

# UNIVERSITY EXAMINATIONS

## SEMESTER SYSTEM

### Academic Year and Semester

Instead of adopting Annual System of imparting instructions and evaluation in terms of marks, Semester System and evaluation in terms of grades/credit points has been adopted.

The Academic Year shall ordinarily be from July to June. It shall be divided into two semesters of 20 weeks each, including examinations during semester and end semester (minimum 90 working days). The Semester Calendar for each academic session shall be issued by the Registrar's Office during the 2<sup>nd</sup> Semester of the previous year.

### COURSE NUMBERING AND SUBJECT CODE SCHEME

The course numbering scheme and subject code scheme for the different programmes / courses is as under:

#### COURSE NUMBERING SCHEME

S No.	Programme	Number Range
1	Certificate Courses	001 – 099
2	Undergraduate Courses (UG)	101 – 499
3	Post Graduate Courses (PG)	501– 799
4	P G Research/ M. Phil	801– 899
5	Ph.D. (Courses, Seminar, special problem etc.)	901 – 999

The course numbering will start with three alphabets indicating the discipline to which the course pertains. This will be followed by three digits. The first digit indicates the year of the programme i.e. 1<sup>st</sup> year, 2<sup>nd</sup> year, 3<sup>rd</sup> year and so on whereas the last digit indicates the semester offered (odd or even). For all odd semesters, the 3<sup>rd</sup> digit will be odd whereas for even semesters the 3<sup>rd</sup> digit will be even.

#### SUBJECT CODE SCHEME

The subject code scheme for various programmes will be as under:

#### UNIVERSITY INSTITUTE OF ENGINEERING & TECHNOLOGY

Sr. No.	Programme	Subject Code
i.	Agricultural Engineering	AGE
ii.	Civil Engineering	CE
iii.	Computer Science and Engineering	CSE
iv.	Electronics and Communication Engineering	ECE
v.	Electrical Engineering	EE
vi.	Mechanical Engineering	ME

## UNIVERSITY INSTITUTE OF COMPUTER APPLICATIONS & INFORMATION SCIENCES

Sr. No.	Programme	Subject Code
i.	Computer Applications	CSA
ii.	Library & Information Sciences	LIS

## UNIVERSITY INSTITUTE OF COMMERCE & MANAGEMENT

Sr. No.	Programme	Subject Code
i.	Management	MGT
ii.	Commerce	COM

## UNIVERSITY INSTITUTE OF SCIENCES & HUMANITIES

Sr. No.	Programme	Subject Code
i.	Physics	PHY
ii.	Chemistry	CHM
iii.	Biochemistry	BCH
iv.	Botany	BOT
v.	Zoology	ZOO
vi.	Punjabi History and culture of Punjab	PBI
vii.	English	ENG
viii.	Mathematics	MAT
ix.	Social Sciences	SSE
x.	Physical Training	PT
xi.	General Proficiency	GPR
xii.	Environment Science	EVS
xiii.	Medical Lab. Science	MLS
xiv.	Agriculture	AGR

## UNIVERSITY INSTITUTE OF EDUCATION

Sr. No.	Programme	Subject Code
i.	Education	EDU
ii.	Physical Education	PED

### NOTE:

In the subject codes there should not be gap in between the alphabets and numbers.

### CREDIT SYSTEM

The credit system has been followed for evaluating the performance of the student at the end of semester. Each subject has been assigned Credits and contact hours depending upon the nature of the mode used

for coverage of the subject i.e. lectures, tutorials, assignments, quizzes, practicals etc. The credit values for the different academic activities have been adopted as:

### Credit Representation

Lectures (L) (hrs/wk/Sem.)	Tutorials (T) (hrs/wk/Sem.)	Practical Work (P) (hrs/wk/Sem.)	Contact hrs (L:T:P)	Credits (L: T: P)	Total contact hrs.	Total Credits
4	0	0	4:0:0	4:0:0	4	4
3	1	0	3:1:0	3:0.5:0	4	3.5
0	0	2	0:0:2	0:0:1	2	1
4	1	0	4:1:0	4:0.5:0	5	4.5
2	0	0	2:0:0	0:0:0	2	*NC
0	0	1	0:0:2	0:0:0	2	*NC

\*NC = Non-Credit course

### Course Load

The total load for each course depending upon the mode of delivery used for coverage of syllabus lectures, tutorials and practical along with total credit load as well as contact hours in a semester.

### EXAMINATION SYSTEM

#### Scheme of Examination

The scheme of examination includes two examinations; make up/improvement examination and End of Semester examination.

#### **Examination-I**

First examination will be conducted in 8<sup>th</sup> week after commencement of the semester. The answer sheets will be shown to the student within one week from last date of examination. The question paper will be of 30 marks, weighing fifteen percentages of total absolute marks (100 marks)

#### **Examination-II**

Second examination will be conducted in 15<sup>th</sup> week after commencement of the semester. The answer sheets will be shown to the student within one week from last date of examination. The question paper will be of 30 marks, weighing fifteen percentages of total absolute marks (100 marks)

#### **Examination-III**

Examination-III will be a makeup examination for those students who could not appear in Examination-I/Examination-II due to compelling reasons.

#### **End of Semester Examination**

The End of Semester Examination will be conducted in the 18<sup>th</sup> week after commencement of the semester. End of Semester evaluation will be of 50 marks.

#### **Setting of Question Papers and Evaluation of Answer Sheets:**

On the recommendations of Head of Department, Dean of the Concerned Institute shall appoint Board of Examiners for setting the Question Paper for each subject and evaluation of the Answer Sheets.

### **Format for setting question paper in Examination-I, Examination-II and Examination-III**

Question	Marks	Description
Q.1	05 (5*1)	Will consist of five sub parts each of One mark
Q. 2 – Q.5	15 (3*5)	Three questions out of Four, each of five marks
Q.6 – Q.7	10 (1*10)	One question out of Two, of Ten marks.

### **Format for setting question paper in End of Semester Examination**

Question	Marks	Description
Q.1	10 (10*1)	Will consist of ten sub parts each of One mark
Q. 2 – Q.6	20 (4*5)	Four questions out of Five each of Five marks
Q.7 - Q.9	20 (2*10)	Two questions out of Three, each of Ten marks.

## **EVALUATION SYSTEM**

The university is following continuous evaluation system. The student will be evaluated for any subject out of 100 marks. The evaluation system will have the components consisting of continuous assessment during the semester, examinations during semester and End of Semester examination.

Two methods -relative grading or absolute grading– have been in vogue for awarding grades in a course. The relative grading is based on the distribution (usually normal distribution) of marks obtained by all the students of the course and the grades are awarded based on a cut-off marks or percentile. Under the absolute grading, the marks are converted to grades/ credits based on pre-determined class intervals. SBBS University has adopted absolute grading system.

The sub headings for theory subjects and practical subjects and weightage thereof will be as under:

## **THEORY SUBJECTS**

The students will be evaluated for any subject based on continuous performance in various tests, quizzes, library assignments, seminars, special problem etc. The mode for evaluation during the semester (consisting of Examination-I, Examination-II and assignments etc.) and End of Semester examination is as under:

### **EVALUATION DURING SEMESTER & END OF SEMESTER:-**

Total evaluation during Semester and End of Semester Examination will be of 100 marks (total absolute marks). The Weightage of assessment during semester will be of 50 marks, which is fifty percent of the total absolute marks. The End of Semester Examination will also be of 50 marks, which is fifty percent of the total absolute marks. The distribution of 100 marks is as follows:-

## DISTRIBUTION OF WEIGHTAGE FOR EVALUATION OF THEORY SUBJECTS DURING SEMESTER END OF SEMESTER

Sub-heading	Percentage	Absolute marks
Examination I	15	15
Examination II	15	15
Examination III For Make up / improvement		-
Assignments etc.	20	20
End of Semester	50	50
<b>Total</b>	<b>100</b>	<b>100</b>

### Practical Subjects

Total evaluation during Semester and End of Semester Examination will be of 100 marks (total absolute marks). Evaluation of the student for practical subjects will be based on continuous assessment during the semester and End of Semester Examination. The weightage for continuous assessment during the semester will be sixty per cent and that for End of Semester examination will be forty per cent.

#### a) Evaluation During and End of Semester Evaluation

The student will be evaluated for practical subjects based on continuous assessment of the performance of the student in the form of conduct of experiments, performance, presentation and viva voce during the semester. The weightage to the continuous assessment, attendance and record keeping during the semester will be 60 marks, which is sixty percentages of total absolute marks. The student will be evaluated for practical subjects in the End of Semester Practical Examination based on performance, written examination and viva voce examination. The weightage to the End of Semester examination will be forty per cent. The distribution of marks with percentage is as follows:-

## DISTRIBUTION OF WEIGHTAGE FOR EVALUATION OF PRACTICAL SUBJECTS DURING AND END SEMESTER

Sub-heading	Percentage	Absolute Marks	Detail
Continuous assessment	40	40	During Semester (60 Marks)
Attendance	10	10	
Practical File	10	10	
Performance	15	15	End of Semester (40 marks)
Written Examination	10	10	
Viva-voce Examination	15	15	
<b>Total</b>	<b>100</b>	<b>100</b>	

### Credit Point Average (CPA)

The university has adopted 10-point scale credit system of evaluation as recommended by UGC. The cumulative sum of the marks secured by the student in various examinations, assignments, seminars, quizzes etc. out of 100 will be divided by 10 indicating the Credit Points Average (CPA) secured by the student for that particular subject. The multiplication of the credit points average earned by the candidate and the credits allocated to that particular subject will indicate the total credit points earned by the student for the subject.

### **Semester Credit Point Average (SCPA)**

The total credit points earned by the student in a particular semester will be the sum of the credit points earned for all the subjects registered during the semester. The Semester Credit Point Average (SCPA) for the semester will be the total credit points earned divided by total credit for which the student has registered.

### **Cumulative Credit Point Average (CCPA)**

Cumulative Credit Point Average earned by the student at the end of any semester will be obtained by dividing the total credit points earned by the student by total credit of the subjects for which the student has registered till that particular semester.

### **Overall Credit Point Average (OCPA)**

The total Credit Points earned by the student during the whole programme, divided by the total credit assigned for the programme indicates Overall Credit Point Average of the student.

### **Minimum Requirement For Passing A Subject**

The minimum Credit Point Average to be earned by the student for passing any particular subject is 4.00 for Undergraduate programmes. Any student earning Credit Point Average less than 4.00, will be deemed to have failed in the said subject and will be awarded 'F' grade. He/she will be allowed to appear in reappear examination, as per reappear policy of SBBS University.

The minimum Credit Point Average to be earned by the student for passing any particular subject is 5.00 for Postgraduate and Ph.D. programmes. Any student earning Credit Point Average less than 5.00, will be deemed to have failed in the said subject and will be awarded 'F' grade. He/she will be allowed to appear in reappear examination, as per reappear policy of SBBS University

### **Minimum Requirement For Completion Of Programme**

For successful completion of Undergraduate programme, the minimum credit point average requirement is 4.00.

For successful completion of any Postgraduate and Ph.D. programme, the minimum credit point average requirement is 5.00.

### **Second Division**

A student earning  $OCPA \geq 5.00$  and  $< 6.00$  will be deemed to have secured second division in Undergraduate Programmes.

A student earning  $OCPA \geq 5.00$  and  $< 6.00$  will be deemed to have secured second division in Post Graduate Programmes.

### **First Division**

A student earning  $OCPA \geq 6.00$  will be deemed to have secured first division in Undergraduate Programmes.

A student earning  $OCPA \geq 6.00$  will be deemed to have secured first division in Post Graduate Programmes.

### **Distinction**

A student earning  $OCPA$  of  $\geq 8.00$  for undergraduate programmes will be deemed to have passed the programmes with Distinction provided all the subjects (credit as well as non-credits) were cleared in first attempt only (without any 'F' grade).

A student earning  $OCPA$  of  $\geq 8.50$  for Postgraduate programmes will be deemed to have passed the programmes with Distinction provided all the subjects (credit as well as non-credits) were cleared in first attempt only (without any 'F' grade).

### **Award of Grades/Credit Points**

At the end of each semester the instructor in each course shall, in consultation with the Head of the Department grade the students on the basis of cumulative results of different kinds of tests, examinations, performance in the laboratory, library assignments, special problems, seminars and other type of exercises. The sum of the marks awarded to each student in a particular subject out of 100 shall be rounded off to one decimal point and divided by ten to obtain Credit Point Average (CPA) up to two decimal digits. The equivalence between some of Percentage of marks and Credit Point Average is as given in below:

#### **Conversion of Marks to Credit Point Average (CPA)**

<b>Marks (A)</b>	<b>Obtain</b>	<b>Credit Point Average (CPA) (A/10)</b>
100.0		10.00
99.5		9.95

99.0	9.90
98.4	9.84
98.0	9.80
97.6	9.76
96.0	9.60
95.9	9.59

From credit points earned for different courses taken by a student in a semester the credit point average of the semester shall be calculated taking into consideration the credit hours of different courses. Similarly, the OCPA of the student shall be calculated taking into account the accumulated credits and the accumulated credit points earned.

### **Submission of Grades/Credit Points**

The grades/credit points earned by the student and compilation of result prepared by the Instructor/HoD will be sent to the concerned Dean within fifteen days after conduct of End of Semester Examination. The Dean concerned shall discuss the credit points with the Head of the Department concerned and finalize the result. It shall be the responsibility of the Dean concerned to send the credit points sheets to the Registrar. The credit points sheet shall be kept as permanent record of the teacher of the department and of the institute for future record.

### **Abbreviation used in result**

In addition to the credit points following abbreviations are also used for the evaluation:-

F	=	Failed
I	=	Incomplete
A	=	Absent
D	=	Detain
RL	=	Result Late
S	=	Satisfactory
US	=	Unsatisfactory

### **Conversion of Overall Credit Point Average (OCPA) to Percentage Score**

The conversion of Overall Credit Point Average (OCPA) to Percent Score will be carried out by multiplication of respective OCPA by a factor of 10.

**Formula for Equivalent Percentage = OCPA X 10**



## REAPPEAR POLICY

### a. Applicability

Following students will be eligible to appear in the reappear examination:

- i. A student obtaining less than 40%/50% of maximum marks assigned to an undergraduate/ postgraduate course and has been awarded 'F' Grade.
- ii. A student who is not able to appear for the regular examinations due to exceptional circumstances like hospitalization or death in the family, having been awarded 'F' Grade, provided prior permission has been taken from Controller of Examination (COE) /Vice Chancellor.

Note:

1. Maximum marks includes both Semester Term End Examination(TEE) and Teacher's Continuous Assessment(CA)
2. F Grade –Failure in the course.

### b. Reappear Exam

- i. The candidate shall be allowed to re-appear in the Semester Term End Examination (TEE) of the subsequent semester(s), subject to maximum permissible period.
- ii. Score of Continuous assessment (CA) with 20% weight age will remain the same as in the last attempt and be carried forward with same weight age.
- iii. Term end examination (TEE) will carry 80% weight-age of the maximum marks assigned to a course. Paper will be set for 50 marks. Duration of the exam will be three hours.

### c. Maximum permissible time

Two years grace period beyond the normal duration of the programmes.

- d. Reappear Fee As prescribed by University.
- e. Extension of grace period under exceptional cases: The Vice Chancellor will have the veto power to extend the grace period by one more year to accommodate cases of exceptional situations. During this extended period, such students will not be eligible for ranking.
- f. Re-registration in case of failure to clear reappears If the student is unable to clear the reappears within the maximum permissible time subject to maximum attempts allowed, the student has to re-register for the same course as a backlog with regular students whenever offered. And will have to pass all the applicable components of evaluation (Teacher Continuous Assessment and Term End Examination).
- g. Re-registration fee (per course) Pro-rata basis.
- $$\text{Re – registration Fee per course} = \frac{\text{Total fee of the semester}}{\text{No. of courses in the semester}}$$
- h. Improvement fee As prescribed by the university.
- i. Syllabus
- The student shall be examined as per the syllabus which was offered in the semester in which he/she got reappear.
  - In case of major modifications in the syllabus which is in operation as compared to the syllabus which was applicable at the time of his/her joining the concerned programme and the Dean of the School so certifies, the examination may be held in accordance with the old syllabus. In such case request for the same shall be received by Controller of Examination at least 3 weeks prior to commencement of semester Term End Examination TEE.
- j. Number reappear chances
- The number of reappear chances will be restricted to three in addition to regular examination.

## DETENTION POLICY

It is mandatory for the students of University to surpass minimum percentage of attendance as per UGC guidelines which is currently 75 of the total no of lectures delivered. The students who do not fulfill the attendance criteria for a subject are not eligible to appear for End Semester examination for that particular subject in that Semester. Such students are termed as *Detained*.

It is proposed to allow the detained student to attend the classes of the respective subject(s) when offered again as under:-

A detainee student may re-register himself for the subject in which he/she is detained only when offered again by paying applicable subject fees. The student will have to attend the classes to fulfill the minimum attendance norm for that subject.

In case the student is detained in more than one subject and wishes to remove his/her detention during the continuation of course, then he/she may only be allowed to choose maximum two subjects at a time from similar or different semesters as the case may be.

If the student is re-registering himself/herself for more than one detained subject after the duration of course then he/she may be allowed to choose maximum four subjects from entire course (in case the subjects are taught in different semesters) or all subjects (in case the subjects are taught in same semester) at a time.

For such students the maximum duration to get through the course would be considered from the batch he/she was admitted for the first time in the University i.e. the period of completion of degree shall be 4 years for 2 year degree, 5 years for a 3 year degree and 6 years for a 4 year degree programmes.

### THE EXAMINATION POLICY FOR A DETAINED STUDENT WILL BE AS FOLLOWS:

The student if re-registering for the whole semester will be evaluated on the basis of marks in Exam-I, Exam-II, Assignments and End Semester Examination.

The student if re-registering for particular subject will be evaluated according to the Reappear examination criteria.

## **MIGRATION RULES**

- 1) Migration policy will be open to both Undergraduate and Postgraduate level students.
- 2) Migration to a course shall be allowed from a similar course (in duration, nomenclature and content) run by a recognized University/College/Institution on purely merit basis and subject to availability of seats.
- 3) The migration shall be allowed only within 30 days from the date of start of the relevant semester.
- 4) The student seeking migration to the Sant Baba Bhag Singh University shall submit Character Certificate, issued not more than 30 days before the date of application, from the University/College/Institution from which he wants to migrate.
- 5) The student shall furnish certified copies of transcripts of the papers he has studied and passed.
- 6) He shall have to clear papers for which he is declared deficient by the University. A student must have passed all his /her previous semesters. Student having re-appear or provisionally promoted to next semester shall not be considered for migration.
- 7) A committee constituted by the Vice-Chancellor shall quantify the credits and grade points to be awarded to him by the Sant Baba Bhag Singh University for the academic evaluation awards he has obtained at the University from where he is migrating. The deficient subject shall have to be covered by student as re-appear. The general rules for re-appear as framed by Sant Baba Bhag Singh University shall be applicable for covering the deficient courses.
- 8) On joining the Sant Baba Bhag Singh University, student shall have to deposit therequisite admission fee, tuition fee, funds and refundable security as charged from other students at the time of admission.
- 9) The migrating student must join the University within 15 days of the sanction of migration. Otherwise, his migration will automatically be cancelled unless the period is, for sufficient reason, extended by the Vice-Chancellor.
- 10) In case a student wishes to migrate from this University to some other University, he may be allowed to do so in case of special/extenuating circumstances which do not allow him to continue his studies at this university.
- 11) The Registrar/Administrative Officer of the University to which the student is migrating will certify that the student has been granted permission to migrate from Sant Baba Bhag Singh University to that University/Institute. He will also make a written request for migration and transfer of Credits/transcripts on the prescribed format along with the requisite fee notified by the University for this purpose.

- 12) The migrating student will clear all his dues with this University including full tuition fee and funds for the semester in which he is currently studying and submit the 'No Dues Slip' along with the migration form.
- 13) The Outmigration migration fees shall be Rs. 10,000/- for Inter-University Migration. There will be no fees for incoming migrants. Fee deposited will not be refundable.
- 14) If the student who has sought migration to the Sant Baba Bhag Singh University is later found to have indulged in any proven incriminating activity in his/her previous university, he/she is liable to disciplinary action, including rustication/removal from the rolls of the university.

**15) ELIGIBILITY**

- a) A student must have obtained a minimum of 40% or equivalent grade point corresponding to the SBBS university grading system in his/her previous examination.
- b) If a student does not fulfill the criterion mentioned above, he/she must have obtained the minimum marks in qualifying exam as prescribed by SBBS university admission rules for that course for that year.
- c) In case any qualifying test, conducted by any central/state agency, is mandatory for taking admission to a course, the student seeking migration has to show the proof on the basis of which he/she got admitted to the course (in first semester) in previous college / University. In addition to this the condition mentioned above must be fulfilled.

**16) PROCEDURE**

- a) A student seeking migration must have obtained permission from the previous college/University as well as from the SBBS university. The proof of permission granted must be submitted along with application of migration.
  - b) Along with the application for migration, the student need to provide all the necessary documents i.e. syllabi/course schemes etc. required for deciding the course equivalence.
  - c) After migration has been sanctioned, the student need to deposit the prescribed semester fee within two weeks.
  - d) Migration to/from SBBS University cannot be claimed as a matter of right, it is only the permission granted subject to fulfillment of the above conditions. SBBS University may reject application for migration to/from without assigning any reason.
- 17) The Vice-chancellor will have the right to amend any of these rules or may frame new rules, if so required.

**Ph.D & M.Phil ORDINANCES FOR ELIGIBILITY CRITERIA, PROCEDURE FOR REGISTRATION OF CANDIDATES, ALLOTMENT OF SUPERVISORS/ CO-SUPERVISORS AND RESEARCH TOPICS, SUBMISSION OF THESIS AND ITS EVALUATION FOR THE AWARD OF DEGREE.**

**(w. e. f. 2016)**

The Rules and Regulations has been prepared keeping in view the “University Grants Commission (minimum standards and procedure for award of M.Phil/Ph.D. degree), Regulation, **2016**”

**1. ELIGIBILITY CRITERIA FOR ADMISSION TO THE M.Phil PROGRAMME:**

- 11 Candidates for admission to the M.Phil programme shall have a Master's degree or a professional degree declared equivalent to the Master's degree by the corresponding statutory regulatory body, with at least 55% marks in aggregate or its equivalent grade 'B' in the UGC 7-point scale (or an equivalent grade in a point scale wherever grading system is followed) or an equivalent degree from a foreign educational Institution accredited by an Assessment and Accreditation Agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country for the purpose of assessing, accrediting or assuring quality and standards of educational Institutions.
- 12 A relaxation of 5% of marks, from 55% to 50%, or an equivalent relaxation of grade, may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/differently-abled and other categories of candidates as per the decision of the Commission from time to time, or for those who had obtained their Master's degree prior to 19<sup>th</sup> September, 1991. The eligibility marks of 55% (or an equivalent grade in a point scale wherever grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible based only on the qualifying marks without including the grace mark procedures.

**2. ELIGIBILITY CRITERIA FOR ADMISSION TO THE Ph.D PROGRAMME:**

Subject to the conditions stipulated in these Regulations, the following persons are eligible to seek admission to the Ph.D. programme:

- 21 Master's Degree holders satisfying the criteria stipulated under Clause 1 above.
- 22 Candidates who have cleared the M.Phil. Course work with at least 55% marks in aggregate or its equivalent grade 'B' in the UGC 7-point scale (or an equivalent grade in a point scale wherever grading system is followed) and successfully completing the M.Phil. Degree shall be eligible to proceed to do research work leading to the Ph. D. Degree in the same Institution in an integrated programme (Course work will be exempted). A relaxation of 5% of marks, from 55% to 50%, or an equivalent relaxation of grade, may

be allowed for those belonging to SC/ST/OBC(non-creamy layer)/differently-abled and other categories of candidates as per the decision of the Commission from time to time.

23 A person whose M.Phil. Dissertation has been evaluated and the viva voce is pending may be admitted to the Ph.D. programme of the same Institution.

24 Candidates possessing a Degree considered equivalent to M.Phil Degree of an Indian Institution, from a Foreign Educational Institution accredited by an Assessment and Accreditation Agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country for the purpose of assessing, accrediting or assuring quality and standards of educational institutions, shall be eligible for admission to Ph.D.programme.

### **3. DURATION OF THE M.Phil&Ph.DPROGRAMME:**

31 M.Phil. Programme shall be for a minimum duration of two (2) consecutive semesters / one year and a maximum of four (4) consecutive semesters / twoyears.

32 Ph.D. programme shall be for a minimum duration of three years, including course work and a maximum of six years. Two year extension beyond the above limits will be granted by the Vice Chancellor of the University on the request of the Student. The request should be rooted by the student through his/her Supervisor(s).

33 The women candidates and Persons with Disability (more than 40% disability) may be allowed a relaxation of one year for M.Phil and two years for Ph.D. in the maximum duration. In addition, the women candidates may be provided Maternity Leave/Child Care Leave once in the entire duration of M.Phil/Ph.D. for up to 240days.

### **4. CATEGORIES OF M.Phil& Ph.D.CANDIDATES**

M.Phil will be on regular mode only. However there shall be two categories of Ph.D. candidates:

- i) Full-time Ph.D candidates(Annexure X to be filled)
- ii) Part-time Ph.D candidates(Annexure IX to be filled)

### **5. PROCEDURE FOR ADMISSION IN Ph.D&M.Phil**

#### **A. APPLICATION FOR REGISTRATION**

- (i) A candidate wishing to Register as (Full Time/Part Time) for the Ph.D. Degree shall fill the prescribed application form and submit the same along with a fee as per norms of SBBS University.
- (ii) Research student/ Candidate working as a regular employee in any Government Department or Research Development Organization or Public Sector Undertaking or Registered Industry/ Company and also the faculty of a reputed educational institution will be eligible for admission to Ph.D. Programme as a Part-Time Scholar should provide a No Objection Certificate (NOC) from the employer stating that
  - (a) He / she is on the regular payroll of the organization, (b) He/ she is permitted to pursue studies on a part-time basis, and (c) His/her official duties will permit sufficient time for research (Annexure IX).

The candidate should also submit a certificate stating that the research facilities exist in his organization (which can be self-certified).

- (iii) Research student working full time (JRF/ SRF/ RA) in a Sponsored R&D project at SBBS University can be admitted to Ph.D. programme six months after joining the project provided his/her Ph.D. topic is related to the project as certified by the Research Degree Committee (RDC). To be accepted as a Ph.D. student, such a student will have to undergo the same admission procedure as applicable in general.

## **B. ENTRANCE TEST FOR ENROLMENT**

- (i) All the candidates to Ph.D. programme (Full Time/Part Time) and M.Phil Programme shall be admitted through an entrance test conducted twice a year in the months of **December** and **June**. The exact date/s of the examination will be notified through SBBSU's website and through advertisement in at least two (2) national newspaper, of which at least one (1) shall be in regional language.
- (ii) The discipline wise number of seats available for admission during a particular year will be announced in the advertisement for that year.
- (iii) Separate question papers will be set for candidates of different disciplines of Engineering/Commerce/Business Management/Computer Applications/Education/Physical Education/Natural & Applied Sciences/Social Sciences & Humanities.
- (iv) The question paper will be of MCQ type and of two hours duration. The candidates who secure 50% marks (minimum) will be called for interview.
- (v) Course contents for the test will be based on the fundamental and Objective/subjective aspects of the concerned discipline.
- (vi) Candidates who have already passed NET/SLET/GATE/JRF/M.Phil degree [obtained through regular mode and not through distance education] will be exempted from entrance test.
- (vii) Joining Report (Annexure –XI) has to be filled by the student at the time of joining the course work.

## **C. SELECTION CRITERIA FOR ENROLMENT**

- (i) The candidates appeared in test will be selected on the basis of merit calculated as per the following criteria:

<b>Criterion</b>	<b>Weight</b>
Marks in Masters programme	10%
Marks in Entrance Test	40%
Interview	50%
In case of test exempted candidates, marks will consider in P.G. and Interview	

- (ii) At the time of interview, candidates are expected to discuss their research interest / area with interview board. Only the predetermined number of students, based upon the available recognized research.



supervisors (with concerned specialization/research interest) will be selected for admission to Ph.D. and the list of successful candidates shall be released.

- (iii) Preference will be given for admission to candidates having JRF/any other fellowship from UGC/CSIR/other Govt.agencies.

#### **D. APPOINTMENT OF SUPERVISOR**

- (i) Any regular professor of the concerned University/Institution with at least five research publications in refereed journals and any Associate/Assistant professor of University/Institution with a Ph.D. degree and at least two research publications in refereed journals may be recognized as research supervisor.
- (ii) The maximum number of candidates, those can be registered for enrolment to M.Phil/Ph.D. Degree under a Supervisor/Co-supervisor is as follows:

<b>Assistant Professor</b>	: 4 (Ph.D.) and 1 (M.Phil)
<b>Associate Professor</b>	: 6 (Ph.D.) and 2 (M.Phil)
<b>Professor</b>	: 8 (Ph.D.) and 3 (M.Phil)

- (iii) The successful candidates are required to contact the available recognized research supervisors (with concerned specialization/research interest) from within the SBBS University.
- (iv) Subsequently, the allocation of supervisor shall be approved by the University, based upon the written request (**Annexure -I**) of the candidate endorsed by the supervisor and the Dean of concerned Institute.
- (v) If necessary, Co-supervisor may be appointed from within the same Department or of a different Department of the University or outside the University. However, a written justification for having a Co-supervisor should accompany the application duly forwarded by the supervisor and recommended by the Research Degree Committee(RDC).
- (vi) Provided further that no relative of the candidate such as wife, husband, son, daughter, sister, brother, wife's or husband's brother and sister, brother's son and daughter, sister's son and daughter, first cousin, nephew, grand-son, grand-daughter, or such other person as may be deemed a close relation by the Vice-Chancellor, shall be appointed as Supervisor/Co-Supervisor. An undertaking to this effect will be given by the Supervisor/Co-supervisor along with the application for enrolment.

#### **E. REQUEST FOR CHANGE OF THE SUPERVISOR**

- (i) Such requests can be entertained only:
  - a) In case the Supervisor has left the service of the University. However, Ph.D. scholars, who are already registered prior to leaving of service by the supervisor, may be allowed to continue provided an administrative supervisor is also appointed to facilitate the work of the candidate.
  - b) In case of extreme hardship, where it becomes almost impossible for a candidate to work with the existing Supervisor. In that case the matter may be placed before the Committee constituted by Director Research / Dean Academics; subject to final approval of the Vice Chancellor.

- (ii) The change of Supervisor shall only be allowed during the first two years after registration. No change will be allowed after that period.
- (iii) If the supervisor proceeds on long leave for three or more than three years, he/she may not be allowed to act as Supervisor. However, Ph.D. scholars, who are already registered prior to proceeding on long leave, may be allowed to continue provided an administrative supervisor is also appointed to facilitate the work of the candidate.

## **6. GUIDELINES FOR CANDIDATES SELECTED FOR ADMISSION**

### **a) COURSE WORK**

- (i) After having been admitted, each Ph.D. student shall be required to undertake course work. The duration of the course shall be one semester. Fee for course work will be as per norms of SBBS University.
- (ii) The course work shall be treated as prerequisite for Ph.D. programme. A minimum of four credits shall be assigned to one or more courses on Research Methodology which could cover areas such as quantitative methods, computer applications, research ethics and review of published research in the relevant field, training, field work, etc. Other courses shall be advanced level courses preparing the students for Ph.D. degree.
- (iii) All courses prescribed for Ph.D. course work shall be in conformity with the credit hour instructional requirement and shall specify content, instructional and assessment methods. They shall be duly approved by the authorized academic bodies.
- (iv) The Department where the scholar pursues his/her research shall prescribe the course(s) to him/her based on the recommendations of the Research Degree Committee.

### **Curriculum for Ph.D:**

There will be three papers. One paper will be core paper and is compulsory to all candidates. The second & Third paper will be elective based on subject. The elective papers will normally be offered to students by the department depending on the areas of interest of the candidates. The composition of the Course is given as under:

- a. One paper on "Research Methodology" (Compulsory to all candidates, 4 credits)
- b. Two papers on advanced level course of relevant subject (total 8 credits)
- c. Review of literature/seminars/conferences/workshops (4 credits)

The Total credits will be 16.

A candidate admitted to Ph.D. Course Work must fulfill the following requirements:

- (i) Has been on the rolls of the Department throughout the semester preceding the examination.
- (ii) Every candidate has attended a minimum of 75% of the delivered number of lectures in each paper.
- (iii) Candidate shall complete the prescribed course work at SBBS University for a minimum period of one semester as per the scheme of examination of Ph.D. programme.

- (iv) Specialisation courses shall be recommended by the Committee of Supervisor, Director Research/Coordinator/Head of Department and Dean Academics. The courses should be of post graduation level as per the SBBSU nomenclature. The course work should be completed by the candidate within coming two consecutive semesters, after provisional registration and the candidate must obtain minimum 55% in the allotted course work in order to be eligible to continue in programme and submit the Thesis/Thesis.
- (v) Provisions of examination policy of the SBBS University will also be applicable to Ph.D. candidates, unless otherwise provided for in Ph.D. Rules and Procedures or by separate notification by the competent authority.
- (vi) All those who are admitted for Ph.D. shall have to pay a fee of Rs. 20,000/- per semester, till the award of the degree. Late fee will be charged as per University norms. (Annexure-XII)

### C. Curriculum for M.Phil:

There will be three papers. One paper will be core paper and is compulsory to all candidates. The second & third paper will be elective based on subject. The elective papers will normally be offered to students by the department depending on the areas of interest of the candidates. The composition of the Course is given as under:

- a. One paper on "Research Methodology" (Compulsory to all candidates, 4 credits)
- b. Two papers on advanced level course of relevant subject (total 8 credits)
- c. Review of literature/seminars/conferences/workshops (4 credits)
- d. Dissertation (8 Credits)

The Total credits will be 24.

### D. Synopsis

- (i) After successful completion of Pre-Ph.D. course work mentioned above, the candidate shall be eligible to submit a synopsis (**Annexure II**) of his proposed research work along with the title of Thesis duly forwarded by the supervisor and Head of the institution where the candidate is working. The synopsis has to be submitted in Eight copies, with signatures of candidate, supervisor, co-supervisor and Head of the institution on each of the copy.
- (ii) If he/she does not submit the synopsis within one year of completion of course work, his/her provisional registration shall stand cancelled. However, the candidate with prior permission of Director Research/Dean Academics may apply afresh along with a registration fee of Rs. 10,000/- again within twenty four months from the date of first provisional registration to the university, through the supervisor. No further extension shall be given and the provisional registration shall be deemed to be cancelled.
- iii) After the approval of the Synopsis, the candidate has to submit the **Registration Fee of Rs 10,000/- (Enrolment Number will be issued only after the clearance of dues)**

- iv) **Research Degree Committee (RDC)** consisting of the following will evaluate the synopsis of the candidate for registration for Ph.D.:
1. Chancellor / Vice Chancellor or Nominee
  2. Director Research (Chairman)
  3. Dean Academics
  4. Dean/HoD
  5. Supervisor/Co-Supervisor
  6. One External Subject Expert
- (List of minimum Four external experts (for Synopsis & Pre-submission of Thesis), with complete address, contact numbers and e-mail IDs, to be submitted by the Supervisor to Director Research through the Head of the Department, out of which, the Vice Chancellor shall appoint one examiner.)
- v) Copies of the synopsis for registration for Ph.D. Degree will be provided to the Research Degree Committee (RDC) members at least fifteen days in advance to the date of RDC meeting or date of presentation of seminar. It is understood that all the deficiencies/improvements to be made in the synopsis will be settled in the meetings of RDC. The quorum for holding the synopsis evaluation will be at least three members from RDC.
- vi) In the seminar/ presentation, the candidate shall be required to present a seminar on the topic of his/her study in the presence of RDC.
- vii) The RDC, while recommending registration of the candidate for consideration shall send a detailed note about the suitability of the research topic as well as the methodology proposed by the candidate. The note shall include the names and Signature of the members of RDC present in the meeting, the discussions held and its final outcome.
- viii) A provisional registration will be considered as confirmed and a Letter of Enrolled will be issued by the **Registrar/Director (R & D) of the University** to the candidate, If the RDC approves the synopsis for registration to the Ph.D.
- ix) In case the RDC does not approve the topic, the case will be referred to Director Research along with reasons and justifications. In such case the candidate may avail one more opportunity with prior permission of Director Research to resubmit the synopsis (with registration fee), after duly incorporation of suggestions made by the RDC, within six months. In case synopsis is rejected second time, the candidate will have the option to apply for a fresh registration on new topic.

## 7. CANCELLATION OF REGISTRATION

The registration of a candidate for the Ph.D. programme may be cancelled in the following manner;

### (a) Voluntary Cancellation:

The candidate can opt for voluntary cancellation of his/her Ph.D. registration. In such event the application duly signed by the candidate and duly endorsed by the Guide and Head of Department shall

be submitted to the Director Research Committee. The candidate shall personally appear before the Director Research and shall submit a declaration of cancellation under his/her signature. The Director Research shall then endorse the declaration of the candidate contained in his application and forward it to the relevant Research Degree Committee. The registration shall stand cancelled from the date of acceptance of the application by the Research Degree Committee.

**(b) Cancellation formisconduct:**

If a candidate after registration, or during the course work, is found to be guilty of commissions and omissions amounting to misconduct like indiscipline, dereliction of duties, unbecoming behaviour, insubordination etc., the registration shall be cancelled by the relevant Research Committee by way of punishment on the receipt of report from the Guide and the Head of Department. Before submitting this report to the University shall grant an opportunity to the candidate for submitting his explanation and shall conduct such enquiry as deemed necessary. Provided also that the involvement of the candidate in a criminal offence involving moral turpitude shall be treated to be misconduct and registration shall be cancelled with immediate effect on his/her conviction by the Competent Court. In such case there shall be no requirement of offering opportunity of being heard before cancellation of the registration.

**8. PROGRESSREPORT**

- (i) Every enrolled candidate shall submit the progress report of his research after every six months in the prescribed form, **(Annexure- III)**.
- (ii) The report will include all the progress aspects, such as surveys, tours, publications, Conferences, research work, etc. The supervisor of the candidate shall endorse the progress of the candidate.
- (iii) Each candidate will be required to make a presentation of the annual progress before the Research Degree Committee(RDC).
- (v) If a candidate fails to submit two consecutive reports, late fee will be applicable with regard to submission of Annual Progress Report shall be Rs. 2,500/-. If a candidate fails to submit three consecutive progress reports, the matter shall be put before Research Degree Committee (RDC) for cancellation of the registration by the supervisor.
- (vi) A copy of record related to Ph.D. candidates will be maintained by the Registrar.
- (vii) A Research Degree Committee (RDC) consisting of the following will evaluate the presentation of annual progress report of the candidate and give constructive suggestions for the improvement in the research work and to complete other formalities related to the research work of the candidate till the completion of the project:
  - 1. Director Research (Chairman) /DR Nominee
  - 2. Head of the Department / Coordinator of the Department
  - 3. Supervisor/Co-supervisors

## 9. TOPIC MODIFICATION

Change or modification of topic of research by the candidate is permitted in exceptional cases. An amount of 10,000/- has to be deposited by the candidate for a change or modification in topic. A candidate may within one year of his/her registration (After Synopsis) can modify the scheme of his/her research with approval of the RDC provided that the RDC allows modifications to be made such that the modifications proposed did not involve any major change in the original scheme and scope of the subject.

## 10. PERIOD REQUIRED FOR SUBMISSION OF THESIS

- (i) The minimum period required for submission of Thesis (Full Time and Part Time) is three years including course work and maximum period is six years; the period shall be counted from the date of Provisional Registration.
- (ii) However, after six years, a candidate may seek extension for further one or two years by paying a fee as SBBS University norms. No further extension shall be allowed.
- (iii) The women candidates and Persons with Disability (more than 40% disability) may be allowed a relaxation of two years for Ph.D. in the maximum duration. In addition, the women candidates may be provided Maternity Leave/Child Care Leave once in the entire duration of M.Phil/Ph.D. for up to 240 days.
- (iv) Thesis submission/evaluation charges shall be as per SBBS university norms and to be paid at the time of Thesis submission.
- (v) Registration of candidates, who fail to submit their Thesis within the stipulated period as mentioned above or who fail to apply for grant of extension, would automatically stand cancelled.

## 11. SUBMISSION OF THESIS

- (i) **Pre-Submission:** If a candidate wants to submit Ph.D. Thesis, he/she should inform the office of Director Research through a letter forwarded by his/her supervisor mentioning that he/she intends to submit his/her Thesis. For that he/she will also **submit five copies of** extended abstract of the Thesis for pre-submission evaluation.
- (ii) **M.Phil scholars** shall present at least one **(1) Research paper in conferences/seminars (having ISSN and published full paper in proceedings not only abstract) or UGC Referred Journal** and **Ph.D scholars** must publish **at least three (03) papers in UGC Referred Journal/ International Conferences with ISSN number (full paper in proceedings not only abstract)** before the submission of the Thesis/Dissertation for adjudication and produce evidence for the same in the form of

presentation certificates and/orreprints.

- (iii) The candidate will give a pre-submission open house **seminar before submission of Thesis** (As per **Annexure –IV**). Annual progress report needs not to be submitted, once the candidate successfully accomplished his/her pre-submission seminar, however, he/she shall produce rough draft of Thesis at the time of presentation. The presentation shall be carried out by the Research Degree Committee (RDC). A report including the copy of the presentation and recommendation of the RDC will be sent to the Director Research for further action.
- (iv) **Thesis Submission:** A candidate must submit the Ph.D. Thesis within three months from the date of presentation of pre-submission seminar. In case of non-submission of Thesis within the stipulated period, the candidate can seek extension of further three months from the Director Research with a late fee decided by SBBS University norms. No further extension will be permitted.
- (v) Five copies of the Thesis shall be submitted in compact bound form along with a soft copy (CD), through his guide and Head of the Place of Research.
- (vi) The final Thesis shall be presented in accordance with the following specifications:
  - a. The paper used for printing shall be of A4 Size, Times new roman 12 font size.
  - b. Printing shall be in a standardized form on both sides of the paper (book type) and with minimum of one and- half spacing.
  - c. A margin of one-and-a half inches shall be on the left hand side.
  - d. The title of the Thesis, name of the university, name of the concerned subject in which Thesis is submitted (like Economics, Political Science, Physics, chemistry etc.) name of the concerned faculty, name of the candidate, name of the guide and co-guide, wherever appointed, month and year of Thesis submission shall be printed on the title page and the front cover. (For specimen see in **Annexure-V**)
- (vii) The candidate will not be permitted to submit his/her Thesis for the degree unless his/her supervisor is satisfied that the Thesis presented is worthy of consideration for the award of the Ph.D. degree.
- (viii) The Thesis should also be accompanied by the certificate of pre-submission seminar (**Annexure VI**). The Thesis shall also include a Certificate of the guide (**Annexure VII**) and a Declaration by the candidate (**Annexure VIII**) that the work reported in the Thesis has been carried out by the candidate himself and that the material from other sources, if any, is duly acknowledged. Thesis presented by the candidate must be a part of original research work characterized either by the discovery of new facts or by fresh interpretation of facts or theories or should consist of applied work, such as developing and fabricating special instruments or apparatus and should show the candidate's capacity for critical examination and judgment and for lucid presentation.
  - i. The candidate may incorporate in his/her Thesis, the contents of any work, which he/she may have published on the subject and shall inform the examiners, if he/she has done so; but he/she shall not

submit his/her Thesis on any work, for which a degree has already been conferred on him/her by this or any other University. The candidate may, however, incorporate in his Ph.D. Thesis, any work from his/her M.Phil./M.Litt. Thesis with due reference to the Thesis and acknowledgement to the Supervisor, provided the work has been carried out at this University.

- ii. Provided that in case the work was done through collaboration, a certificate duly signed by all Collaborators and counter-signed by the supervisor concerned, to the effect that none of the Collaborators has made or will make use of the joint work (published/unpublished) incorporated in this Thesis for the award of any degree/diploma of any University/Institution, shall be furnished along with the Thesis. Also, he/she has to submit No Objection Certificate (NOC) from the collaborating organization.
- iii. At the time of submission of Thesis, the candidate will give a certificate on the prescribed form that there is no plagiarism in the submitted Thesis. The detail of plagiarism and its avoidance is as follows. Plagiarism is the unacknowledged use of another person's work as one's own work. Plagiarism involves copying of Phrases, clauses, sentences, paragraphs, or longer extracts from published or unpublished work including from internet without acknowledgement of the source.

## **12. Methods of Plagiarism:**

- (a) Quoting directly another person's language, data, illustration, tables, etc. Without due acknowledgement of the source.
- (b) Copying a section of book/article/report/monograph/Thesis/Thesis without proper citation.
- (c) Buying, stealing or borrowing assignments, experiments/results.
- (d) Paraphrasing the work of others without due acknowledgements.
- (e) Using ideas of someone else without crediting the originator.
- (f) Copying, cutting and pasting from the internet or online source and submitting as one's own work without giving proper reference/citation.

### **12.1 Self-Plagiarism**

Copying/reproducing, in part or whole one's own published work without giving proper reference of that work.

### **12.2 Golden Rule to avoid the Plagiarism:**

- (a) Always give the due credit to the original author (s) and give the proper citation and proper reference.
- (b) Place the sentence in inverted commas, if you quote text verbatim.

### **12.3 Detection of Plagiarism:**

- (a) Candidate shall submit the report generated on the plagiarism checking software Turnitin (or as per SBBS university authority recommendation), of his draft Thesis along with a soft copy (In MS Word format) of the draft Thesis for the consideration of Departmental Research Committee.



(b) He/She shall also submit the plagiarism report obtained from the software chapter wise as well as full report.

(c) The exclusion at the time of performing the check should be limited to the following:

(i) Quotes

(ii) Bibliography

(iii) Phrases

(iv) Small matches upto 10 words

(iv) Small similarity less than 1%

(vi) Mathematical Formula

(vii) Name of Institutions, Department etc.

#### **12.4 Procedure for reconciliation of plagiarism reports:**

1. If a draft Thesis is found plagiarized and is reported to Departmental Research Committee then the Departmental Research Committee shall call the candidate to hear the candidate's view. On hearing the candidate, the Departmental Research Committee shall submit its recommendations keeping in view of the following guidelines:

(a) **The similarity between documents is within the limit (less than 10%) for putting some original results in proper context and all original sources are correctly cited.** The similarity is not of such nature which directly affects the original findings of research. No further action is required. Candidate may be permitted to submit the Thesis.

(b) Self-plagiarism:

“Regarding self plagiarism or cases where published work of the student is shown Plagiarism in the check, a certificate (Self Plagiarism Exclusion Certificate (**Annexure-XIII**)) has to be issued by the supervisor specifying and attaching the article that

iv. have been published by the student from the Thesis work. Only these articles should be excluded from the check, no other article of student or supervisor should not be excluded from the check

v. Similarity contents are from candidate's previous published work without proper citation. Candidate will be required to resubmit the work with proper citations

vi. If the published work is co-authored by the others, the researcher shall submit a consent letter from co-author(s) and publisher permitting him to use the work in his Thesis.

(c) Low-level plagiarism: When the plagiarism is a result of negligence or without intent to

xii) Cheat and the similarity between documents marginally outside the limit, the candidate may be allowed to resubmit the work with proper citations.

(d) Mid-level Plagiarism: Failure to cite proper citations, copying few paragraphs only. Intent to cheat is very low and may be due to lack of knowledge. The similarity between documents is outside the limit. The candidate may be allowed to resubmit the work with proper citation and with a warning not to repeat the

mistake again otherwise registration in the programme will be cancelled.

(e) High-level plagiarism: Deliberate and planned attempt to copy the work done by someone else. Large amount of data taken from someone else's work, art work copying, source code copying etc. Intention to cheat is very clear. The candidate's registration may be cancelled.

2 The Thesis resubmitted as recommended by the Departmental Research Committee in view of clauses (1)(a) to (d), will be again placed before Departmental Research Committee and the candidate will also be required to be present to substantiate the necessary improvements made by him in the Thesis

### **12.5 Plagiarism reported after the of Award of Degree**

(a) In case, any plagiarism is reported to the University when a Ph.D. degree has already been awarded, the Vice-Chancellor may constitute an expert committee to enquire into charges of plagiarism and the committee will submit its report with recommendations.

(b) The expert committee may give the opportunity of hearing to the concerned parties as it deems fit.

(c) The Vice-Chancellor will place the report along with recommendations of the committee before the Academic Council for its consideration and action

## **13. EVALUATION OF THESIS**

- (i) **The Supervisor will submit the list of six experts (three Indian experts from outside Punjab & three experts from outside India) and the Vice-Chancellor will appoint two examiners from a list of six experts, one from within or without Punjab & one from outside India for Thesis evaluation. For the disciplines of Literature, History, Education, Physical Education, Law & Agriculture, the Thesis evaluation will be conducted by two experts (One from Punjab and another may be from outside Punjab).** The viva-voce examination, based among other things, on the critiques given in the evaluation report, shall be conducted by the Research Supervisor and at least one of the two external examiners, and shall be open to be attended by Members of the Research Advisory Committee, all faculty members of the Department, other research scholars and other interested experts/researchers.
- (ii) The examiner will be free to seek clarifications on any matter from candidate's supervisor or the co-supervisor through Director Research. The Director Research will ensure the secrecy of examiner's identity and the reports submitted by the examiners.
- (iii) The examiner will state in his/her report:
  - a) Whether he/she recommends the award of the degree to the candidate without any changes.
  - b) Whether Thesis is acceptable, subject to the satisfactory answer to the queries raised by the examiner during the final viva-voce examination.
  - c) Whether he/she recommends re-submission of the Thesis after revision. In case an examiner recommends revision of the Thesis, he/she will also indicate the nature of changes.
  - d) Whether he/she recommends rejection of Thesis.

- (iv) In the event of an examiner making recommendations for revision/modification of the Thesis, the candidate shall be free to defend his/her point of view through the Director Research. However, if the examiner is not satisfied with the candidate's defense, the candidate shall be required to carry out necessary revision/modification as finally suggested by the examiner, before his/her case is processed further. It may be added that one examiner can recommend revision of Thesis only once. If a second revision is recommended by the same external examiner, it will be treated as rejection of Thesis.
- (v) The candidate, who is required to resubmit the Thesis, must do so within one year from the date of receipt of comments of the examiner to him/her by the University, irrespective of his/her submission of defense, unless extension is specially given by the Vice-Chancellor. A resubmitted Thesis will be examined by the examiner, who has recommended re-submission unless he/she himself is unable to do so or declines to do so.
- (vi) In the event of one of the examiners recommending the award of the degree and the second examiner recommending rejection of the Thesis; on the recommendation of the Vice-Chancellor, the Thesis shall be referred to a third examiner to be appointed by the Vice-Chancellor from out of the original panel of examiners. The third examiner shall not be informed of the recommendations of the two examiners. The recommendations of those two examiners who submit similar recommendations shall be final. This procedure shall also be followed if the examiner, who has suggested modification, rejects the revised Thesis.
- (vii) Each examiner shall be given three month's time for the evaluation of Thesis. In case report from him/her is not received, he/she may be reminded through e-mail. After the period of three months, if no report is received, the next examiner may be appointed. The first examiner will be requested to send the Thesis back to the University. If in due course, the report is received from the first examiner, the report will not be considered.

#### **14. VIVA-VOCE EXAMINATION**

- (i) The candidate is required to appear in an open house viva-voce examination, which shall be compulsory for all the candidates. This will normally be conducted at SBBSU by one of the two external examiners, who have evaluated the Thesis.
- (ii) The Director Research/Nominee and the Supervisor of the candidate will be associated with the conduct of the viva-voce to be arranged by the university. There will be a presentation by the candidate before the following Committee:
  - a. Chancellor / Vice Chancellor or VC Nominee
  - b. Director Research (Chairman)
  - c. Dean/Head of the Department
  - d. Dean Academics
  - e. Supervisor/Co-supervisors

f. One External Subject Expert who had evaluated Thesis.

The quorum for holding the viva-voce examination will be at least any three members.

- (iii) In case an external examiner communicates that he/she is unable to conduct a viva-voce, the Vice-Chancellor will appoint an examiner and a copy of the Thesis will be sent to the 3<sup>rd</sup> Examiner.
- (iv) In case, a candidate could not defend his/her Thesis successfully in the Viva-voce board in the first appearance, the board may recommend for reappearance within 30 days.
- (v) A candidate who is not successful in the second viva-voce also, his/her Thesis will be rejected.
- (vi) The report about the performance of the candidate in the viva-voce examination shall be recorded by the external examiner(s) only.

## **15. AWARD OF DEGREE**

- (i) If the two examiners of the Thesis have recommended the award of the degree, and the viva-voce examiner is satisfied on the basis of performance of the candidate in the oral examination, he/she may recommend the award of the degree.
- (ii) The result of Ph.D. degree of a candidate be deemed to have been notified by Dean Academics and Controller of Examination shall publish the result.
- (iii) Following the successful completion of the evaluation process and announcement of the award of Ph.D., the University shall submit a soft copy of the Ph.D. Thesis to UGC within a period of 30 days, for hoisting the same in INFLIBNET, accessible to all Institutions/Universities.

## **16. MIGRATION FEE**

Candidates who wish to migrate to some other university is allowed to migrate with payment of Rs 20,000/- as registration fee (Only if the Course work is cleared and before the Pre submission Viva). For those candidates who wish to migrate from other university to SBBSU is only allowed if the slot of the Supervisor is vacant and after the presentation in front of RDC Committee.

Migration fee from some other university to SBBS University is Rs 10,000/-.

## **17. AMENDMENT OF RULES**

These guidelines are subject to need based modification by the Competent Authority, depending upon the academic requirements of the University.



## Annexure I

### SANT BABA BHAG SINGH UNIVERSITY

*(Established vide Sant Baba Bhag Singh University Act, 2014)*

#### APPLICATION FORM FOR RECOGNITION OF SUPERVISOR /CO-SUPERVISOR FOR Ph.D. DEGREE

Faculty of \_\_\_\_\_ Subject: \_\_\_\_\_

#### APPLICATION FOR (Please Tick)

ALLOCATION OF SUPERVISOR	<input type="checkbox"/>	CHANGE OF SUPERVISOR:	<input type="checkbox"/>
INCLUSION OF CO-SUPERVISOR:	<input type="checkbox"/>	DELETION OF CO-SUPERVISOR:	<input type="checkbox"/>

1. Name of the Scholar (in Capitals)

2. Father's Name

3. Enrolment No.

4. Department

5. a) Address for Communication

b) Mobile No:

E-mail id:

6. Photo Copy of Admission. (Letter should be enclosed)

7. Photo Copy of Tuition Fee paid Receipts (along with admission receipt) to be enclosed: \_\_\_\_\_

8. Name of the Present Supervisor/Co-supervisor: (being changed)

Designation:

Address:

Mobile No: \_\_\_\_\_ E-mail id: \_\_\_\_\_

9. Name of the New (Proposed) Supervisor

Name of the New(Proposed)Co-Supervisor: \_\_\_\_\_

Designation:

Address:

MobileNo:

E-mailid:

10. Synopsis submittedstatus.....

11. Reasons for Change ofSupervisor/Co-supervisor

a) Research Scholar:

b) Reasons and Comments from Supervisor/Co-supervisor duly signed, with Seal &Date.

12. Specialization of NewSupervisor/Co-supervisor.

13. I hereby accept to work under the New Supervisor/Co-supervisor and I understand that any further request for change of Supervisor/Co-supervisor will not be permitted by theUniversity.

**Date:**

**Signature of the ResearchScholar**

**I have No Objection for changeofSupervisor**

**I accept to act asSupervisor**

(Signature of Present Supervisorwithseal)

(Signature of New Supervisor withseal)

I have No Objection for change/Inclusion/Deletion of Co-supervisor

(Signature of Present Co-Supervisorwithseal)

(Signature of New Co-Supervisor withseal)

**Note: List of Enclosures:**

1. Applicationletter.
2. AdmissionLetter.
3. Previous FeeReceipts.

*All the above mentioned list of enclosures should be submitted in duplicate.*

## **Annexure II**

### **Synopsis Format**

1. Excluding Cover Page, the length of a Thesis,, synopsis should be 6-8 pages including tables and figures in place. Synopsis should be on A4 size paper in Times new Roman 12 size font with 1.5 line spacing. Eight hard copies and a soft copy on CD in word and .pdf format of the synopsis are required to besubmitted.

#### **2. Title/Cover Page.**

#### **3. Introduction (should not exceed three pages includingFigs.):**

The Engineering/ Technological/ Scientific/ Used/Social relevance or importance of the research work should be reported.

#### **4. Brief Literature survey (should not exceed twopages)**

#### **5. Problem formulation (should not exceed onepage):**

Need and significance of proposed research work. The details of the following should be mentioned briefly, clearly and sufficiently a. Research problem b. Research Methodologies

#### **6. Objectives (should not exceed onepage):**

The objectives and scope of the research work should be clearly mentioned. The conceptual, analytical, experimental and methodological details within which the research has been carried out should be well defined. The future scope should also be mentioned for further research.

#### **7. Methodology/ Planning of work (should not exceed twopage)**

#### **8. Facilities required for proposedwork**

#### **9. Proposed Place ofwork**

#### **10. Signature ofcandidate**

#### **11. Duly signed bysupervisor**



**Annexure -III**  
**STUDENT PROGRESS**  
**REPORT**

**(To be submitted twice in a year)**

Ref. No \_\_\_\_\_

Date: \_\_\_\_\_

Name of the student	
Roll No.	
Institute/ Department	
Programme	
Topic of Thesis/Thesis	
List of Work Completed in last 6 months (Extra sheet as Appendix “1” may be attached)	
Comments by the Supervisor/Co-Supervisor	
Comments by the Dean/CoD/HoD	
Name & Signature of Supervisor/ Co-Supervisor	Name & Signature of Dean/CoD/HoD

Director (Research & Development)

**Annexure- IV**  
**APPROVAL PERFORMA OF THESIS BY**  
**RESEARCH DEGREE COMMITTEE**

Ref. No \_\_\_\_\_

Date: \_\_\_\_\_

Name of Student	
Roll No. of Student	
Institute/ Department	
Programme	
Topic of Thesis/Thesis	
Batch	
Name of Supervisor (In Capital)	
Name of Co-Supervisor (In Capital),if any	
Approved Objectives	
<b>Approved</b>	<b>Yes/No</b>
Remarks, if any	
<b>Name &amp; Signatures of members of Research Degree Committee</b>	
Vice Chancellor/Nominee of VC	
External Expert	
Dean Academics	
Dean/HoD	
Supervisor/Co-Supervisor	

Signature of Director Research, RDC  
20

**Annexure –V**

**GENERAL INFORMATION FOR THESIS**

**Title of research work**

**A**

**Thesis Submitted To**

**Sant Baba Bhag Singh University  
Padhiana, Jalandhar Punjab-144030  
(India)**



**FOR**

**THE DEGREE OF “DOCTOR OF PHILOSOPHY” IN .....**

**IN FACULTY OF .....**

**By**

**Name of Research Student**  
*Qualification*

**Supervisor**

**Name of  
Guide**

**Designation**

**Department**

**S.B.B.S. University Village Khiala, Padhiana Jalandhar, Punjab-144030  
(India) Month and Year**

## Annexure VI



### SANT BABA BHAG SINGH UNIVERSITY

*(Established vide Sant Baba Bhag Singh University Act, 2014)*

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Ref.No. \_\_\_\_\_

Dated: \_\_\_\_\_

#### PRE-SUBMISSION CERTIFICATE

This is to certify that Mr./Ms/ Ku. \_\_\_\_\_

has presented his/her pre-submission seminar before the expert Committee on

\_\_\_\_\_

in the Subject \_\_\_\_\_ and Faculty of \_\_\_\_\_ for the requirement of submission of  
final Ph.D. Thesis as per UGC 2016 regulation.

Date:

Place:

(Seal and Signature of Guide)

(Forwarded by Head of Department)

**Director (Research &  
Development)** Sant Baba Bhag  
Singh University, Village Khiala,  
Padhiana,

Jalandhar, Punjab-144030.



## Annexure VII

Faculty of \_\_\_\_\_

Subject: \_\_\_\_\_

### SANT BABA BHAG SINGH UNIVERSITY

*(Established vide Sant Baba Bhag Singh University Act, 2014)*

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### CERTIFICATE

This is to certify that the work presented in this Thesis entitled “.....” is the own work of ..... Conducted in the Department of ....., Sant Baba Bhag Singh University Jalandhar Punjab under my supervision. This work has not been submitted earlier to any University/Institution for any research degree to the best of my knowledge.

**Date:**

**Place:**

**Name, Designation**

**Signature of Research**

**Guide**

## Annexure VIII



### SANT BABA BHAG SINGH UNIVERSITY

*(Established vide Sant Baba Bhag Singh University Act, 2014)*

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#### DECLARATION/UNDERTAKING

I hereby declare that the research work embodied in the Thesis entitled “.....” is my own contribution and results of investigations carried out under the supervision of.....Department of....., Sant Baba Bhag Singh University from.....to..... This research work is original and has not been submitted earlier to any University/ Institution for the award of any diploma or degree.

**Date:**

**Place:**

**(Name and Signature of Research Student)**

## **Annexure IX**

ReferenceNo.

Dated:

### **No Objection Certificate for Part-Time Ph.D Students**

**(Should be typed on the letter head of the sponsoring  
organization)**

To

The Vice Chancellor  
Sant Baba Bhag Singh University  
Jalandhar

**Subject: No objectionCertificate**

Dear Sir,

We have no objectionifMr./Mrs/Ms. \_\_\_\_\_,

Designation: \_\_\_\_\_ is on Regular rolls of the organisation. He/She may be  
admitted to the Ph.D. Program in the departmentof

\_\_\_\_\_ atSant Baba Bhag Singh University as a part-  
time student for the session 2017-18. His/ her official duties will permit sufficient time for the  
research.

**Signature and Seal of the Sponsoring  
Authority**

**Note: The candidate should also submit a certificate stating that the research  
facilities exist in his organization (which can be self-certified).**

## Annexure- X

ReferenceNo.

Dated:

**Affidavit for the Full-Time Ph.D students duly signed by the Magistrate  
(Duly Attested by Magistrate/ Tehsildar on Stamp paper of Rs 10/-)**

### **To whom it may Concern**

It is certified that Mr/Ms/Miss \_\_\_\_\_ S/o/D/o \_\_\_\_\_

\_\_\_\_\_ resident of \_\_\_\_\_

\_\_\_\_\_ Date of Birth \_\_\_\_\_

Aadhar No (Copy of Aadhar to be attached): \_\_\_\_\_ is pursuing his/her  
PhD in \_\_\_\_\_ branch from Sant Baba Bhag Singh  
University, Padhiana,

Distt: Jalandhar for the July/August 2017. It is further certified that:

- a) I will do Ph.D (Full Time) degree from SBBSU and will not join any job on Regular or Part time basis for a minimum of 3 years (from the admission date)
- b) I will fulfill the 75 % attendance criterion in each semester for a minimum duration of 6 semesters.
- c) I am not indulged in any kind of criminal activities and there is no court case/police case associated with me.
- d) I will govern all the Ph.D rules and regulations of the Sant Baba Bhag Singh University in true spirit.
- e) In case of any misleading/wrong information my candidature for the Ph.D may be cancelled.

I certify that I have given correct information and have read all the above terms .

Signature of Student

Dated:



## **Annexure- XI**

### **Joining Report of the Candidate**

I .....hereby join for research work leading to the Ph.D.  
Degree of Sant Baba Bhag Singh University, on this date..... as a Full-time/Part-  
time Scholar in the Department of .....  
..... under the Supervision of  
Dr.....on Dated:\_\_\_\_\_

**Signature of the Candidate**

**Signature of the Supervisor/Co-Supervisor**

**Director R &D**

**To**

**The Registrar  
SBBS  
University,  
Padhiana**



## Annexure-XII

### SANT BABA BHAG SINGH UNIVERSITY

*(Established vide Sant Baba Bhag Singh University Act, 2014)*

#### Ph.D. Fee

All candidates will have to pay fees as prescribed by the SBBS University for Ph.D. degree.

S.NO.	Purpose	Fee(In Rs)
1	Enrolment/Enrolment-cum-Admission Form Fee	2500
2	Registration Fee(After defending the Synopsis)	10,000
3	Course work Fee	30,000
4	Course work Examination Fee	500
5	Per Semester Fee	20,000
6	Late fees for one year extension (Sixth year)	25,000
7	Late fees for two year extension (Seventh year)	35,000
8	Topic Modification Fee	10,000
9	Late fees for paying semesterfee	2000 per month
10	Late submission of six monthly progress report	500 per month
11	Thesis submission/ evaluation fees	15,000
12	Thesis submission Late Fee (after due date)	10,000
13	Migration Fee ( If Migrated to some other University from SBBSU)	20,000
14	Migration Fee ( If Migrated from some other University to SBBSU)	10,000
15	Security Amount (Applicable from 2018 onwards) Refundable	Rs 2000/-



### Annexure-XIII

#### SANT BABA BHAG SINGH UNIVERSITY

***(Established vide Sant Baba Bhag Singh University Act, 2014)***

#### Self-Plagiarism Exclusion Certificate

In the thesis submitted by \_\_\_\_\_ Regd. No. \_\_\_\_\_ for the award of PhD,  
the content of the Chapters ..... have been published in

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

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

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

(Signature of the Candidate)

(Signature of Supervisor(s))

## **AWARD OF DEGREES**

### **(A) REQUIREMENT FOR THE AWARD OF DEGREE**

1. A Student is deemed to have completed the requirements for a programme and is eligible for the award of degree if,

- (i) He/she has satisfied all the rules and regulations.
- (ii) He/she has passed all the required subject(s)/paper(s).
- (iii) He/she has deposited all fees due to him/her.
- (iv) There is no case of indiscipline pending against him/her.

### **(B) ADMISSION TO DEGREES**

2. The Academic Council shall, from time to time, report to the Senate through the Governing Body, the names of all persons who have passed examinations for the degrees of the University and have become qualified under the Ordinances for admission to such degrees. When the Senate has sanctioned the admission of any such person to any degree, he shall be entitled to be formally admitted to that degree.

3. For conferment of degrees, the Senate shall meet in Convocation at least once a year.

4. Candidate who are invited to attend the University Convocation but are unable to do so or those who are desirous of receiving their degrees before the Convocation, shall be allowed to do so on specific request and approval of Dean Academic Affairs.

5. The medal shall be awarded only to the topper in the examination provided he gets at least 6.5 CGPA.

6. Medals, prizes and distinctions etc. shall also be awarded to the persons entitled thereto at the Convocation.

### **(A) AWARD OF MEDALS/PRIZES**

7. A candidate will be eligible for the award of a medal or a prize, if he/she:  
(i) secures highest CGPA among all the students of that programme/branch;  
and  
(ii) passes all the examinations of the programme in minimum stipulated duration  
of  
the course and in the first attempt available to him/her.

8. The medals shall be awarded for the following:

- (a) University Medals : One for each course stream/subject as notified by the Governing Body e.g. one each for

M.Tech.

(b) Chancellor's Medal :  
of Excellence

(CSE), M.Tech. (N.T.), M.Sc. (Physics) etc.  
One for science, technology, professional and  
allied courses and one for Arts, humanities,  
Languages, Social Sciences and allied courses.

### **(A) University Medals**

9. University Medal would be awarded only when at least ten candidates have appeared in the examination.

10. Medal would be awarded only for Bachelors' and Masters' Degree courses. For other courses, only certificate of Excellence will be given to the toppers.

11. The medals shall be awarded on the basis of score/grade which is counted for determining the final CGPA of the Candidate.

12. When two or more candidates are bracketed together, the award shall be made to each of the candidates bracketed at the first position in an examination.

13. The candidates who are awarded University Medals shall be issued Merit Certificates stating the fact of their having been awarded the University Medals by the University.

14. The University Medals shall not be named after any person/donor.

15. The medals shall be awarded only to those candidates who have passed all the subjects of the course without any break in the first attempt, and not in parts.

# **TUITION FEES AND OTHER DUES**

## **(A) RATES OF FEE AND FEE DEPOSIT**

1. The rates of fees and refundable securities etc., to be charged from students, admitted to various University classes/courses shall be notified by the University from time to time and incorporated in the Prospectus for the relevant year.
2. Tuition fee and other fee shall be payable at or before the beginning of each semester as per the dates notified by the University.
3. If a student does not pay his/her fee by the notified date, he/she can pay his/her fee within next 15 days with a late fee notified by the University.
4. The names of the students, who fail to pay the fee within fifteen days after the last date notified by the University, will be struck off from the rolls of the University.
5. Such students can seek re-admission within next fifteen days, on payment of the prescribed re-admission fee, with the permission of Dean, Academic Affairs.
6. All fines collected from students shall be deposited in an account to be called "Students' Welfare Fund" to be used only for the welfare of needy students.
7. A Student, when depositing his fees, shall quote his class and registration number.
8. The office shall not be responsible for wrong adjustment of fees, if correct and complete particulars are not given in the receipt. The names of the candidates selected for admission will be brought on the rolls of the class on production of receipts in token of requisite dues having been paid.

## **(B) REFUND OF FEE**

1. Refund of fee shall be allowed only in case of new admission. The amount of fee to be refunded shall be as below:
  - (a) Full fee and other charges, after prescribed deduction as admission processing charges, in case the student applies for refund before the commencement of classes for that Academic Session.
  - (b) Full fee and other charges after prescribed deduction as admission processing charges and proportionate deduction from Tuition Fee and Hostel/Transport Fee, in case the student applies for refund after the commencement of classes but on or before the last date of admission for that Academic Session.
  - (c) Only Security and Hostel/Transport Fee, if any, shall be refunded after proportionate deduction, in case the student applies for refund after the last date of admission for that Academic Session.
  - (d) No refund of fee shall be allowed if the student leaves the University in subsequent semesters. Only the refund of security will be allowed in such cases.

**(C) FEE CONCESSION**

1. The fee concession shall be allowed to the students as decided by the Governing Body and incorporated in the prospectus for the relevant year.

**(D) SCHOLARSHIPS**

2. Scholarships under different categories will be granted to needy and meritorious students, as decided by the Governing Body and incorporated in the prospectus for the relevant year.

**(E) FEES FOR VARIOUS TYPES OF CERTIFICATES ETC.**

3. The fee for various types of certificates shall be charged as notified by the University from time to time.

## CONTROL AND DISCIPLINE OF STUDENTS IN THE UNIVERSITY TEACHING DEPARTMENTS AND HOSTELS

1. (a) The Head of the Department shall be competent:

- (i) to impose fine on a student, as may be warranted by the nature of the offence and notified by the University from time to time;
- (ii) to suspend a student from class for such period as Head of the Department deems fit;

The decision of the Head of the Department shall be final in such cases.

(b) The Warden of the University Hostel, in consultation with the Provost of the University Hostels (or the Dean, Students' Welfare, in the absence of the Provost), shall be competent to impose a fine, as may be warranted by the nature of offence or require a student to leave the hostel for a specific period or permanently.

The decision of the Warden of the University Hostel shall be final in such cases;

Provided, however, that the Head of the Department/Warden of the University Hostel may, for reasons to be recorded, revise or review his order within ten days of the issue of original order.

2. For expulsion/rustication and other punishment in excess of the limits specified in any of the above categories of Rule 1, the case will be referred to the Enquiry Committee, constituted by the Vice Chancellor. This Committee shall submit a report to the Vice-Chancellor, who may either himself impose any punishment including expulsion/rustication for the period specified in the order, depending upon the gravity of the offence, or refer the enquiry report to the same Committee or another Committee appointed by him for imposing punishment, as such Committee may deem fit.

**Note:** 'Rustication' means the debarring of a student from attending classes/examinations for a specified period, whereas 'Expulsion' means the permanent debarring of a student from attending classes/examinations.

3. Before an order of expulsion/rustication is passed or any other punishment under rule 2 is imposed, the Convener of the Enquiry Committee shall ensure that the student has been given a reasonable opportunity to explain his conduct.

In regard to expulsion/rustication of the student, the Convener of the Enquiry



Committee shall furnish a Certificate duly signed by him that the student was given a reasonable opportunity of being heard in his defence.

4. The Registrar will enter the order of expulsion/rustication of a student of the University Teaching Department, in the register of students, and notify it to all the University Teaching Departments and other Universities in India, on the expiry of fifteen days from the date of issue of order.

5. The rusticated student may be allowed, if he is otherwise eligible, to take examination privately after the period of rustication is over. The Head of the Department concerned, may, at his discretion, allow him to join the class after the period of rustication is over, under intimation to the Registrar, provided the period of rustication is less than two years. Candidates who miss chances(s) to appear in the University examination due to rustication shall be allowed the number of chances so missed by them;

Provided that a student who is rusticated for a period exceeding two years, shall not be re-admitted in the same or any other Department without the prior sanction of the Governing Body .

6. If a student is reported by the Head of the Department/Provost/Dean Students' Welfare, to be guilty of any immoral act or an act of serious misconduct or serious violation of any of the disciplinary rules, he may be debarred by the Governing Body from appearing in the University examination. The Governing Body , in such cases may also

(i) cancel his candidature for that examination and order that his result be not declared;  
or

(ii) disqualify him permanently or for a specific period. This shall also be applicable to a student who is sent up for the University examination by the Head of the Teaching Department, till the declaration of his result.

7. Depending upon the situation, the Committee will hold its meeting and complete the enquiry within a week of the constitution of the Committee. The punishment suggested by the Committee will be in accordance with the rules already laid down for students of University Teaching Departments by the University. In case of ex-student, the Committee may recommend such punishment as it may deem fit including:

- (i) cancellation of his candidature for any of the University examination;
- (ii) barring him from joining any course of studies offered by the University;
- (iii) any other punishment considered reasonable by the committee.

8. Notwithstanding anything hereinbefore contained, the Head of University Teaching Department or Warden of University Hostel shall have the authority to take disciplinary action against the students of that Department/Hostel, including any act of indiscipline outside the premises of the Department/Hostels and the provisions

hereinbefore contained in regard to procedure and punishment shall be applicable to such cases also.

9. Notwithstanding anything hereinbefore contained, all decisions in respect of disciplinary matters concerning students of Departments and other classes run or maintained by the University shall be subject to review by the Vice-Chancellor on humanitarian grounds, keeping in view the overall behavior of the candidate after one year from the date of rustication.

Provided that in cases of expulsion, the reviewing authority shall be the Governing Body.

## **UNIVERSITY HOSTELS**

1. Application for admission to the Hostel shall be made in the student's own handwriting on the prescribed form (to be had from the office) and will be disposed of by the Warden, in accordance with the merit list provided by the Heads of departments.

2. The hostel accommodation will be allotted to the student, subject to availability.

3. At the time of admission a student will be required to pay the hostel charges for the semester and hostel/mess security, as notified from time to time by the University.

4. Hostel fee shall be payable before the beginning of each semester as per the dates notified by the University. If a student does not pay his/her fee by the notified date, he/she can pay his/her fee at a later date with a late fee as notified by the University. If the student fails to deposit fee even after fifteen days of the start of semester, the name of the defaulter will be struck off the rolls of the hostel and such student shall be asked to leave the hostel, and the outstanding amount shall be deducted from the hostel security. Such student can be readmitted after paying the arrears with fine, with the permission of the Provost.

5. A boarder, who after making advance payment for the full semester, leaves the hostel, will be charged hostel fees for three months, and the hostel fees for the remaining period shall be refundable. No refund of hostel fee will be made if the student stays in hostel for more than three months in that semester.

6. The security will be refunded to a boarder on the completion of his course and after he has cleared all his/her hostel/mess dues provided the claim for refund is made within one year of the completion of his course.

7. The boarders are required to pay the mess charges on monthly basis, by the dates notified by the University.

8. The names of boarders absenting themselves without permission for a fortnight or more will be struck off the rolls of the hostel and the possession of their rooms will be taken by the warden.

9. The boarders are not permitted to keep any guests for the night without prior permission of the Warden.

10. The students are not allowed to keep the four wheelers in the hostels.

11. The students are not permitted to keep room coolers, air conditioners, kettle, electric iron, heater etc. in their rooms.

12. The students are not permitted to carry/keep lethal weapons in the hostels.

13. All rooms shall remain open to inspection by Provost/Warden/ Assistant Warden.

14. The University authorities may expel any boarder at any time if they are not satisfied with his health or conduct.

15. Students are required to vacate the hostels within two days of the completion of their even semester examinations, to enable the Construction Wing to repair and renovate the hostels well in time for the next academic session.

16. Any other order passed from time to time by the Provost for the proper maintenance of discipline in the University Hostels will be binding on the hostel residents.

17. Violation of any of the hostel rules mentioned above or those enforced from time to time will be punishable with fine or suspension and expulsion from hostel. Depending upon the seriousness of the offence, the Warden of the hostel may impose punishment of a fine as notified by the University or suspend the student from the hostel up to the period of 15 days at a time. Cases requiring punishment above this limit will be referred by the Warden to the Provost who can impose fine and/ or expel the student from the hostel.

18. A student shall be allowed to reside in the hostel only when he is on rolls of University Teaching Department. No student will be allowed to retain hostel accommodation after the completion of course for which he/she was enrolled.

19. Part-time/ whole-time job holders would not be given any accommodation in the hostel.