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PART-I

Notifications, Orders and Declarations by Haryana Government

HARYANA GOVERNMENT

HIGHER EDUCATION DEPARTMENT

Notification

The 3rd October, 2018

No. KW 20/3-2013 UNP (5).— In exercise of the powers conferred by sub-section (4) of Section-32 of Haryana Private Universities Act, 2006 and all other powers enabling him in this behalf, the Governor of Haryana hereby allows Manav Rachna University, Faridabad to frame its first Ordinance.

JYOTI ARORA,
for Additional Chief Secretary to Government of Haryana,
Higher Education Department, Chandigarh.

CHAPTER-1**1.1 Short Title and Commencement:**

- (a) This Ordinance shall be called the Manav Rachna University (First) Ordinance, 2015;
- (b) This shall come in force with effect from 1st July, 2015..

1.2 Definitions:

In this Ordinance, unless the context otherwise requires:

- (a) **“Academic Council”** shall mean Academic Council of the University;
- (b) **“Academic Programme”** shall mean a programme of courses or any other component leading to a degree or a diploma;
- (c) **“Academic Year”** means a period of nearly twelve months devoted to completion of requirements specified in the scheme of learning and the related examination;
- (d) **“Applicant”** shall mean an individual who applies for admission to the Academic Programmes of the Manav Rachna University on a prescribed application form;
- (e) **“Board of Faculty”** shall mean the Board of Faculties of the University;
- (f) **“Board of Studies”** shall mean Board of Studies for each Department of the University;
- (g) **“Course”** shall mean a component of the academic programme, carrying a distinctive code number and specific credits assigned to it;
- (h) **“Controller of Examinations”** shall mean Controller of Examinations of the University;
- (i) **“Candidate/Student”** shall mean a person registered for a UG/PG Degree/ Diploma/ Certificate;
- (j) **“Degree”** shall mean the degree of Bachelor of Technology (B.Tech), Master of Technology (M.Tech), Master of Business Administration (MBA), Doctor of Philosophy (Ph.D) or any other degree of the University;
- (k) **“Dean”** shall mean the Dean as defined in the Statute of the University;
- (l) **“Departmental Research Committee (DRC)”** shall mean a Departmental Research Committee for each Department of the University;
- (m) **“Department”** shall mean a University Teaching Department established by the University to carry out teaching and research;
- (n) **“Head of the Department”** shall mean Head of the Academic Department of the University;
- (o) **“Learning Outcomes”** describe what a learner is expected to know, understand and be able to do after successful completion of a process of learning;
- (p) **“Ph.D Registration”** shall mean registration of a candidate for the Ph.D Programme after due approval by the DRC;
- (q) **“Registration”** means registration for a course or courses in a semester at the start of the semester of any programme of the University to which this Ordinance is applicable;
- (r) **“Research Scholar”** shall mean a person registered for the Ph.D degree and his candidature has been approved by the Academic Council and who has paid the requisite fee;
- (s) **“Semester System”** means a programme wherein each academic year is apportioned into two semesters;
- (t) **“Sponsoring Organization/ Institution/ University”** shall mean an Organization/ Institution/ University of repute, good standing;
- (u) **“Student Research Committee”** shall mean a Committee constituted by the DRC of the concerned department;
- (v) **“Workload”** indicates the time students typically need to complete all learning activities (such as lectures, seminars, projects, practical work, self study and examinations) required to achieve the expected learning outcomes;
- (w) **“University”** shall mean the Manav Rachna University;
- (x) **“University Research Council (URC)”** shall mean the University Council that lays down policy guidelines for the conduct of Ph.D and Post Doctoral Degree Programmes and ensures high standards of the research work;

Words and Expressions used but not defined in this Ordinance and defined in the Act and Statutes, shall have the meanings respectively as assigned to them in the Act and Statutes.

Note:

- (i) *Mutatis Mutandis* changes shall apply wherever needed;
- (ii) University shall formulate rules and regulations to facilitate implementation of Ordinances as required.

CHAPTER: 2
CREDIT SYSTEM

2.1 Grading System:

The University shall offer programmes in each semester on Choice Based Credit System. Based on the performance of the student in a semester, measured by grades and credits earned, the grade point average of a semester shall be calculated. The letter grade and its corresponding 'Grade Point' indicate the results of both qualitative and quantitative assessment of a student's performance in a course.

(a) Description of a Course:

A course is a mix of Lecture, Tutorial, Practical and Outcome components i.e. L-T-P-O. Apart from Lecture, Tutorial and Practical Components, a course may have an O component i.e. Outcome component. The O component refers specifically to one or more outcomes of the course which are not achievable through regular L-T-P structure. This may include mini projects/presentations etc. For the purpose of assessment only, the L-T-P-O shall be broken down into L-T and P-O components. For all other matters, such as attendance calculations or for prerequisite conditions, all calculations/conditions shall be applied to complete course i.e. L-T-P-O.

(b) Description of Grades:

At the end of each semester, the student shall be awarded a letter grade in each course for which he/she had registered. The student earns credits only for the courses in which he/she is awarded grades O-P. Absolute grading system or relative grading system or a combination of both shall be adopted in converting marks to grades. The result moderation committee shall decide the mode to be applied.

The letter grades are given in the table below:

Table 2.1: Grades and Numerical Points:

| LETTER GRADE | GRADE / NUMERICAL POINTS (GP) | MARKS | DESCRIPTION | EXPECTED POPULATION % |
|--------------|-------------------------------|-----------------|--|-----------------------|
| O | 10 | 80% and above | Outstanding | 10% |
| A(+) | 9 | >=70% and <80 % | Excellent | 20% |
| A | 8 | >=60% and <70% | Very Good | 40% |
| B(+) | 7 | >=55% and <60% | Good | 15% |
| B | 6 | >=50% and <55% | Above Average | 5% |
| LETTER GRADE | GRADE / NUMERICAL POINTS (GP) | MARKS | DESCRIPTION | EXPECTED POPULATION % |
| C | 5 | >=45% and <50% | Average | 5% |
| P | 4 | >=40% and <45% | Pass | 3% |
| F | 0 | <40% | Fail | 2% |
| W | 0 | -- | Withdrawal from a course. | -- |
| X | 0 | -- | Incomplete work in a project-type course. Includes delay in thesis or project submission. Does not remain permanently on Grade card. Subsequently to be changed into regular Grade (O-P or F). | -- |
| R | 0 | -- | Detention on account of low attendance. | -- |

| LETTER GRADE | GRADE / NUMERICAL POINTS (GP) | MARKS | DESCRIPTION | EXPECTED POPULATION % |
|--------------|-------------------------------|-------|---|-----------------------|
| ACP | -- | -- | Audit Course Pass. Grades obtained are not considered in the calculation of CGPA or SGPA. | -- |
| ACF | -- | -- | Audit Course Fail. Grades obtained are not considered in the calculation of CGPA or SGPA. | -- |

- (i) **O-P Grade:** The Grades denote performance ranging from outstanding to pass. The minimum marks for award of a grade (O-P) are indicated in the table above.
- (ii) **F Grade:** The letter Grade F denotes failing a course.
- (iii) **W Grade:** W denotes withdrawal from a course. The withdrawal is allowed under exceptional conditions, within a week of end of first examination. The withdrawal shall be subject to the condition that after withdrawal the condition of minimum credits to be registered for the semester is met.
- (iv) **X Grade:** X Grade denotes incomplete work typically in a project-type course based on request by a student. This includes delay in thesis or project submission. X Grade does not remain permanently on the card. It is subsequently changed to letter Grades O-P.
- (v) **R Grade:** R Grade denotes detention in a course on account of low attendance. The detained student shall not be allowed to take the end semester examinations and all tests/quiz/class work etc. assessments by the course instructor shall become null and void. The student shall have to re-register for the course as and when the course is offered.
- (vi) **ACP and ACF Grades:** University may prescribe mandatory Audit courses. A student has to pass the course to earn ACP Grade. The grades obtained in an audit course are not considered in SGPA or CGPA calculations. The credits earned are not to be counted in total credit requirements for award of degree.

Note: A student is considered to have completed a subject successfully and earned credits for the course if he/she scores a letter grade other than F/W/X/R. All the cases of W, X and R grade shall be approved by the Dean of Faculty.

(c) **Calculation of Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA):**

Based on grades earned in different courses of the semester, two indices shall be calculated:

- (i) Semester Grade Point Average (SGPA) and;
- (ii) Cumulative Grade Point Average (CGPA), which is the grade point average of all the semesters completed by the student at the time.

The Semester Grade Point Average (SGPA) earned by a student is a quantitative indication of his/her performance in a semester. SGPA is the weighted average of the grade points obtained in all the courses registered by the student during the semester. For each course registered, the grade points earned is multiplied by the credits for that course. The sum of all such grade point-credits product is divided by the total credits registered in that semester to compute the SGPA of that semester.

The Cumulative Grade Point Average (CGPA), which indicates the overall performance of a student from the time he/she joined the programme to a specific semester, is obtained by calculating the weighted average of the grade points obtained in all the courses registered by the student since the first semester. Both SGPA and CGPA are calculated at the end of every semester and indicated in the Grade Sheet.

The mode of calculation is as shown below:

The SGPA will be calculated according to the formula:

$$SGPA = \frac{\sum_i (C_i \times GP_i)}{\sum_i C_i}$$

Where C_i = credit for the course, GP_i = the grade point obtained for the course and $\sum_i C_i$ = the sum of credits of all courses registered in that semester, except audit courses.

For the Cumulative Grade Point Average (CGPA), a similar formula is used where the sum $\sum_i C_i$ is the sum of credits of all courses registered, excluding audit course, up to the point in time.

An example of calculations is given in tables below: Semester 1

| Course code | Course credits | Grades awarded | Credits earned | Grade Points | Points secured = $\sum(\text{course credits} \times \text{grade points})$ |
|-------------|----------------|----------------|----------------|--------------|---|
| Column 1 | Column 2 | Column 3 | Column 4 | Column 5 | Column 6 = Column 2 * column 5 |
| XXNNMM 1 | 5 | C | 5 | 5 | 25 |
| XXNNMM 2 | 5 | B | 5 | 6 | 30 |
| XXNNMM 3 | 5 | A(+) | 5 | 9 | 45 |
| XXNNMM 4 | 5 | B(+) | 5 | 7 | 35 |
| XXNNMM 5 | 2 | B(+) | 2 | 7 | 14 |
| XXNNMM 6 | 2 | F | 0 | 0 | 0 |
| TOTAL | 24 | | 22 | | 149 |
| SGPA | | | | | =149/24=6.21 |

SGPA

Credits registered in the semester (\sum column 2) = 24

Points secured in the semester (\sum column 6) = 149

Semester 2

| Course code | Course credits | Grades awarded | Credits earned | Grade Points | Points secured = $\sum(\text{course credits} \times \text{grade points})$ |
|-------------|----------------|----------------|----------------|--------------|---|
| Column 1 | Column 2 | Column 3 | Column 4 | Column 5 | Column 6 = Column 2 * column 5 |
| XXNNMM 7 | 5 | P | 5 | 4 | 20 |
| XXNNMM 8 | 5 | B(+) | 5 | 7 | 35 |
| XXNNMM 9 | 5 | A | 5 | 8 | 40 |
| XXNNMM 10 | 5 | B(+) | 5 | 7 | 35 |
| XXNNMM 11 | 2 | F | 0 | 0 | 0 |
| XXNNMM 12 | 2 | A | 2 | 8 | 16 |
| XXNNMM 13 | 2 | ACP | - | - | - |
| TOTAL | 24 | | 22 | | 146 |
| SGPA | | | | | =146/24=6.08 |
| CGPA | | | | | =(149+146)/(24+24) =6.15 |

SGPA:

Credits registered in the semester (\sum column 2), excluding Audit course = 24

Points secured in the semester (\sum column 6) = 146

CGPA:

Cumulative credits registered till semester 2 = 24 (semester 2) + 24 (semester 1) = 48

Cumulative Points secured in all registered courses till this semester = 146 (semester 1) + 149 (semester 2) = 295

Note:

- (a) The SGPA & CGPA shall be rounded up to 2 decimal points.
- (b) CGPA can be converted to % of marks using the conversion formula $\% = 10 * \text{CGPA}$
- (c) First class with distinction shall be awarded to a student securing a CGPA of 7.50 or more; First class shall be awarded to a student securing a CGPA of 6.00 to 7.49; Second class shall be awarded to a student securing a CGPA of 5.00 to 5.99.
- (d) A student shall be eligible for the award of a degree only if he scores a CGPA of 5.00 or more.

2.2 Credits Assignment to a Course:

A course shall be assigned credits as under:

- One credit for each Lecture hour;
- One credit for each Tutorial hour;
- One credit for each Outcome hour;
- Two credits for each Workshop/Laboratory/Practical/Project Session of 3 hours
- One credit for each Laboratory or Practical or Project Session of 2 hours

Apart from the specified contact periods, a student is expected to devote equal number of hours in self-study as defined under credits.

CHAPTER: 3**BACHELOR OF TECHNOLOGY (B.TECH)**

The B.Tech programme is a Full-Time undergraduate programme of four years' duration. The maximum time span in which a candidate must qualify the degree shall be seven academic years, failing which he/she shall not be allowed to continue his/her studies for the programme.

3.1 Admission:

All admissions to the B.Tech programme shall be made by the Admission Committee constituted by the Vice-Chancellor for the said purpose. The Admission Committee shall announce the schedule of admissions.

(a) Eligibility:

Candidates should have passed 10+2 Examination from a recognized Board/University, with minimum marks in aggregate as prescribed by the Academic Council from time to time, keeping in view the norms of regulatory bodies. The candidate should have passed with Physics, Mathematics and English; or other combination of subjects, as required for specific B Tech Programme, to be specified by the Academic Council of the University.

Lateral Entry:

A candidate may be directly admitted to the Second year (third semester) of the Programme on the basis of merit/rank in the test conducted by the University for the seats as notified by the regulatory body from time to time, which will be over and above the sanctioned intake (Supernumerary) of the approved intake in addition to vacant seats of the first year provided.

The candidate has passed the 3 year diploma course in the relevant discipline from a recognized Board with minimum marks in aggregate as prescribed by the Academic Council from time to time, keeping in view the norms of regulatory bodies.

OR

The candidate has passed B.Sc.course with Physics and Mathematics as subjects, from a recognized university with minimum marks in aggregate as prescribed by the Academic Council from time to time, keeping in view the norms of regulatory bodies.

Migration from other Universities:

A candidate may be allowed to migrate to this University from other Universities, at the beginning of preferably third semester, subject to his/her fulfilling the following criteria:

- (i) No objection from the parent Institution/University;
- (ii) Compatibility of courses (to the extent of 70%) to be examined by a Committee to be constituted by Vice-Chancellor. The candidate should have earned 70% credits in the mapped courses.

All the candidates, admitted provisionally, shall have to fulfill all admission related requirements before the last date of closing of admissions declared by the University.

(b) Merit Criterion for Admission:

Admission to the B Tech programme shall be made on the basis of merit in a national level entrance examination notified by the University or on the basis of an entrance examination conducted by the University. Such admissions shall be completed by a due date notified by the University.

Reservation of seats shall be made as per the provision of Haryana Private Universities Act, 2006.

3.2 Programme Structure:**(a) Programme Duration:**

The programme offered shall be semester based and comprise eight semesters. Each semester shall normally be of twenty weeks duration. The University may, in addition, introduce mandatory Summer Trainings/ Workshops/ Courses for the students. Additional value added work may also be introduced during weekends and off-class hours and other such times. The medium of instruction, examination, seminars and project reports etc. will be English.

(b) Academic Year:

For a programme, the academic year shall normally comprise odd semester, even semester and a summer training period (normally in the months of June & July).

The starting and ending dates of the semesters and the training schedules shall be announced in the academic calendar of the programme.

(c) **Programme of Study:**

The programme of study will consist of:

- (i) **Core Courses:** Group of courses specifically required for a given programme of study. These are compulsory for a student and no exemption is granted;
- (ii) **Elective Courses:** Group of courses in a programme where the student has the flexibility of choosing courses of his choice and interest.

The various courses shall comprise one or more of the following four components:

- (i) Lecture (L)
- (ii) Tutorial (T)
- (iii) Practical (P), and
- (iv) Outcome (O)

Lecture: Presentation & discussion, used to convey development of theories and/or systems; their applications; current status and future prospects to a large class.

Tutorial: A smaller class or group session (typically 15-30 students) aimed at problem solving; analysis and/or designing by applying what has been discussed in a lecture.

Practical Lab: Module of the course aimed at doing practical work using different instruments, apparatus, systems or softwares.

Outcome: Component of a course referring specifically to one or more outcomes of the course/ programme which are not achievable through regular L-T-P structure. Outcome component may include Seminars/ Projects/ Presentations and other consanguine components, if any.

The Core/ Elective Courses offered may be:

- (i) **Hard Courses :** Hard courses refer to set of courses aiming at development of hard skills specific to domain or supplementing the domain;
- (ii) **Soft Courses :** Soft courses are courses aimed at Development of a person's emotional, social, ethical, professional and creative potentials;
- (iii) **Workshop Courses** having only P component: These are completely 'hands on' courses conducted in laboratory/ field aimed at developing application/ implementation/ designing skills of the student;
- (iv) **Non-Teaching Credit Courses** having P and / or O component: These courses involve no teaching. These shall include seminars, presentations, dissertations, projects, thesis etc.;
- (v) **Special Courses** for development of hard skills and other consanguine abilities, having either L-T-P or L-T-P-O component. These courses are for development of hard skills and are specially designed to address different scholastic abilities of students. These courses would focus on applying tools and techniques for solving technical and domain specific problems;
 - (i) **Summer Training Modules:** These modules shall be designed with the purpose of developing hard and soft skills of the students. These modules shall stress upon 'learning by doing';
 - (ii) **Bridge Courses:** Courses introduced to enhance the basic knowledge and skill-sets of students prior to undertaking advance courses of the Programme admitted to. These courses will not carry any credit and will not be counted for SGPA or CGPA calculations;
 - (iii) **University Mandatory Courses:** Compulsory courses prescribed by the University. These shall be audit courses.

(d) Programme Credit Distribution:

University shall follow the choice based credit system. The total credit requirement for the award of the B.Tech. degree shall range between 190 and 205 depending upon the specified curriculum and scheme of examination of a B.Tech. programme. Recommended distribution of credits over the semesters of the programme is as specified in the table below:

Table 3.1

| | |
|-----------------------------|---------------------------------------|
| Semester 1 and 2 | 22-28 credits per semester |
| Summer Training Post 2ndSem | 3 credits |
| Semester 3 and 4 | 22-28 credits per semester |
| Summer Training Post 4thSem | 6 credits |
| Semester 5 and 6 | 22-28 credits per semester |
| Summer Training Post 6thSem | 6 credits |
| Semester 7 and 8 | 16-20 credits in each semester |
| Total | 190-205 Credits |

Note:

A student shall have flexibility to register for higher or lower number of credits in a semester; the range allowed being 14-29 credits in a semester.

3.3 Examination:

The University shall follow a policy of continuous evaluation with the objective of training a student to put in sustained, steadfast and a disciplined effort over the entire period of study.

Table 3.2

| | |
|--|------|
| Theory: | 100% |
| Test T ₁ (approx 5 weeks into the semester) | 25 % |
| Test T ₂ (approx 10 weeks into the semester) | 25 % |
| Test T ₃ (at the end of the semester) | 50 % |
| Practicals: | 100% |
| Test PT ₁ (approx 5 weeks into the semester) | 25 % |
| Test PT ₂ (approx 10 weeks into the semester) | 25 % |
| Test PT ₃ (at the end of the semester) | 50 % |

Besides the abovestated PART A of the evaluation, there shall also be a continuous evaluation component, termed as PART B, for which the following nominal weightage shall be used

PART A: PART B = 4:1.

(ii) For soft courses, the PART A evaluation will be done as given below in the Table 3.3:

Table 3.3

| | |
|---|---|
| Theory: | 100% |
| At least one Test T (at the end of the semester) | 100%. Additional tests with weightage not more than 30%, at the discretion of Course Coordinator can be introduced but need to be announced at the start of the semester. |
| Practicals: | 100% |
| Test PT ₁ (approx 5 weeks into the semester) | 25 % |
| Test PT ₂ (approx 10 weeks into the semester) | 25 % |
| Test PT ₃ (at the end of the semester) | 50 % |

Besides the abovestated PART A of the evaluation, there shall also be a continuous evaluation component, termed as PART B, for which the following nominal weightage shall be used :

PART A : PART B = 4:1

- (iii) Courses having only P and/or O components shall follow the structure of Practical Examination as given in the Table 3.2;
- (iv) Summer Training shall culminate in submission of project report and its evaluation. The mode of evaluation shall be announced at the beginning of the summer training;
- (v) The tests conducted shall be of different modes (normal written mode, open book, multiple choice, essay type, case study based etc.). The mode of examination shall be announced well in advance.
Instruments of PART B evaluation shall be quiz/ assignment/ problem solving/ class participation/ presentations/ seminars/ term paper submission/ project submission etc. These may be pre-announced or conducted by surprise.

3.4 Examination Regulations:

(a) Announcement of Examination Calendar/Schedule:

In consonance with the Section-36 of the Haryana Private Universities Act, 2006, at the beginning of each Academic Session and normally not later than 30th of August of every calendar year, the University shall prepare and publish a semester wise schedule of examinations for each programme conducted by it.

(b) Attendance:

A student shall be required to have a minimum attendance of 75% in a course to be eligible for appearing in end semester examination of that particular course. A student detained, due to shortage of attendance, in a course shall be required to re-register for that course and all previous internal assessments / test scores of that course shall become null and void.

Dean of the concerned Faculty shall announce the names of all such students who are not eligible to appear in a particular course/ courses, normally within a week of end of classes and intimate the same to the Controller of Examinations for further necessary action.

(c) Examination Fees:

The University shall notify the fees payable by the students for various examinations. A student who has not paid the prescribed fees within the specified time shall be dealt with as per rules of the University and shall not ordinarily be eligible to appear in the examination. The Vice-Chancellor may at his discretion allow, in certain cases of genuine hardship, an extension in the last date of payment of fees. The result of such students shall, however, be withheld till all the dues are cleared.

(d) Conduct of Examination:

Examinations of the University shall be open to regular students i.e.candidates who have undergone a course of study in the University for a period specified for that programme of study.

A student may be debarred from appearing in the end-semester examination as provided in Clause 3.4 (b) and 3.4 (c) of this Ordinance or as provided in any other Ordinance of the University.

(e) Conduct of Tests and End-Semester Examinations:

- (i) All tests / examinations shall be conducted by the Controller of Examinations;
- (ii) The schedule of examinations shall be notified by the Controller of Examinations as per Clause 3.4 (a) of the Ordinance;
- (iii) For theory as well as practical examinations and dissertation/ project report/ training report, all examiners shall be appointed by the Controller of Examinations on recommendation of Dean of the Faculty. The Board of Examiners shall be approved by the Vice-Chancellor.
For any other type of examination, not covered by sub-clauses above, the mode of conduct of examinations shall be as specifically provided in the Study Scheme of the programme and in the absence of such a provision, shall be decided by the Controller of Examinations on the recommendation of the Board of Studies concerned, with the approval of the Vice-Chancellor.

(f) Preparation and Declaration of Result:

- (i) Course Coordinator, who is usually a faculty member teaching the course, shall coordinate the submission of marks of PART A & PART B of the evaluation to the office of the Controller of Examinations;
- (ii) Course Coordinator shall submit to the Head of Department the breakup of teacher's PART B evaluation and all the records of PART A tests/ examinations to the Controller of Examinations;

- (iii) Once the results are collated, at the end of semester, the Controller of Examinations shall call a meeting of Result Moderation Committee. The Result Moderation Committee shall comprise:
- Dean Academics: Chairperson
 - All Deans of the University: Members
 - Head of the Concerned Department: Member
 - Controller of Examinations: Member Secretary
- (iv) The final results of a semester shall be declared by the Controller of Examinations normally within 21 days of the last examination held.
- (v) The Grade Card containing the Semester Grade Point Average (SGPA), number of credits earned and Cumulative Grade Point Average (CGPA) obtained by a student till that semester shall be issued by the Controller of Examinations, at the end of each semester, after the declaration of the result.

Note:

Since the system is based on continuous evaluation of a students' performance in a course, a student wanting to improve grade in a particular course shall have to re-register for the course. Two chances of re-registration for improvement are allowed, in the duration of the programme, with the permission of Dean of Faculty.

(g) Use of Unfair Means:

All cases regarding reported use of Unfair Means in the examination shall be placed before Unfair Means Committee. The Committee shall be duly constituted by Vice-Chancellor on recommendation of Controller of Examinations.

The actions deemed as use of Unfair Means and procedure for dealing with cases of suspected/alleged/ reported use of unfair means shall be as specified in the regulations.

(h) Examination Grievance Committee:

In case of any written representation / complaint received within seven days after completion of the examination regarding setting up of question paper etc. along with specific recommendations of the Head of the Department, the same shall be considered by the Examination Grievance Committee constituted by the Vice-Chancellor on the recommendation of the Controller of Examinations. The Vice-Chancellor shall take appropriate decision on the recommendations of the Examination Grievance Committee, before the declaration of result(s) of the said examination.

3.5 Graduation Requirements:**(a) Minimum Credits:**

Candidate shall have to earn the minimum credits as specified in the curriculum scheme of the Programme, to be eligible for the award of degree. These credits should be earned under different categories as follows:

A student shall register and earn credits for:

- (i) All core courses as defined in curriculum scheme;
- (ii) All summer trainings;
- (iii) At least two elective courses offered by parent department;
- (iv) At least one elective course offered by other engineering department;
- (v) At least one elective course offered by Department of Humanities;
- (vi) At least one elective course by Department of Management and Commerce.

Student shall also pass all University mandatory courses, audit courses and shall fulfill any other requirement as prescribed by the University from time to time.

Note:-

At the time of assessing eligibility for award of a degree if a student fails to earn the requisite passing Grade in a solitary course, then marks can be transported from his/her other courses of the final semester to the extent that he/she passes in that course.

(b) Lower and Upper Limits for Credits Registered:

A student must register for a minimum of 14 credits and a maximum of 29 credits in a semester. The minimum credits registered should include at least 2 courses under category of hard courses which can be core or elective with first preference to core.

(c) Credits Earned at Different Universities / Institutes:

Provision shall be made for acknowledgement of credits earned by a student through course work/project work/internship at other Institutions in India or abroad. This shall be facilitated with the approval of Vice-Chancellor on the recommendation of the respective Dean.

3.6 Distinctions and Awards:

Under recommendations from the Academic Council, the University shall Institute awards/medals/scholarships/freeships etc. to be given to students on the basis of academic performance in a semester and at the end of the programme of study.

Nothing in this Ordinance shall be deemed to preclude the University from amending the Ordinance and the amended Ordinance, if any, shall apply prospectively and from the date as specified in the Ordinance.

CHAPTER: 4**MASTER OF TECHNOLOGY (M.TECH)**

The University shall offer M.Tech. programme in Full Time and Part Time mode. The duration of Full Time programme shall be two years and that of Part Time programme shall be three years. The maximum time span in which a candidate must qualify for the degree shall be four academic years for Full Time programme and five academic years for Part Time programme failing which he/she shall not be allowed to continue his/her studies for the programme. There is provision for lateral exit with a Post Graduate Diploma as given later in the Ordinance.

There shall be two kinds of M.Tech. programmes:

- (a) **Multi-disciplinary Programme:** This programme shall be eclectic in nature and shall have candidates admitted from diverse backgrounds (as specified by the eligibility of the programme).
- (b) **Specialized Degree Programme:** The programme is a specialized degree in the same field in which the graduation has been done by the candidate.

4.1 Admission:

All admissions to the M.Tech. programme shall be made by the Admission Committee constituted by the Vice-Chancellor for the said purpose. The Admission Committee shall announce the schedule of admissions.

(a) Eligibility:

Candidates having passed B.Tech./ B.E./ MCA/ Post Graduate Degree from a recognized University or equivalent, with minimum marks in aggregate as notified by the University keeping in view the norms of statutory bodies, in relevant disciplines as indicated in Clause 4.1.b shall be eligible to apply for admission to the M.Tech. programme.

(i) Eligibility for Multi-disciplinary Programme:**M.Tech. in Information Technology:**

M.Tech. in IT has as its intended purpose of developing candidates with a non-computing background into computer professional. Candidates having B.E./ B.Tech. in any Branch/ MCA/PG Degree (as specified in the Programme) or equivalent are eligible for admission.

(ii) Eligibility for Specialized Degree Programme:**M.Tech. in Computer Engineering:**

Candidates with B.E./ B.Tech. in Computer Science & Engineering/ Computer Engineering/ Information Technology/ MCA or equivalent are eligible for admission.

M.Tech. in Electronics & Communication Engineering:

Candidates with B.E./B.Tech. in Electronics & Instrumentation/ Electronics Engineering/ Electronics Instrumentation & Control/ Instrumentation & Control/ Electrical Instrumentation & Control/ Instrumentation Engineering/ Control Engineering/ Electronics Engineering or equivalent/ M.Sc. Physics/ M.Sc. Electronics are eligible for admission.

M.Tech. in Mechanical Engineering:

Candidates with B.E./ B.Tech. in Mechanical Engineering/ Production Engineering/ Automobile Engineering/ Industrial Engineering/ Agriculture Engineering/ Aeronautical Engineering/ Marine Engineering/ Mining and Metallurgy or equivalent are eligible for admission.

(b) Merit Criterion:

Admission to the M.Tech. programme shall be made on the basis of merit in a national level Entrance Exam (GATE) or on the basis of Entrance Exam conducted by the University. Such admissions shall be made by a due date fixed by the University. Reservation of seats shall be made as per provision of Haryana Private Universities Act, 2006.

All the candidates, admitted provisionally, shall have to fulfill all admission related requirements before the last date of closing of admissions declared by the University.

4.2 Programme of Study:**(a) Programme Duration:**

The programme offered shall be semester based and comprise four semesters for full time programme and six semesters for part time programme. Each semester shall normally be of 20 weeks duration. The University may introduce mandatory summer and/or winter trainings/workshops/courses for the students. Additional value added work may be introduced during weekends and off-class hours and other such times. The medium of instruction, examination, seminars and project reports etc. will be English.

(b) Academic Year:

For a programme the academic year shall normally comprise odd semester, even semester and a summer training period (normally in the months of June & July).

The starting and ending dates of the semesters and the training schedules shall be announced in the Academic Calendar of the programme.

(c) Programme Structure:

The programme of study will consist of:

- (i) Core Courses:** Group of courses specifically required for a given programme of study. These are compulsory for a student and no exemption is granted.
- (ii) Elective courses:** Group of courses in a programme where the student has the flexibility of choosing courses, of his choice and interest.

The various courses shall comprise one or more of following components:

- (i) Lecture (L)
- (ii) Practical (P) &
- (iii) Outcome (O)

Lecture (L): Presentation & discussion, used to convey development of theories and/or systems; their applications; current status and future prospects to a class.

Practical (P) Lab: Module of the course aimed at doing practical work using different instruments, apparatus, systems or softwares.

Outcome (O): Component of a course referring specifically to one or more outcomes of the course/Programme not directly achievable by the L-P components. This may include seminars/ projects/ presentations and other consanguine components, if any.

The Core / Elective courses offered may be:

- (iii) Hard Courses** having either L- P or L-P-O: Hard courses refer to set of courses aiming at development of hard skills specific to domain or supplementing the domain;
- (ii) Soft Courses** having either L-P or L-P-O: Soft courses are courses aimed at development of a person's emotional, social, ethical, professional and creative potentials;
- (iii) Workshop Courses** having only P component: These are completely 'hands on' courses based on new or emerging technologies;
- (iv) Non Teaching Credit Courses** having P and / or O component such as projects, seminar course, dissertation etc.
- (v) Summer Training Modules:** These modules shall be designed with the purpose of developing hard and soft skills of the students. These modules shall de-emphasize the lecture mode and will stress upon 'learning by doing'.
- (vi) Bridge Courses:** Course introduced by the Department to enhance the basic knowledge and skill set of the students before undertaking the advance courses. These courses will not carry any credit and will not be counted for CGPA or SGPA calculations.
- (vii) Dissertation:** The Objective of dissertation is to allow Post Graduate students to experience and learn the methodologies of carrying out research work in a domain which may be interdisciplinary in nature.

(d) Programme Credit Distribution:

University shall follow the choice based credit system. The total credit requirement for the award of the M.Tech. Degree shall range between 90-100 credits depending upon the specified curriculum & scheme of examination of the specific M.Tech. programme. Recommended distribution of credits over the semesters of the programme is as specified in the table below:

Table 4.1

| M. Tech Full Time Programme | |
|------------------------------------|--|
| Semester 1, 2 and 3 | 24-26 credits per semester including a <i>Dissertation Preparatory Project Course</i> in 3rd semester. |
| Summer Training Post 2ndSem | 6 credits |
| Semester 4 | 18-20 credits |
| Total | 90-100 credits |
| M. Tech Part Time Programme | |
| Semester 1, 2, 3, 4 and 5 | 16-18 credits per semester including a <i>Dissertation Preparatory Project Course</i> in 5th semester. |
| Summer Training Post 2ndSem | 3 credits |
| Summer Training Post 4thSem | 3 credits |
| Semester 6 | 12 credits for dissertation |
| Total | 90-100 credits |

These credits shall be earned under different categories as specified by the curriculum scheme of the specific M.Tech. Branch.

4.3 Examination:

The University shall follow a policy of continuous evaluation with the objective of training a student to put in sustained and disciplined effort over the entire period of study.

- (a) For hard courses, the PART A of the semester evaluation shall comprise as given below in the Table 4.2:

Table 4.2

| | |
|--|------|
| Theory: | 100% |
| Test T ₁ (approx 5 weeks into the semester) | 25 % |
| Test T ₂ (approx 10 weeks into the semester) | 25 % |
| Test T ₃ (at the end of the semester) | 50 % |
| Practical: | 100% |
| Test PT ₁ (approx 5 weeks into the semester) | 25 % |
| Test PT ₂ (approx 10 weeks into the semester) | 25 % |
| Test PT ₃ (at the end of the semester) | 50 % |

Besides the abovestated PART A of the evaluation, there shall also be a continuous evaluation component termed as PART B for which the following nominal weightage shall be used

PART A: PART B = 4:1.

- (b) For soft courses, the PART A evaluation will be done as given below in the Table 4.3

Table 4.3

| | |
|---|--|
| Theory: | 100% |
| At least one Test T ₁ (at the end of the semester) | 100%. Additional tests, with weightages not more than 30%, at the discretion of Course Coordinator, can be introduced but need to be announced at the start of the semester. |
| Practical: | 100% |
| Test PT ₁ (approx 5 weeks into the semester) | 25 % |
| Test PT ₂ (approx 10 weeks into the semester) | 25 % |
| Test PT ₃ (at the end of the semester) | 50 % |

Besides the abovestated PART A of the evaluation, there shall also be a continuous evaluation component termed as PART B for which the following nominal weightage shall be used :

PART A : PART B = 4:1

- (c) Courses having only P and / or O components shall follow the structure of practical examination as given in the Table 4.2. The PART A : PART B = 4:1
- (d) Summer Training shall culminate into submission of project report and its evaluation. The mode of evaluation shall be announced at the beginning of the summer training.
- (e) The tests conducted shall be of different modes (normal written mode, open book, multiple choice, essay type, case study based etc.). The mode of examination shall be announced well in advance.

Instruments of PART B evaluation shall be quiz/ assignment/ problem solving/ class participation/ presentations/ seminars/ term paper submission/ project submission etc. These may be pre-announced or conducted by surprise.

(f) **Examination and Evaluation of Dissertation Preparatory Project Course and Dissertation:**

(i) **Dissertation Preparatory Project Course:**

The Dissertation Preparatory Project shall be oriented towards carrying out literature survey, familiarizing with tools and techniques, and in general, building the background for the dissertation work. It shall culminate in the formulation of a Dissertation Plan.

Assessment shall be carried out in three stages as in the Table 4.4:

Table 4.4

| | |
|--|-----|
| Stage 1: approx 5 weeks into the semester | 20% |
| Stage 2: approx 10 weeks into the semester | 20% |
| end of the semester | 60% |

Passing the dissertation preparatory project course shall be a pre-requisite for dissertation work.

(ii) **Dissertation:**

The dissertation work will be carried out during fourth semester of full time programme and fifth and sixth semester of part time programme and will by and large adhere to the dissertation plan submitted in the previous semester. The evaluation stages for dissertation shall be as given in the Table 4.5.

Table 4.5

| Evaluation Stage | Time Line | Weightage | Conditions |
|----------------------------------|-----------------------------------|-----------|---|
| Stage 1: | Approx 5 weeks into the semester | 20% | Student failing to secure at least 20% marks allocated to dissertation work, shall not be allowed to proceed to the pre-dissertation seminar. |
| Stage 2: | Approx 10 weeks into the semester | 20% | |
| Pre-Dissertation Seminar: | Approx 14 weeks into the semester | - | All candidates shall be required to clear a pre dissertation seminar to be eligible for the Stage 3 Evaluation. |
| Stage 3: | At the end of the semester | 60% | Evaluation shall have two equal components: External Evaluation by examiner from outside the University Viva Examination by a committee set up by the department. |

(iii) **Submission of Dissertation:**

The student shall submit an electronic copy of the Dissertation in the prescribed format to the Department, as per schedule. Upon receiving of satisfactory report from the external examiner the student shall submit three soft bound copies of the dissertation to the department as per schedule.

(iv) **Dissertation Evaluation:**

The soft copy of the dissertation shall be sent to external evaluator appointed by the Vice-Chancellor on recommendations of the Dean of Faculty. The examiner shall evaluate and grade the dissertation for presentation, organization and content and send the report to the office of

Controller of Examinations. In case of External Examiner rejecting the dissertation, the necessary modification recommended by the examiner shall be carried out and the dissertation shall be re-evaluated. Controller of Examinations shall forward the report to the Department.

The Department shall call upon the viva examination committee to conduct the viva examination.

The results shall be collated by the department and submitted to the office of Controller of Examinations.

4.4 Examination Regulations:

(a) Announcement of Examination Calendar/Schedule:

In consonance with the Section-36 of the Haryana Private Universities Act, 2006, at the beginning of each Academic Session and normally not later than 30th of August of every calendar year, the University shall prepare and publish a semester wise schedule of examinations for each programme conducted by it.

(b) Attendance:

A student shall be required to have a minimum attendance of 75% in a course to be eligible for appearing in end semester examination of that particular course. A student detained, due to shortage of attendance, in a course shall be required to re-register for that course and all previous internal assessments / test scores of that course shall become null and void.

Dean of the concerned Faculty shall announce the names of all such students who are not eligible to appear in a particular course / courses, normally within a week of end of classes and intimate the same to the Controller of Examinations for further necessary action.

(c) Examination Fees:

The University shall notify the fees payable by the students for various examinations. A student who has not paid the prescribed fees within the specified time shall be dealt with as per rules of the University and shall not ordinarily be eligible to appear in the examination. The Vice-Chancellor may at his discretion allow, in certain cases of genuine hardship, an extension in the last date of payment of fees. The result of such students shall, however, be withheld till all the dues are cleared.

(d) Conduct of Examination:

Examinations of the University shall be open to regular students i.e. candidates who have undergone a course of study in the University for a period specified for that programme of study.

A student may be debarred from appearing in the end semester examination as provided in Clause 4.4 (b) and 4.4 (c) of this Ordinance or as provided in any other Ordinance of the University.

(e) Conduct of Tests and End-Semester Examinations:

(iii) All tests / examinations shall be conducted by the Controller of Examinations.

(iv) The schedule of examinations shall be notified by the Controller of Examinations as per Clause 4.4 (a) of the Ordinance.

(iii) For theory as well as practical examinations and dissertation / project report / training report, all examiners shall be appointed by the Controller of Examinations on recommendation of Dean of the Faculty. The Board of Examiners shall be approved by the Vice-Chancellor.

For any other type of examination, not covered by sub-clauses above, the mode of conduct of examinations shall be as specifically provided in the study scheme of the programme and in the absence of such a provision, shall be decided by the Controller of Examinations on the recommendation of the Board of Studies concerned, with the approval of the Vice-Chancellor.

(f) Preparation and Declaration of Result:

(i) Course Coordinator, who is usually a faculty member teaching the course, shall coordinate the submission of marks of PART A & PART B of the evaluation to the office of the Controller of Examinations.

(ii) Course Coordinator shall submit to the Head of the Department the breakup of teacher's PART B evaluation and all the records of PART A tests/ examinations to the Controller of Examinations.

(iii) Once the results are collated, at the end of semester, the Controller of Examinations shall call a meeting of Result Moderation Committee. The Result Moderation Committee shall comprise:

- Dean Academics: Chairperson
 - All Deans of the University: Members
 - Head of the Concerned Department: Member
 - Controller of Examinations: Member Secretary
- (iv) The final results of a semester shall be declared by the Controller of Examinations normally within 21 days of the last examination held.
- (v) The Grade Card containing the Semester Grade Point Average (SGPA), number of credits earned and Cumulative Grade Point Average (CGPA) obtained by a student till that semester shall be issued by the Controller of Examinations, at the end of each semester, after the declaration of the result.
- (g) Use of Unfair Means:**
All cases regarding reported use of Unfair Means in the examination shall be placed before Unfair Means Committee. The Committee shall be duly constituted by Vice-Chancellor on recommendation of Controller of Examinations.
The actions deemed as use of Unfair Means and procedure for dealing with cases of suspected/alleged/reported use of unfair means shall be as specified in the regulations.
- (h) Examination Grievance Committee:**
In case of any written representation / complaint received within seven days after completion of the examination regarding setting up of question paper etc. along with specific recommendations of the Head of the Department, the same shall be considered by the Examination Grievance Committee constituted by the Vice-Chancellor on the recommendation of the Controller of Examinations. The Vice-Chancellor shall take appropriate decision on the recommendations of the Examination Grievance Committee, before the declaration of result(s) of the said examination.

4.5 Graduation Requirements:

As specified in the curriculum scheme, completion of minimum number of credits, including all core courses, successful completion of summer training; and successful completion of all stages of dissertation work shall be the condition for becoming eligible for the award of degree. In addition, a student shall have to fulfill all other conditions as prescribed by the University from time to time.

(a) Lateral Exit:

A candidate may be allowed to exit from the full time programme, with a Post Graduate Diploma, provided the candidate completes at least one academic year of programme, completes all summer / winter trainings, if any, and earns a minimum of 50 credits including all core courses offered in the academic year. A candidate opting to exit with Post Graduate Diploma shall have to register as a fresh candidate if he/she desires to do M.Tech. in future.

(b) Lower and upper limits for credits registered: In case of full time programme, a student must register for a minimum of 14 credits and a maximum of 29 credits in a semester. While in case of part time programme, a student must register for a minimum of 8 credits and a maximum of 20 credits in a semester.

(c) Credits Earned at Different Universities / Institutes:

Provision shall be made for acknowledgement of credits earned by a student through course work/project work/internship at other institutions in India or abroad. This shall be facilitated with the approval of Vice-Chancellor on the recommendation of the respective Dean.

Note:

At the time of assessing eligibility for award of a degree if a student fails to earn the requisite passing Grade in a solitary course, then marks can be transported from his/her other courses of the final semester to the extent that he/she passes in that course.

4.6 Distinction & Awards:

Under recommendations from the Academic Council, the University shall Institute awards/ medals/ scholarships/ freeships etc. to be given to students on the basis of academic performance in a semester and at the end of the programme of study.

Nothing in this Ordinance shall be deemed to preclude the University from amending the Ordinance and the amended Ordinance, if any, shall apply prospectively and from the date as specified in the Ordinance.

CHAPTER: 5**MASTER IN BUSINESS ADMINISTRATION (MBA)**

The University shall offer MBA programme in Full Time, Part Time and Executive mode. The duration of MBA (Full Time) programme will be two years, MBA (Executive) fourteen months to two years and MBA (Part Time) three years. The maximum time span in which a candidate must qualify for the degree shall be four academic years for Full Time program, five academic years for Part Time program and three to four academic years for MBA Executive programme, failing which candidate shall not be allowed to continue in the program.

5.1 Admission:

All admissions to the MBA programme shall be made by the Admission Committee constituted by the Vice-Chancellor for the said purpose. The Admission Committee shall announce the schedule of admissions.

(a) Eligibility:

- (i) The candidate for MBA Full Time & MBA Part Time programmes, should have passed Bachelor's Degree in any discipline from a recognized University or equivalent with minimum marks in aggregate as notified by the University from time to time, keeping in view the norms of statutory bodies or pass in final examination conducted by Institute of Chartered Accountant of India/Institute of Costs and Works Accountants of India/ Institute of Company Secretaries of India.
- (ii) For MBA executive programme the candidate, in addition to satisfying the eligibility norms of the MBA Full Time & MBA Part Time programme, should have work experience as notified by the University from time to time.

All candidates shall be required to complete all admission related requirements before a final cutoff date declared by the University.

(b) Merit Criterion:

Admission to the MBA programme shall be made on the basis of merit in National Level Entrance Examination, stipulated by the University from time to time, or on the basis of Entrance Examination conducted by the University. The University may introduce additional group discussion and/ or personal interview.

5.2 Programme of Study:**(a) Programme Duration:**

The programme offered shall be semester based and comprise four semesters for Full Time programme and six semesters for the Part Time programme. Each semester shall normally be of twenty weeks duration. The University may introduce mandatory summer and/ or winter trainings/ workshops/ courses for the students. Additional value added work may be introduced during weekends & off class hours. The medium of Instruction, examination, seminars and project reports etc. will be English.

(b) Academic Year:

Academic year shall normally comprise odd semester & even semester. The starting and ending dates of the semesters and the training schedules shall be announced in the Academic Calendar of the program.

(c) Programme Structure:

The programme structure will consist of:

(i) Core Courses:

Group of courses specifically required for the programme of study. These are compulsory for a student and no exemption is granted.

(ii) Elective Courses:

Group of courses in the programme where the student has the flexibility of choosing courses of his/her choice and interest.

The Core/Elective courses may comprise one or more of following four components:

- (i) Lecture (L)
- (ii) Tutorial (T)
- (iii) Practical (P) &
- (iv) Outcome (O)

Lecture (L):

Presentation & discussion, which convey development of theories and/or systems; their applications; current status and future prospects to a large class.

Tutorial (T):

A smaller class or group session aimed at problem solving; analysis and/or designing by applying what has been discussed in a lecture.

Practical (P):

Module of the course aimed at doing practical work using different instruments, apparatus, systems or softwares.

Outcome (O):

Component of a course referring specifically to one or more outcomes of the course/program which are not achievable through regular L-T-P structure. This may include Seminars/ Projects/ Presentations components etc.

The Core and Elective Courses may also include one or more of the following:

- (i) **Non Teaching Credit Courses (NTCC):**
NTCC will have P and/or O component such as Projects, Seminars, Dissertation etc.
 - (ii) **Internship Training:**
During the course of program student may undergo six to eight weeks Internship Training in Industry, so as to get the real life exposure.
 - (iii) **Bridge Courses:**
Courses introduced to enhance the basic knowledge and skill set of students before undertaking the advance courses of the program. These courses will not carry any credit and will not be counted for SGPA or CGPA calculations.
 - (iv) **Dissertation:**
The objective of dissertation is to allow Post Graduate students to experience and learn the methodologies of carrying out research work in a domain which may be interdisciplinary in nature.
- (d) **Programme Credit Distribution:**
University shall follow the choice based credit system. The total credit requirement for the award of the MBA degree (full time, part time, executive) shall be 100-110 credits depending upon the specified curriculum & scheme of examination of the programme. These credits shall be earned under different categories as specified by the curriculum scheme.

5.3 Examination:

The University shall follow a policy of continuous evaluation with the objective of training a student to put in sustained and disciplined effort over the entire period of study.

- (a) For Core and Elective courses the semester evaluation will be done as given below:

Part A:**Table 5.1**

| Theory: | |
|----------------|------|
| | 100% |
| Test T1 | 25 % |
| Test T2 | 25 % |
| Test T3 | 50 % |

Part B:

Besides the abovestated PART A of the evaluation, there shall also be a continuous evaluation component for which the following nominal weightage shall be used

PART A: PART B = 4:1

- (b) In case of Non Teaching Credit Courses (NTCC) evaluation shall be as given in the table below:

Table 5.2

| | |
|------------------------|-------------|
| Total Weightage | 100% |
| First Evaluation | 25% |
| Final Evaluation | 75% |

- (c) Internship Training shall culminate into submission of project report and its evaluation. The mode of evaluation shall be announced at the beginning of the Internship training.
- (d) The tests conducted may be in different modes ie normal written mode, open book, multiple choice, essay type, case study based etc.

Instruments of PART B evaluation can be quiz/ assignment/ problem solving/ class participation/ presentations/ seminars/ term paper submission/ project submission etc. These may be preannounced or conducted by Surprise,

- (e) **Dissertation Preparatory Project Course and Examination and Evaluation:**

- (i) **Dissertation Preparatory Project Course :**

The dissertation preparatory project Course shall be oriented towards carrying out literature survey, familiarizing with tools and techniques, and in general, building the background for the dissertation work. It shall culminate in the preparation of a *Dissertation Plan*. Formal assessment may be carried out in three stages as in the Table 5.3:

Table 5.3

| | |
|---------|-----|
| Stage 1 | 20% |
| Stage 2 | 20% |
| Stage 3 | 60% |

Passing the Dissertation preparatory project course shall be a prerequisite for Dissertation work.

- (ii) **Dissertation:**

The evaluation stages for dissertation shall be as given in Table 5.4:

Table 5.4

| Evaluation Stage | Status | Weightage | Conditions |
|----------------------------------|---------------------------------------|------------------|---|
| Stage 1: | Finalization of Topic and Methodology | 20% | Student failing to secure at least 40% marks of the cumulative marks allocated for stage 1 and 2 evaluation, shall not be allowed to proceed for the pre dissertation seminar |
| Stage 2: | Approval of synopsis | 20% | |
| Pre-Dissertation Seminar: | | - | All candidates shall be required to clear a pre dissertation seminar to be eligible for the Stage 3 Evaluation. |
| Stage 3: | Submission of final report | 60% | Evaluation shall have two equal components: External Evaluation by examiner from outside the University, Viva Examination by a committee set up by the department |

- (iii) **Submission of Dissertation:**

The student shall submit an electronic copy of the Dissertation in the prescribed format to the Department and one hard bound copy of the dissertation to the department as per schedule.

(iv) **Dissertation Evaluation:**

The soft copy of the dissertation shall be sent to external evaluator as appointed by the Vice-Chancellor on recommendation of the Dean of Faculty. The examiner shall evaluate the dissertation for presentation, organization, content and as per other pre determined parameters and send the report to the Controller of Examination. In case of External Examiner rejecting the dissertation, appropriate rework as recommended by the examiner shall be carried out and the dissertation shall be re-evaluated. Controller of Examination shall forward the report to the Department.

Thereafter, the Department shall call upon the Viva Examination Committee to conduct the Viva Examination.

The results shall be collated by the Department and submitted to the office of Controller of Examination.

5.4 Examination Regulations:

(a) **Announcement of Examination Calendar/Schedule:**

In consonance with the Section-36 of the Haryana Private Universities Act, 2006, at the beginning of each Academic Session and normally not later than 30th of August of every calendar year, the University shall prepare and publish a semester wise schedule of examinations for each programme conducted by it.

(b) **Attendance:**

A student shall be required to have a minimum attendance of 75% in a course to be eligible for appearing in end semester examination of that particular course. A student detained, due to shortage of attendance, in a course shall be required to re-register for that course and all previous internal assessments/test scores of that course shall become null and void.

Dean of the concerned Faculty shall announce the names of all such students who are not eligible to appear in a particular course/courses, normally within a week of end of classes and intimate the same to the Controller of Examinations for further necessary action.

(c) **Examination Fees:**

The University shall notify the fees payable by the students for various examinations. A student who has not paid the prescribed fees within the specified time shall be dealt with as per rules of the University and shall not ordinarily be eligible to appear in the examination. The Vice-Chancellor may at his discretion allow, in certain cases of genuine hardship, an extension in the last date of payment of fees. The result of such students shall, however, be withheld till all the dues are cleared.

(d) **Conduct of Examination:**

Examinations of the University shall be open to regular students i.e.candidates who have undergone a course of study in the University for a period specified for that programme of study.

A student may be debarred from appearing in the end-semester examination as provided in Clause 5.4 (b) and 5.4 (c) of this Ordinance or as provided in any other Ordinance of the University.

(e) **Conduct of Tests and End-Semester Examinations:**

(v) All tests / examinations shall be conducted by the Controller of Examinations;

(vi) The schedule of examinations shall be notified by the Controller of Examinations as per Clause 5.4 (a) of the Ordinance;

(iii) For theory as well as practical examinations and dissertation/ project report/ training report, all examiners shall be appointed by the Controller of Examinations on recommendation of Dean of the Faculty. The Board of Examiners shall be approved by the Vice-Chancellor.

For any other type of examination, not covered by sub-clauses above, the mode of conduct of examinations shall be as specifically provided in the Study Scheme of the programme and in the absence of such a provision shall be decided by the Controller of Examinations on the recommendation of the Board of Studies concerned, with the approval of the Vice-Chancellor.

(f) **Preparation and Declaration of Result:**

(i) Course Coordinator, who is usually a faculty member teaching the course, shall coordinate the submission of marks of PART A & PART B of the evaluation to the office of the Controller of Examinations.

- (ii) Course Coordinator shall submit to the Head of Department the breakup of teacher's PART B evaluation and all the records of PART A tests/ examinations to the Controller of Examinations.
- (iii) Once the results are collated, at the end of semester, the Controller of Examinations shall call a meeting of Result Moderation Committee. The Result Moderation Committee shall comprise:
 - Dean Academics: Chairperson
 - All Deans of the University: Members
 - Head of the Concerned Department: Member
 - Controller of Examinations: Member Secretary
- (iv) The final results of a semester shall be declared by the Controller of Examinations normally within 21 days of the last examination held.
- (v) The Grade Card containing the Semester Grade Point Average (SGPA), number of credits earned and Cumulative Grade Point Average (CGPA) obtained by a student till that semester shall be issued by the Controller of Examinations, at the end of each semester, after the declaration of the result.

Note:

Since the system is based on continuous evaluation of a students' performance in a course, a student wanting to improve grade in a particular course shall have to re-register for the course. Two chances of re-registration for improvement are allowed, in the duration of the programme, with the permission of Dean of Faculty.

(g) Use of Unfair Means:

All cases regarding reported use of Unfair Means in the examination shall be placed before Unfair Means Committee. The Committee shall be duly constituted by Vice-Chancellor on recommendation of Controller of Examinations.

The actions deemed as use of Unfair Means and procedure for dealing with cases of suspected/alleged/reported use of unfair means shall be as specified in the regulations.

(h) Examination Grievance Committee:

In case of any written representation/complaint received within seven days after completion of the examination regarding setting up of question paper etc.along with specific recommendations of the Head of the Department, the same shall be considered by the Examination Grievance Committee constituted by the Vice-Chancellor on the recommendation of the Controller of Examinations. The Vice-Chancellor shall take appropriate decision on the recommendations of the Examination Grievance Committee, before the declaration of result(s) of the said examination.

5.5 Graduation Requirements:

Completion of a minimum of 100-110 credits, including all core courses, as specified in the curriculum scheme; successful completion of summer training; and successful completion of all stages of dissertation work shall be the condition for award of degree.

(a) Lateral Exit :

In case of MBA program, a candidate can be allowed to exit from the program, with a Post Graduate Diploma in Business Administration, provided the candidate completes at least one academic year of program, completes all summer/ winter trainings, if any, and earns a minimum of 55 credits including all core courses offered in the academic year.

(b) Lower and Upper Limits for Credits Registered:

In case of full time program, a student must register for a minimum of 15 to maximum of 30 credits in a semester. While in case of part time programme, a student must register for a minimum of 9 to maximum of 18 credits.

(c) Credits Earned at Different Universities/Institutes:

Provision shall be made for acknowledgement of credits earned by a student through course work/project work/internship at other Institution in India or abroad. This shall be facilitated with the approval of Vice-Chancellor on recommendation of the respective Dean.

Note:-

At the time of assessing eligibility for award of a Degree, if a student fails to earn the requisite passing Grade in a solitary course, then marks can be transported from his/her other courses of the final semester to the extent that he/she passes in that course.

5.6 Distinctions and Awards:

Under recommendation from the Academic Council, the University shall Institute awards/ medals/ scholarships/ free ships etc. to be given to students on the basis of academic performance in a semester and at the end of the programme of study.

Nothing in this ordinance shall be deemed to preclude the University from amending the Ordinance and the amended Ordinance, if any, shall apply prospectively and from the date as specified in the Ordinance.

CHAPTER: 6**DOCTOR OF PHILOSOPHY, Ph.D.**

Academic Programmes leading to the award of Ph.D. degree shall be organized and managed by the Academic Council, URC, DRC, SRC and any other Committee(s) constituted by the authority empowered under the Statutes, Ordinance and Regulations.

The constitution, composition, functions and powers of these bodies will be as specified in the Act, the Statutes, the Ordinances and the Regulations. The programmes leading to the Degree of Doctor of Philosophy will be offered by the Departments/Constituent Units.

6.1 Admission Eligibility:

- (a) A candidate for admission to the programme of Doctor of Philosophy must have obtained at least a Second Class Master Degree with not less than 55% of marks in aggregate or its equivalent grade B in the UGC 7 point scale or equivalent grade in a point scale wherever grading system is followed, in Engineering/ Technology/ Science/ Humanities/ Management/ Law/ Commerce/ Education from a recognized University or a degree approved by the Association of Indian Universities, or any other equivalent qualification in the subject in which the candidate wishes to pursue a course of research or in a subject allied thereto to the satisfaction of the URC for its recommendation to the Academic Council for approval. Candidates from interdisciplinary Programmes are also considered for admission. Relaxation of marks in minimum eligibility shall be given to the candidate as per UGC regulation, 2016.
- (b) Applicants with B.Tech. / B.Arch. degree or any other professional degree of four years duration after ten plus two or higher duration in respective discipline or equivalent, with minimum CGPA equivalent to 75% or more marks may be considered eligible for admission in Ph.D programme in Engineering and Technology only;
- (c) For Ph.D. in Law and Ph.D. in Education, the applicants should possess a Master's degree in Law and Education respectively as the case may be.
- (d) If considered necessary, DRC in consultation with the concerned Dean may propose other qualifications/ requirements in specific areas, consistent with the norms of UGC, AICTE and other statutory bodies, to URC for its recommendation to the Academic Council for approval.

6.2 Admissions Process:

- (a) Applications for admission to Ph.D. programmes shall be invited through an open advertisement, normally twice a year, for pre-determined intake for each programme;
- (b) Applications shall be screened by DRC. All the eligible candidates shall have to appear in a written test to be organized by the University as per guidelines of UGC, followed by an interview to be conducted by DRC. Candidates who qualify UGC/ CSIR (JRF) Examination/ SLET/ GATE/ Teacher fellowship holder or have passed M.Phil programme shall be exempted from written test;
- (c) Those applicants who are shortlisted shall appear for an interview before the DRC of the respective department;
- (d) Selected applicants shall be allocated Guide(s)/ Supervisor(s) depending on the specific areas of research interest.
- (e) DRC shall, for each applicant, constitute a Student Research Committee (SRC). DRC shall recommend to the University regular registration of the candidate to the Ph.D. programme;
- (f) Non Resident Indians (NRIs), Persons of Indian Origin (PIOs) and Foreign Nationals may be admitted to the programme in accordance with the guidelines as stipulated by the regulatory bodies/ Government of India.

6.3 Fee Structure:

The Fee for Ph.D. programmes shall be as notified by the University from time to time.

6.4 Fellowships/ Assistantships/ Contingency Grants:

- (a) Research Scholars, other than sponsored/self-financed and those in receipt of Scholarship from other sources (CSIR/ UGC/ Sponsored Projects etc.), shall be eligible for award of fellowship called Junior Research Assistantship (JRA) for first 24 months period and thereafter Senior Research Assistantship (SRA) for the next 12 months as decided by the Finance Committee / Board of Management. The grant of scholarship will be based purely on merit.

In case his/her attendance falls below 75% during a month, he/she will not be paid Fellowship/ Assistantship for that month;

(b) Contingency Grant:

The Research Scholar, who will be receiving the JRA/SRA from the University, shall also be eligible to receive Contingency Grant per annum (as decided by the Finance Committee / Board of Management) which shall be utilized for the purchase of books, consumables, TA/DA to attend conferences (National/International) and other miscellaneous expenses. On completion of the programme, the books will be required to be deposited in Manav Rachna University Library.

6.5 Classification of Applicants:

An applicant, satisfying minimum eligibility criteria, for admission to the Ph.D. programme shall be classified into any one of the following categories:

(a) **General Candidates:**

Research Scholars, other than sponsored/ self-financed in receipt of scholarship from other sources such as CSIR, UGC etc.;

(b) **Sponsored Candidates:**

The candidates sponsored by an Organization/ Institution/ University, who satisfy eligibility qualifications and are allowed to register for Ph.D. programme;

(c) **Self-Financed Candidates:**

Indian/ Foreign National/ PIO/ NRI satisfying eligibility qualifications;

(d) **Faculty and Academic Staff of the University:**

Regular teachers and academic staff of Departments/Constituent Units who are allowed to register for Ph.D.;

(e) **Non-Academic Staff of the University / Constituent Units:**

A regular member of non-academic staff of the University and its Departments/ Constituent Units who satisfies eligibility qualifications is allowed to be registered for Ph.D. programme;

(f) **MREI Candidates:**

Regular members of teaching/academic/non-academic staff of the Manav Rachna Educational Institutions' constituent units other than that of this University who satisfy eligibility qualifications are allowed to be registered for Ph.D. programme.

6.6 Ph.D Registration:

After submission of admission fee a candidate is considered to be provisionally registered for the programme till the time he/she successfully completes all requirements of course work and approval of short synopsis. Date of registration of the research scholar shall be the date of approval of candidates' provisional registration with the proviso that all the requirements of course work and synopsis have been complied with. After approval by the DRC, the University will convey the approval for registration to the candidate with copies to the Dean of Faculty and Head of Department concerned.

6.7 Semester Registration:

Candidates will be required to register every semester by the specified date(s) for respective semester(s). In case of late registration, late fee will be levied. The semester registration shall be subject to completion of specified number of credits/course work and/or satisfactory progress in his/her research work as recommended by the DRC.

6.8 Migration of Candidates:

(i) The University shall permit migration of Ph.D. students from other Universities/ Institutions. The candidate shall have to submit No Objection Certificate/ Migration Certificate from parent University;

(ii) All the cases of migration shall be scrutinized and recommended by DRC to Vice-Chancellor for approval;

(iii) Registration period for a migrated candidate shall not be less than one year.

6.9 Time Period Requirement for Submission of the Ph.D. Thesis:

(a) **Minimum Time Period:**

The minimum period for submission of thesis by a Ph.D. candidate shall be three years from the date of registration;

(b) **Maximum Time Period:**

The candidate registered for Ph.D. programme shall be allowed to submit their thesis within six years from the date of their registration. Thereafter, the registration shall stand cancelled automatically unless, for valid reasons, an extension is granted by the Vice Chancellor. The maximum of two extensions of one year each shall be considered on case to case basis.

6.10 Residency Period:

The minimum Residency Period for Ph.D. candidates in the Department/ Constituent Unit shall be one semester. DRC can allow a candidate to carryout research work at other Institute/ University/ Industry/ Organization provided the facilities to carryout research work exist there.

6.11 Cancellation of Registration:

Registration of a candidate shall be cancelled in any one of the following eventualities, after due approval of the Vice-Chancellor:

- (a) If his academic progress is found unsatisfactory in three consecutive monitoring reports;
- (b) If he is absent for a continuous period of six weeks without sanction of leave;
- (c) If he withdraws from the Ph.D. programme and his request is duly recommended by the DRC;
- (d) If he/she fails to renew his/her registration in any semester subject to the provisions contained in the Ordinances/Regulation;
- (e) If he/she fails to clear mandatory course work and comprehensive review.

6.12 Disciplinary Regulations:

If a Ph.D. candidate is found to be involved in an act of moral turpitude, misconduct, misbehavior and/or indiscipline or plagiarism of any kind, disciplinary action will be taken by the University as per Regulations relating to maintenance of discipline by students.

6.13 Course Credit Requirements and Registration for Courses:

All candidates admitted to the programme shall have to undertake course work and fulfill the credit requirements as prescribed by the University in accordance with guidelines of the UGC Regulations 2016 for award of M.Phil./Ph.D. degree and as amended from time to time.

Comprehensive Review:

Each candidate, normally after one semester, shall be required to appear for comprehensive review in front of DRC and present his short synopsis. Successful review shall make the candidate eligible for submission of short synopsis.

After approval, the short synopsis of the candidate shall have to be uploaded on Shodh Gangotri (INFLIBNET), within a period of 30 days by the Controller of Examinations.

6.14 Thesis Guide(s) / Supervisor / Co-Guide / Joint Supervisor:

- (a) The Guide(s) / Supervisors shall be a full-time faculty member of the University Department/ Constituent Unit with a Ph.D. Degree and with at least three years of teaching / industry experience;
- (b) A person from within the University or external organization with a Ph.D. degree and proven merit and experience in the subject area may be appointed as Co-Guide / Joint Supervisor.

The maximum number of Ph.D. students to be supervised by a faculty member at any time in the University will be as per UGC norms.

6.15 Appointment of Guide and Co-Guide(s):

The DRC may appoint more than one Guide not exceeding a total of three for guiding one candidate. There should not be more than two Guides from within the Department/ Constituent Unit or other department / institution. Normally change of Guide or appointment of any other Guide shall not be made after the lapse of 18 calendar months from the date of registration of the candidate;

A faculty member appointed as a Ph.D. Guide/ Supervisor is normally expected to be available to a research candidate in the University Department/ Constituent Unit. However, under unavoidable circumstances, such as long leave of 12 months; retirement; resignation or death; a Supervisor may not be available to a Scholar. In such special cases, appointment of Guides/ Supervisors shall be regulated as under:

- (a) A Guide/Supervisor proceeding on leave of more than 12 months:
 - (a) Where Joint-Supervisor, from the University, exists, he/she shall be appointed as Supervisor;
 - (b) Where Joint-Supervisor does not exist or is from external organization; a new Supervisor from within the University shall be appointed;
 - (c) Provided, the long abstract (pre submission) of the thesis or thesis has been submitted before the Supervisor proceeds on leave, he/ she will continue to be the Supervisor and DRC shall take over the administrative responsibilities of the Supervisor. Further, if a major revision becomes necessary, and the sole Supervisor is on leave, a Joint-Supervisor will be appointed.

- (b) A Supervisor retires/ is due to retire:
A faculty member who is due to retire within the next one year can be appointed only as a Joint-Supervisor and can continue to be the Joint-Supervisor even after his retirement, provided the DRC is convinced of his availability / continued guidance to the student. In other cases, a faculty member on retirement shall continue as:
- (i) Supervisor, if his term is extended or he is reemployed or appointed or he is appointed as Emeritus Teacher or Adjunct Professor;
 - (ii) Supervisor, if the long abstract (pre submission) of the thesis or thesis has been submitted/ is due for submission within 6 months of retirement, appointment of Joint- Supervisor, if necessary, will be as per provisions made in these regulations.
- (c) A Supervisor resigns:
A faculty member who resigns from the services of the University may continue as:
- (i) a Supervisor, if the long abstract(pre submission) of the thesis or thesis has been submitted/ is due for submission within 6 months of resignation. Appointment of Joint Supervisor, if necessary, will be as per provisions made in these regulations;
 - (ii) a Joint-Supervisor till the DRC is convinced of his availability/continued guidance to the student;
In other cases, a new Supervisor will be appointed, if necessary, as per provisions made in these regulations.
- (d) A Supervisor expires:
The Joint Supervisor, if from within the University, shall be appointed as Supervisor otherwise a new Supervisor will be appointed on the recommendation of DRC.

6.16 Performance Monitoring:

The academic/research progress of each candidate shall be monitored by SRC. For this purpose each candidate shall submit a progress report at the end of each semester to the Chairman, SRC through his Guide(s). DRC shall give S (Satisfactory) or U (Unsatisfactory) remark as per the recommendations of SRC.

6.17 Pre-Submission Seminar:

A candidate, through his/her Supervisor, can request SRC for pre-submission seminar if the candidate has published/ acceptance of minimum of two research papers in refereed/ indexed journals out of which at least one shall preferably be in an international journal, for which he/she should produce evidence in the form of acceptance letter or reprint. The publications shall be counted if they show the candidate as first author/ corresponding author and has affiliation of MRU. In case of migrated candidates at least one publication shall show affiliation of MRU.

6.18 Long Abstract:

- (a) The long abstract will be submitted by the candidate normally within three months after the pre-submission seminar;
- (b) The candidate shall submit to DRC, through SRC, a soft and a hard copy of the long abstract of the thesis;
- (c) SRC shall, in a meeting in which the candidate shall be required to be present, evaluate the long abstract for approval and will forward the same with its recommendation to the DRC for appointment of the thesis examiners.
- (d) SRC shall recommend panel of examiners as specified in the Guidelines for Research Degree Programmes;

6.19 Panel of Examiners for Ph.D.:

A Ph.D. thesis shall be evaluated by two examiners. DRC shall prepare a panel of at least five examiners for approval of the Vice-Chancellor.

6.20 Thesis Preparation and Submission:

- (a) A candidate shall submit thesis within four months of the approval of long abstract. However, in case a candidate fails to submit thesis within the stipulated time and has proper justification for the delay, the DRC, on individual merits of each case, may grant an extension;

- (b) The thesis shall be written in English in the format and style as approved by DRC, in accordance with the guidelines for Research Degree Programmes, unless the discipline of the Ph.D. thesis (linguistics) compels otherwise;
- (c) Candidate shall submit seven copies of thesis to the Controller of Examinations.

6.21 Thesis Evaluation:

Procedure for evaluation of thesis shall be as prescribed below:

- (a) Each examiner shall be requested to send a detailed evaluation report and his recommendations on the prescribed pro-forma within six weeks of the date of receiving the thesis;
- (b) If the thesis report is not received from an examiner in six weeks, a reminder will be sent to the examiner. If no response is received from the examiner in two weeks thereafter, another examiner may be appointed from the approved panel;
- (c) If reports from two external examiners recommends acceptance of the thesis along with specific recommendation for conducting the viva voce examination, the candidate shall be eligible for oral defense;
- (d) The examiners report shall be forwarded by the Controller of Examinations to the Vice-Chancellor in a sealed cover. The Vice-Chancellor shall scrutinise the reports and if the reports recommend conduct of viva examination, the respective Dean of Faculty shall be accordingly informed.

Before the conduct of oral defence, Controller of Examinations shall share with the candidate only those comments and queries in the reports which require explanation and answers, without disclosing the identities of the examiners;

- (e) Revision cases:

In case one or both of the reports recommend revision of the thesis, the candidate shall have to revise the thesis within one year. The revised version of the thesis would be sent to the concerned examiner for his recommendations.

- (f) Rejection cases:

- (i) If one of the reports recommends rejection, the thesis shall be sent to the next examiner on the panel for evaluation. If the report of the next examiner also recommends rejection, the thesis shall be rejected;
- (ii) If both the reports recommend rejection, the thesis shall be rejected. The candidate may, however, be allowed to re-submit the thesis normally within one year, provided the research area of the thesis remains unchanged. The University shall then follow the normal procedure de novo for the evaluation of the resubmitted thesis.

Note:-

In case of resubmission of a thesis after revision, an additional fee for the re-evaluation of the thesis shall be paid by the candidate.

6.22 Oral Defence Examination (Viva-Voce):

- (a) If the thesis is recommended for award of degree, the candidate shall be required to defend his work/thesis orally (viva-voce examination) before a duly constituted Examination Board. This shall comprise at least one External Examiner and the Supervisor as Internal Examiner.

The date and time of the viva-voce shall be duly notified to enable the faculty members, staff members and students to attend it;

- (b) At the time of Viva-Voce Examination, seven copies of the thesis in hard cover binding must be submitted. These hard bound copies shall include supplements, if required, in Viva-Voce Examination, with a covering Certificate of Guide(s) in prescribed pro-forma. Additional copies of the supplement shall be provided by the candidate for the External Examiner and Supervisor(s);
- (c) Controller of Examinations, in consultation with the External Examiner, shall announce the date of Viva-Voce Examination which shall be communicated to the candidate at least fifteen days in advance;
- (d) In the Viva-Voce Examination, the candidate shall present his work and thereafter give his response to comments and questions arising out of the examiners reports;
- (e) The External Examiner shall give his recommendation in the prescribed pro-forma;

- (f) Internal Guide shall forward the report to Controller of Examinations who in turn shall submit it to the Vice-Chancellor for approval.

If any other matter not explicitly provided herein or of an exceptional nature arises, it may be referred to the Vice-Chancellor for his decision.

- (g) The institution shall complete the entire process of evaluation of Ph.D. Thesis normally within a period of six months from the date of submission of thesis.

6.23 Award of Ph.D Degree:

A Ph.D. candidate shall be eligible for award of Ph.D. degree at Convocation, after the Vice-Chancellor has, on the recommendations of the examiners, approved that the degree be awarded and the approval has been subsequently ratified by the Academic Council.

On successful completion of the evaluation process and announcements of the award of the Ph.D. degree, the degree shall be awarded by the University, provided that the candidate produces "No Dues Certificate".

6.24 General Provisions for Doctoral Programmes:

- (a) Issuance of Provisional Certificates:

After the approval of the Vice-Chancellor for the award of Ph.D. degree, the candidate shall be issued a Provisional Certificate for having completed the requirements of the degree on the condition that the candidate has submitted seven hard-bound copies and a soft copy of the final version of his thesis and has cleared all the dues;

- (b) Depository with UGC: .

Following the successful completion of the evaluation process and before the announcement of the award of the Ph.D. degree(s), an electronic copy of the Ph.D. thesis shall be submitted to the INFLIBNET, for hosting the same so as to make it accessible to all Institutions/Colleges. A copy of the notification of award of Ph.D. shall also be endorsed to the UGC for their information and adoption in records

6.25 University Research Council (URC):

- (a) Role:

The role of URC is to formulate and lay down policy guidelines for the conduct of Ph.D. and Post Doctoral degree programmes, and to ensure high standards of research work in such programmes;

- (b) Composition:

The composition of the University Research Council shall be as follows:

- (i) The Vice Chancellor - Chairperson
- (ii) Four external experts nominated by Vice Chancellor - Members
- (iii) Dean, Research
- (iv) Deans of Faculty
- (v) One faculty member from each faculty to be nominated by the Vice Chancellor
- (vi) Registrar-Member Secretary

- (c) The term of office of the members (other than ex-officio members) will be two years from the date of nomination;

- (d) The University Research Council shall meet at least twice in a year;

- (e) Fifty percent of the total membership shall form the quorum for any meeting;

- (f) Functions:

Subject to the provisions of the Act and Statutes, the University Research Council shall perform the following functions:

- (i) Policies relating to and oversee research for Ph.D. and post-doctoral degree programmes.
- (ii) Guidelines for registration of students, thesis supervision, programme design and thesis evaluation;
- (iii) Research indicators for such evaluation;
- (iv) Review and recommend thrust areas for research;
- (v) Delegation of any of its functions to the concerned DRC;
- (vi) Preparation of the consolidated reports on research efforts of the University;
- (vii) Any other work related to research development and coordination.

6.26 Departmental Research Committee (DRC) and its Function:

- (a) The composition of the Departmental Research Committee will be as under:
- (i) The Head/ Senior Professor of the Department/ Constituent Unit – Chairperson;
 - (ii) Maximum three Professors/ Associate Professors of the Department;
 - (iii) Maximum three external experts who may also include those from other Departments/ Constituent Units.
Provided, however, the total number of internal and external members shall not exceed six.
- (b) The functions of Departmental Research Committee shall be as under:
- (i) Scrutinize applications and make admissions in Ph.D programmes including migration cases;
 - (ii) Appoint Supervisor and constitute Student Research Committee for each student;
 - (iii) Perform such functions as are required for operationalization of the doctoral programmes;
 - (iv) Consider the recommendation of SRC for action as required;
 - (v) In exceptional cases, recommend exemption from course work within the framework of UGC regulation.
- (c) The Departmental Research Committee shall meet as and when necessary;
- (d) Fifty percent of the membership shall form the quorum for the meeting;
- (e) The tenure of members of the DRC shall be three years. A member can be re-nominated for another term.

6.27 Constitution & Functions of Student Research Committee (SRC):

- (a) The composition of SRC shall be as follows:
- (i) Ph. D Guide (Convenor);
 - (ii) One outside expert in the related area to be nominated by DRC from the panel approved by Academic Council;
 - (iii) One University faculty expert preferably in the concerned area from within the Department, recommended by DRC;
 - (iv) One University faculty expert from outside the Department recommended by the DRC;
 - (v) The total number of members shall not exceed six. Fifty percent members will form the quorum of the meetings.
- (b) SRC shall perform the following functions:
- (i) Scrutinize the research proposal/synopsis and finalise the thesis topic;
 - (ii) Ascertain the availability of facilities required for the proposed research;
 - (iii) May prescribe the area specific Course Unit(s) to be taken by the candidate;
 - (iv) Periodically monitor the progress of the candidate's work and advice the candidate, where necessary;
 - (v) Approve the long abstract of the thesis;
 - (vi) Recommend to DRC the panel of examiners.
- (c) Residual Provision:

Notwithstanding anything stated in the Ordinances, for any unforeseen issues arising and not covered by Act and Statutes or in the event of differences of interpretation, the Vice-Chancellor shall take a decision. The decision of the Vice-Chancellor shall be final.

Note:-

Anything in this ordinance and corollaries thereof, if any, shall conform to the UGC (minimum standards and procedure for award of M.Phil. / Ph.D. Degree) Regulation, 2016 in letter and spirit.

CHAPTER: 7**POST GRADUATE DIPLOMA**

The duration of the programme for award of Post Graduate Diploma, PGD, shall be of one year duration.

Each PGD programme shall follow the semester system in force at the University. There shall be an examination at the end of each semester wherein candidates will be examined in the courses prescribed for that semester. These examinations will normally be held in November/December and/or in April/May on such dates, as can be fixed by the University.

The amount of fee to be paid by a candidate shall be as prescribed by the University from time to time.

7.1 Eligibility:

Candidates should have a Bachelors' degree or equivalent in the relevant subject for admission to a Post Graduate Diploma programme.

7.2 Merit Criterion:

Admission to the PGD programme shall be made on the basis of merit in entrance examinations conducted by the University. Such admissions shall be made by a due date fixed by the University.

7.3 Attendance:

Candidate admitted to the programme shall maintain a minimum attendance of 75%.

7.4 Examination and Credit System:

The PGD programme shall conform to the examination and credit system of the University as in the Ordinances/Rules and Regulations of the University. Students shall be required to earn 45-50 credits as specified in the study scheme of the programme.

CHAPTER: 8**CERTIFICATE PROGRAMMES**

Certificate programmes may be offered at any appropriate time by the University, during the semester, on weekends, before / after normal University working hours, during winter / summer and other breaks etc.

The amount of fee to be paid by a candidate for a program shall be as prescribed by the University from time to time.

8.1 Eligibility:

Candidates should have a minimum qualification as prescribed for that particular certificate programme provided that where skill based certificate programmes are offered, the eligibility criteria shall be as normally applicable to the skill concerned or as specified by regulatory bodies, if any.

8.2 Duration:

Certificate programmes shall be of short term duration, normally 6 months or less. The duration of certificate programmes may vary from one programme to another. The University shall notify the duration of each programme at admission time. Candidates must qualify for the award in the specified period of the certificate programme itself.

8.3 Attendance:

Students shall maintain a minimum attendance of 75%.

8.4 Examination:

The scheme of examination of each certificate program shall be announced in advance and is flexible. It may be purely continuous examination, examination only at end of the program, or a mix of the two.

8.5 Nature of Certificate:

There shall be no division (First, second, etc.) for certificate courses. It shall be given in recognition of successful completion of the programme.