am by an expert.

To take advantage of grounds in hills the state organizations are conducting National and state level sports meets, NCC camps etc. at this university campus. As it is exclusively a girls' University, special security arrangements are available for the students in the grounds.

5.2 Sports Committees

Faculty being the mentor of students, their involvement in these activities is mandatory; the activity may be co-curricular or extra-curricular ones. Curricular activities viz. quiz, arts and painting, math club, photography, declamation, fine arts, dramatics, innovative etc. are must for the confidence development of students. The extra-curricular ones including sports, gym, Yoga, athletics are available for physical health development of the students. They are included in the non-conventional education.

5.2.1 Sports Committee

Each activity has its own committee working independently, for the growth of that activity in the students. For Athletics the Athletic committee will constitute the faculty members as

- i. President Athletics
- ii. One member from each college.

5.2.2 Committee Function

- i. To encourage, inspire, inculcate the habit of creating interest in athletics among the students.
- ii. To arrange facilities through DSW for their activity.
- iii. The President is to lead by creating interest by assigning duties to the members to attend the evening sessions of the activity.
- iv. To arrange their competitions.

5.2.3 Creation of Committee

- i. Dean of the respective college assigns duty as members to the faculty who has interest for sports.
- ii. The names for the activity are sent to the DSW for finalizing the committee.
- iii. The President is nominated through this committee by the Vice Chancellor.
- iv. The term for the committee is for two year.
- v. The list of committee member is placed on the website.
- vi. The students interested in athletics can contact the members or the President.

5.2.4 Creation of other Committee

The format, function, creation, structure of all the committees will be same.

5.3 Disciplinary Committee

5.3.1 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.

5.3.1.1 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. The **committee will** 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.

5.3.1.2 Levels of offences

a. 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.

b. Middle Level offence

Misbehavior in the classrooms or on the campus, creating nuisance (playing loud music, bursting crackers, shouting slogans), using un-parliamentary 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 **in the** opinion of the Vice Chancellor falls under this category.

c. 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 equipment 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.

5.3.2 Punishment:

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

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

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.

5.3.3 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.

5.4 Instructions/Regulations Regarding Ragging

5.4.1 Anti-Ragging

As per the Supreme Court judgment in Vishwa Jagriti Mission Vs Central Government and Others (2001) 6 SCC 577, ragging is cognizable criminal offence and is strictly prohibited. If any incident of ragging comes to the notice of the Collage/University, the concerned student shall be given liberty to explain and if his explanation is not found satisfactory, the College/University will expel him from the relevant programe as well as the campus.

As per the Himachal Pradesh Educational Institutions (Prohibition of Ragging) Ordinance '2009' "Ragging" means any act, conduct or practice by which dominant power of senior students, former students or outsiders, is brought to bear on students freshly enrolled or students who are in any way considered junior by other students and includes individual or collective act or practices which:

- i. Involves physical or collective art or practices which:
- ii. Violate the status, dignity and honour of such students; or
- iii. Expose students to ridicule and contempt and affect their self-esteem; or
- iv. Entail verbal abuse and aggression, indecent gestures and obscene behaviour.

5.4.2 Disciplinary Action

Ragging is a cognizable offence under the law and the punishments to be meted out have to be exemplary and justifiably harsh to act as a deterrent. It may include:

- i. Suspension from attending the classes
- ii. Individual or collective fines
- iii. Withholding/withdrawing scholarships, fellowship and other benefits
- iv. Cancellation of admission, suspension, rustication or expulsion from the University/Hostel.
- v. Withholding results.
- vi. FIR with the police and arrest.
- vii. More severe punishment where justified such as fine/imprisonment etc.

Collective punishment may be imposed where involved persons are not identified.

5.4.3 Anti-Ragging Committee

The anti-Ragging committee members and Members of Anti-Ragging Squad are given in website (www.eternaluniversity.edu.in) <https://www.eternaluniversity.edu.in/anti-ragging.php> . Any student, who is a victim of ragging, can report telephonically the committee members immediately.

5.5 Eternal University Alumni Association (EUAA)

An Alumni Association is an organized group of people/former students who have studied at Eternal University in the past and are willing to share their views and experiences gained from heterogeneous endeavors in their lives after leaving the university. This organization will organize social events, publish newsletter or magazines and raise funds for the organization. It will also support new alumni and provide a forum to form new friends and developing 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 also formed by 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:-

- i. Its degree holders.
- ii. Members of the teaching faculty of the Eternal University.
- iii. Graduates of other universities, India or abroad, 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 in a form to become a member of this association. The requisite form is enclosed.(Form given in website <https://www.eternaluniversity.edu.in/alumnieregistration.php>)
(The committee member given in the website <https://www.eternaluniversity.edu.in/docs/EU-AA.pdf>)

5.6 NCC/NSS Activities and Faculty Involvement

5.6.1 The National Cadet Corps (India) was formed under NCC Act of 1948 and is open to school and college students on voluntary basis. The Cadets are given basic military training in small arms and parades. The motto of NCC is “Unity and Discipline”.

Eternal University is affiliated with under the control of 1 HP Girls Bn. Solan (HP)

5.6.1.1 Aim of NCC

- To develop qualities of Character, Courage, Comradeship, Discipline, Leadership, Secular Outlook, Spirit of Adventure and the ideals of Selfless Service amongst the Youth of the Country.
- To Create a Human Resource of Organized, Trained and Motivated Youth, to Provide Leadership in all Walks of life and be Always Available for the Service of the Nation
- To Provide a Suitable Environment to Motivate the Youth to take up a Career in the Armed Forces.

5.6.1.2 Certificates

Senior Division /Senior Wing: Cadets recruited from colleges fall under Senior Division and are under the command of Associated NCC Officer (ANO)

- C-Certificate is the highest recognition of training and qualification of a Senior **NCC cadet**.
- B-Certificate is the initial recognition of training and qualification of a Senior **NCC cadet**.

5.6.1.3 NCC Activities

Focus is on instilling discipline in the souls of the cadets, besides fostering healthy competition for the ranks, while keeping the greater interest of the nation in mind to create prospective officers for the Armed Forces. The National Cadet Corps is the only organization of its kind, which imparts Leadership, Discipline, Integration, Adventure, Military, Physical and Community Development training to over 13 lakhs youth of the country.

5.6.1.4 Benefits of NCC

Various Incentives are provided by the central Government to Cadets with NCC ‘B’ & ‘C’ certificate holders for recruitment in the ranks in the Defence Forces. NCC Special Entry Scheme for SD Wings graduates in OTA in group 19-25 years with 50% marks, through DDG of states for direct interview (SSB) every year. **Such** Cadets are exempted from CDS examination conducted by

the UPSC.

5.6.2 National Service Scheme (NSS)

At Eternal University, special efforts are put in to develop students' personality through community services. NSS (National Service Scheme) at Eternal University is a voluntary association being run by students themselves under guidance from faculty members. Various NSS camps are organized every year where students undertake various social welfare activities like Tree Plantation and awareness programs on drug de-addiction, AIDS, Swine-flu and campaign for saving water and cleanliness.

The students of undergraduate programme can opt for any one of these programmes as per their interest. (Contact NCC coordinator and NSS coordinator).

5.7 Extra-curricular Activities and Faculty Involvement

Curricular activities viz. cultural, quiz's, arts and painting, math club, declamation, fine arts, painting, dramatics, etc. are must for the confidence/brain development of students. The involvement of the faculty should be mandatory in all the extracurricular committees.

5.7.1 Cultural Committee

Each extra-curricular activity will be governed by this committee constituting

- i. President Cultural activities
- ii. Member from each college.

5.7.2 Committee Function

- i. To encourage, inspire, inculcate the habit of creating interest in cultural activities among the students.
- ii. To arrange facilities through DSW for their activity.
- iii. The President to create interest by assigning duties to the members during this activity.
- iv. To arrange their competitions.

5.7.3 Creation of Committee

- i. Dean of the respective college assigns duty as members to the faculty who is fond of cultural activities.
- ii. The names for the activity are sent to the DSW for finalizing the committee.
- iii. The President is nominated through this committee by the Vice Chancellor
- iv. The term for the committee is for two year.
- v. The list of committee members is placed on the website.
- vi. The students interested in these activities can contact the members or the President.

5.8 Excursion/Educational Tours

The Excursion/Educational tours are must for each and every student of the University, as it makes students conversant with field studies, general knowledge and also breaks monotonous life and refreshes their mind from the routine activities. The students of likeminded interest may be as class/college/ member whole University in sizable number can arrange their tour through this committee. For this committee it will be mandatory to elicit consent letter from the parents/guardians of the students who are embarking on tour for any eventuality/risk involved.

5.8.1 Excursion Committee

- i. President Excursion activities
- ii. Member from each college.

5.8.2 Functions

- i. To arrange facilities through DSW for their activity.
- ii. The President to create interest by assigning duties to the members to during this excursion tours.
- iii. The expenditure to be borne by the students.

5.8.3 Creation of Committee

- i. Dean of the respective college assigns duty to a faculty member to be a member of the committee.

- ii. The names for the activity are sent to the DSW for finalizing the committee.
- iii. The President is nominated through this committee by the Vice Chancellor
- iv. The term for the committee is for two year.
- v. The list of committee member is placed on the website.
- vi. The students interested in these tours can contact the members or the President.

5.8.3 Educational Tours

Where ever the educational tours viz., North India Tour and All India Tour are mandatory and an essential requirement of degree programme the entire expenses are to be borne by the students. However the expenses towards TA and DA of the staff accompanying them will be borne by the University Authorities. The students' expenditure is subject to availability of funds.

5.9 Clubs

The student of like-mindedness/ class/ college /or at University level can have their own club for organizing any activity, remaining in the gambit of Akal Trust rules. The club is to be recommended by the DSW and approved by the Vice Chancellor.

The expenditure is to be exclusively arranged by the club. They should have faculty members as an advisor.

CHAPTER-VI

6.0 INTERNSHIP/ TRAININGS/ PLACEMENTS/OTHER FACILITIES

6.1 Training and Placement cell

The Training and Placement Cell of Eternal University is dedicated to provide all aspects of placement support to the students in terms of Up skilling, Workshops, Live Projects, Competitive events, Guest Lectures, Mentorship, Internships, Pre Placements offers and guide them to prepare for **relevant** Jobs.

The broad activities of the Office includes:

- Organizing Summer Internships
- Organizing Industrial Visits
- Coordinating Final Placements
- Liaison with Industry bodies and think tank organizations
- Organizing experience sharing Seminars
- Conducting Training sessions for **upskilling through industry experts**

6.1.1 Summer Internships:

The Summer Internship Program Internships provide the students with hands-on learning experience as they gain a glimpse into the real world, giving them a front-row seat to a potential career choice. Not only do **students**, who participate in summer **internships**, get hands-on learning experience; they're also building their resumes and rewarding corporate exposure to our budding pool of talent. The projects that students have completed through their **internships** have been greatly appreciated and accepted by the industries. Every year students of all years undergo Summer Internships of **6-8 weeks** across companies of repute.

6.1.2 Internships

A practical work background carries a major significance when attempting to enter the job market. It's all about competition. An internship enables you to gain first-hand exposure of working in the real world. It also allows students to harness the skill, knowledge, and theoretical practice they learnt in university. Internships provide a nice learning curve for students with little experience of the professional world. It is a regular feature for the students of all **professional streams**.

6.1.3 Live Projects

Live projects are of great importance as they help in establishing mutually beneficial relationships between the industries which are seeking young and innovative people with a fresh perspective on management and students who get to hone their classroom learning and insights by blending them with real-life business.

6.1.4 Campus Hiring Training

The **Department of Training and Placement** runs the highly successful **Campus Hiring Training** program that is intended to groom students for niche profiles and enhance their employability prospects.

Right from the beginning in the College, each student is closely monitored to ensure that there is a significant step-up in their overall personality and approach to their career, rather than a single- minded focus on grades alone.

6.1.5 Important Information:

- i. Students can get all the latest information and notices regarding training and placements activities on the Placement notice board.
- ii. A mail will be sent to all the concern students stating the details of Internships, Placements, Guest lectures, Live Projects and Industrial trips.
- iii. Students need to get all the necessary information through their Student Placement Coordinator (every college has its own faculty member appointed as SPC)
- iv. For detailed information of any event and **T&P activity**, students can also directly approach the T&P cell.
- v. For any off campus drive and **industrial visit**, students need to take care of all expenses including travelling or any other charges (Transport facility may be offered as per the availability of the **vehicle**).

- vi. One faculty member will accompany the students from the respective college for any outdoor event or activity.

6.1.6 Do's

- i. The students will appear for placement drives in proper formal uniform with neat hairdos.
- ii. Carry a professional folder for an interview to carry necessary items. The things students are required to carry for an interview are as follows:
- iii. A portfolio notebook that includes a notepad, pen-holder, file pocket and passport size photograph where a notebook is required to take notes or note down information during the placement process.
- iv. A good pen or pencil and at least one copy of resume and list of references.
- v. All the testimonials in original and photocopies duly verified and self-attested.

6.1.7 Don'ts

- i. The students must observe and adhere to all the codes of conduct and rules specified by the Department of Training & Placements. While answering question in the interview, students should observe proper decorum. They should refrain from making any kind of derogatory remarks about [other department/University](#).
- ii. The impact of the behavior exhibited by the interviewee has, at times reduces the opportunities available to future batches of students. Irresponsible behavior, such as efforts to "market" oneself, derogatory remarks about other candidates or the University, negotiations other than those purported under the due process, will be seriously viewed. Such students may be denied further Placement Assistance.

6.2 Competitive examination cell

6.2.1 **Awareness:** The competitive examination cell creates awareness, inspires for the competitions at All India / state level amongst the students. Its main function is to inform the students [about](#) various examinations taking place, which may be,

- Civil Services Examination. ...
- Indian Economic Service Examination
- Engineering Services Examinations. ...
- Staff Selection for different Cadres.
- Banking Examinations
- Entry into universities higher education
- ICAR NET examination
- National Entrance Test for Lectureship

6.2.2 Cell chairman and members

The should have the structure as below

- Dean Chairman
- Secretary T&PO
- Members [one faculty from each college, nominated by the concerned Dean](#)

6.2.3 Functions of cell

The objectives of the Competitive Examination [Cell](#) are:

- Keep record of the students enrolling [for such](#) examination and the successful candidates
- To cultivate interest and [arrangement of specific classes](#) training required for such [examinations on free or paid basis](#).
- To build confidence among the students through continuous counseling, and provide necessary exposure to competitive environment.
- To provide adequate infrastructure and state of art training tools for achieving such targets.
- To display the detailed information of the Competitive exams on the notice board of the university.

6.3 Training/ personality/skill development

The students can develop personality, how to have leadership skill, face interview, fluent spoken English, temperament, soft behavior etc. The major function to arrange lecture by eminent personalities at University level.

6.3.1 Skill Development Cell

Skill development cell has been entrusted the responsibility to train students by providing them skill through AICTE approved registered facilitators with objectives for enhancing their employment/self-employment opportunities, specifically for students of professional courses.

6.4 Admissions Advisement Cell

To increase Admissions in the university may be due to change in new curriculum of through better education and extra or co-curricular activities. The support should come from the faculty as well as from the students. The Chairman of this cell is the Director Admissions. The choice of the faculty and the number of students in this should be the prerogative of the Chairman.

6.5 Mentor System

6.5.1 Akal College of Nursing:

The college adopts Foster families system which provide an environment in which students can interact freely and share their concerns and problems with classmates, seniors and teachers, to bring about group cohesion among students of different batch, to reduce stress among the students, to support academically weak students and to promote leadership and creative abilities among students. Development of foster families with vertical distribution of students so that all families will have students from all batches. Second year M.Sc. (Nursing) students will be the head of the family as foster mothers. Teacher in-charge of the family will act as shadow mother providing support and guidance as needed. As there are 23 second year M.Sc. (Nursing) students, it was decided to have 23 families. The activities enforced to the foster family were, foster parents must update the information pertaining to their respective students personal file folder and maintain confidentiality, identify and inform the management regarding any deviation in students' behaviour/attitude in academic or personal activities. Conduct 1:1 interaction with allotted students twice in a week and if any abnormality notes has to be informed to the higher authority as early as possible. Coordinate with class coordinator for further information if needed and in absence of foster parent the warden will be taking care of the students.

6.5.2 Akal College of Agriculture:

The college has adopted a system in which the students' numbers of 10-15 are allotted to a teacher as a mentor. The mentor will not change during the course of their degree. The student advisement manual has been designed for each student to be under the custody of the mentor. The personnel details of the students are being mentioned in this manual. It includes the academic record, extracurricular activities, hobbies etc. More important that the student has to get its signed from the parents, so that they know regarding their ward performance and activities. The mentor reports is to be signed/ shown to the parents. The academic record helps the mentor know, which courses the student has not cleared yet.

6.5.3 Rest of the colleges under the university:

Each class in-charge is assigned the job to mentor the respective students. Whenever students are facing academic problems, mentors help them by all means. They continuously monitor, counsel, guide and motivate mentees in all academic affairs during their course of study. During last semester of each programme at UG & PG level, students of final classes were helped in choosing courses and institutions for their higher studies. One- third of such students have secured admissions for their higher studies and they in turn have been helpful to guide juniors for their prospective admissions.

6.6 Students Facilities

6.6.1 Bank & ATM: Considering the financial requirements including money transaction, demand draft making, instant withdrawal of cash, loan facility, fee deposition and other such requirements, the campus has a branch of leading bank 'State Bank of India' along with a 24x7 ATM facility at walking distance in the center of premises. The branch is CBS enabled and extends all banking facilities and schemes to customers, which are available at any other branch in cities. Campus has also a branch of Punjab National Bank as well.

6.6.2 Post Office and Courier Service of DTDC: An 'India Post' post office facility with speed post and registration facility is present near SBI in the centre of campus. The branch is also providing various services like postal order, saving and insurance related schemes of Govt. of India. Delivery service for orders of online shopping via Amazon, Flipkart etc. is also available to Baru Sahib through the post office. The DTDC courier facility is also available to campus through DTDC courier office, Rajgarh.

6.6.3 Bus Connectivity to Eternal University Baru Sahib: Baru Sahib is well connected via road to Rajgarh, Solan, Nahan and Renuka Ji. There are frequent buses to these places from 6:00 am to 6:00 pm. A direct bus service from Baru Sahib to Bathinda (Punjab) (& Bathinda to Baru Sahib) at 6:00 AM every day from both sides is available for passengers of Chandigarh, Haryana & Punjab. There are 3 direct buses from Nahan, 5 direct buses from Solan to Baru Sahib. 24x7 taxi service from Solan, Rajgarh to Baru Sahib and from Baru Sahib to other places is available for travelling.

6.6.4 Akal Rojgar Yojna (ARY) Shopping complex: A megamart like shopping complex as an Akal Rojgar Yojna (ARY) initiative of Kalgidhar Trust, is located in the campus and provides all necessary requirements such as grocery, stationary, clothing, shoes and sandals, eatables and packaged foods, Bakery items, Fresh fruits and vegetables, health and cosmetics related products.

6.6.5 Akal Bakery: A highly subsidized bakery providing biscuits, bread, pastries, petties, and cakes is operational at the Campus. Students can take advantage of having of these goods. It is situated in a separate building near laundry in an area of 450 square feet and started in the year 1996. It is run by The Kalgidhar Trust. It is making fresh and delicious items-biscuits, bread, pizza, Berger, cream rolls, pastry, cake, kulcha, patties and many other items. The objective of it is to provide fresh and hygienic bakery items to students, staff and others who come to visit this spiritual place. The items are sent to ARY and Apple a Day for sale on nominal price. They are also served to University students and staff in Menu made for breakfast, lunch and dinner.

6.6.6 Laundry: Laundry service is excellent and at a highly subsidized rates.

6.6.7 Canteens Including Apple-a-day and Girls Canteen

Just as beauty is in the eye of the beholder, taste is in the mouth of the diner. In other words, determining an objective measure of the "best" food for the University/campus students would be nearly impossible. Some think taste and variety are the most important factors, while others place a premium on nutrition content or sustainability. Still some others emphasize to pay at least one or two visits a day, and that not just to have a taste of some delicacies, but also to brush up with the latest information.

Like other universities and colleges, Eternal University has 'Apple A Day' a popular place with students and professors. This is the most crowded place. University students come here during the free lectures to take tea, snacks and even meals. Small parties are held in the college canteen. It gives a scenic view of hills all-round while you are being served. Students drown their class mates' worries into a cup of tea and go back fresh to the classrooms.

One more Girls' Hostel Canteen provides its services at very subsidized prices so that a majority of students can afford to eat in that canteen. In both the canteens, the management never compromises on quality and hygiene to ensure food is available at reasonable rates. According to students, both are the best restaurant cum cafeteria for them.

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