

Academic Regulations



**ABHILASHI UNIVERSITY,
CHAILCHOWK, TEHSIL CHACHYOT,
DISTRICT MANDI, H.P. 175028**

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CHAPTER- I

Admission, Registration and Attendance

1.1 Academic Programme:

Abhilashi University situated at Chailchowk provides education in different academic programmes to the students belonging to wide range of backgrounds. The programmes offered by the University are presently classified as undergraduate and postgraduate programmes.

This classification is based primarily on entry/admission/qualification of students rather than the level of degree offered. For all undergraduate programmes, students are admitted after 10+2 whereas for a postgraduate programme, students shall be admitted after they have obtained at least a Bachelor degree.

The curriculum provides broad based knowledge and simultaneously builds a temper for life long process of learning. At undergraduate level, a student needs to qualify compulsory foundation courses in basic sciences, humanities, social sciences and engineering sciences besides departmental requirements.

At the postgraduate level, student needs to qualify compulsory undergraduate course.

The University awards degree in the following programmes and other programmes to be approved by the authority/state government / regulatory commission /any other regulatory body:

i) UNDERGRADUATE PROGRAMMES

- Bachelor of Science (Honours) in Agriculture.
- Bachelor of Ayurveda, Medicine & Surgery
- Bachelor of Technology
- Bachelor of Business Administration (BBA)
- Bachelor of Computer Application (BCA)
- Bachelor of Pharmacy (Allopathy)
- Bachelor of Physiotherapy
- Bachelor of Science (B.Sc.)
- Bachelor of Law integrated course (B.A.LLB.)
- Bachelor of Commerce (B.Com.)
- Bachelor of Science (Medical Laboratory Technology)
- Bachelor of Science/ Arts cum Bachelor of Education

ii) Postgraduate Programmes

- Master of Computer Application
- Master of Technology
- Master of Pharmacy.
- Master of Business Administration (MBA)
- M.Sc. Chemistry
- Master of Science
- Master of Arts
- M. Phil (Zoology & Chemistry)
- Master of Science (Agriculture)

iii) Diploma Programme

Diploma in Pharmacy

Diploma in Veterinary Pharmacy course.

Many other undergraduate, postgraduate, research programmes & certificate courses will be added in future.

1.2 Student Roll Numbers: Students will be given Roll Numbers as the Registration Numbers. Tables below give the format for the Roll No's.

i) Table 1 - Student Registration Numbers

5 Digit Student Code

Every Registration No will have 5 digits. All the Roll Numbers will be in continuation.

14	001
2 Digit Year	3 Digit Serial Number starting from 001

ii) Table 3 - Course Code

Course	Code
B.Sc. (Hons.) Agriculture	BSA
BAMS	BAM
Bachelor of Physiotherapy	BPT
B. Tech Civil Engineering	BCE
B. Tech Computer Science & Engineering	BCS
B. Tech Mechanical Engineering	BME
BBA	BBA
BHM	BHM
BCA	BCA
BALLB	BLB
B.Sc. Medical	BSM
B.Sc. Non-Medical	BSN
B.Com.	BCM
Diploma in Pharmacy	DPA
B. Pharmacy	BPA
M. Tech. Civil Engineering	MCE
M. Tech. Computer Science & Engineering	MCS
M. Tech Mechanical Engineering	MME
MCA	MCA
MBA	MBA
M. Pharmacy	MPA
M.A. Education	MAE
M.Sc. Chemistry	MSC

M.Sc. Zoology	MSZ
M.A. / M.Sc. Mathematics	MSM/MAM
M. Phil.	M Ph
Ph. D.	PhD
Veterinary Pharmacist Training Course	DVP

Examples of Roll No:

- (a) **14RSABSA001** denotes, Year 2014, Regular Student, School of Agriculture, B.Sc. (Hon's) Agriculture of Serial No. 001 respectively.
- (b) **14RACBAM001** denotes, Year 2014, Regular Student, Ayurvedic College & Research Institute, Bachelor of Ayurveda Medicine & Surgery Serial No. 001 respectively.
- (c) **14RSEBCE001** denotes, Year 2014, Regular Student, School of Engineering & Technology, Bachelor of Civil Engineering, Serial No. 001 respectively.
- (d) **14LSEBCE001** denotes, Year 2014, Lateral Entry Student, School of Engineering & Technology, Bachelor of Civil Engineering, Serial No. 001 respectively.
- (e) **15RSPDPA001** denotes, Year 2015, Regular Student, School of Pharmacy, Diploma of Pharmacy, Serial No. 001 respectively.
- (f) **14RSPBPA001** denotes, Year 2014, Regular Student, School of Pharmacy, Bachelor of Pharmacy, Serial No. 001 respectively.
- (g) **14LSPBPA001** denotes, Year 2014, Lateral Entry Student, School of Pharmacy, Bachelor of Pharmacy, Serial No. 001 respectively.
- (h) **15RXXMPh001** denotes Year 2015, Regular Student, School of XX, Master of Philosophy, Serial No.001 respectively.
- (i) **15RYYPHd** denotes Year 2015, Regular Student, School of YY, Doctor of Philosophy, Serial No.001 respectively.

Note: R , L & M denote Regular , Lateral Entry and Migrated students respectively.

Similar pattern may be followed for different courses/ schools mentioned above or to be added in future in the university.

1.3 Minimum Eligibility for Admission:

The minimum qualification for admission to various programmes shall be as laid down by the Academic Council from time to time which shall be reflected in the prospectus. However, admission to various programmes shall be guided by the following provisions:

- i) Prescribed minimum marks in all programmes shall be relaxed by 5% in case of SC/ ST or as per govt./regulatory bodies)
- ii) The candidate would be deemed to have passed the qualifying examination on or before the date of admission and duly supported by Provisional Degree Certificate (PDC) issued by the competent authority.

- iii) A candidate having passed his qualifying examination from a foreign university with 'B' grade or its equivalent shall be eligible for admission subject to recognition of his degree by the Academic Council.
- iv) The CGPA will be converted into percentage of marks by multiplying it by ten.
- v) The CGPA of other universities following scale other than 10-point will be converted on Percentage basis by using appropriate conversion formula.

1.4 Mode of Admission:

- i) The mode of admission for various programmes will be laid down by the Academic Council from time to time.
- ii) Admission will be on the basis of Entrance Test or merit in the qualifying examination if there is no entrance test for the course.
- iii) While determining merit of eligible candidates, marks to the following extent shall be added to the result of the candidates who have distinguished themselves in sports and games recognized by the Indian Olympic Association/ NCC and other co-curricular activities like declamation, debate, quiz, essay competition, science seminars, and youth festival.
- iv) In case two or more candidates obtain the same percentage of marks/ CGPA, the merit shall be decided as under:

- a) Merit of previous examination.

If the merit cannot be decided on the basis of (a) above, the candidate, who is younger in age, shall be considered first. Any direction by the regulatory bodies (national/state) will be complied.

1.5 Age Limit for Admission:

- a) For Undergraduate courses

General Category:	Not more than 23 years for boys Not more than 25 years for Girls
SC/ST/OBC Category:	Not more than 24 years for boys Not more than 26 years for Girls
- b) For Post graduate Courses:

General Category:	Not more than 26 years for boys Not more than 28 years for girls
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- c) SC/ST/OBC Category: Not more than 29 years for all categories

NOTE: The maximum age limit shall be as on 31st August of the year concerned. The Vice-Chancellor shall have the power to permit age relaxation for reasons recorded in writing. Provided further that age bar shall not apply in case of in-service candidates, nominees of the government/institutes and industries.

1.6. Number of Seats: The number of students to be admitted in various programmes shall be fixed by the **Academic Council** subject to the approval of the Regulatory Commission, wherever necessary, and will be declared from time to time in the prospectus.

1.7. Provisional Admission: A candidate whose result has not been declared by the Board/University can seek provisional admission provided he/she has appeared in the Entrance Test for the course as applicable from time to time. The provisional admission of

such candidate stands automatically cancelled if he/she fails to submit his/her mark sheet or provisional certificate etc. of the qualifying examination and/or meeting the percentage of marks as fixed for the admission by the University by the last date for such admission.

1.8. Eligibility Criteria for Admission: Eligibility criteria shall be notified in the prospectus of each current year.

1.9. Time of Admission:

Admission to all the programmes will be made at the commencement of academic year.

1.10. Application Procedure:

The application for admission shall be made to the **Registrar** on a prescribed form to be obtained on payment of stipulated fee. Application form complete in all respects and filled in by the applicant in his/ her own hand writing should reach the **Registrar** on or before the last date for submission of application.

1.11 Academic Session:

- i) The academic session will counted from July current year to June next year and shall comprise of two registered semesters. First registered semester of the year is from July to December and second from January to June. For annual system the session will be July to June.
- ii) The dates for advertisement, registration, commencement of classes and other details for the academic session shall be notified by the **Registrar**.

1.12. Reservation of Seats:

Admission to various programmes shall be open to all eligible persons subject to the reservation of seats as per Abhilashi University Act.

1.13. Selection Procedure:

To conduct the counseling and draw the merit for selection of the candidates for admission in various programmes of the University, the committee(s) shall be constituted by the **Registrar** with the prior approval of the **Vice-Chancellor**.

1.14. Verification of Antecedents:

Each applicant shall be required to submit a character certificate from the Head of the Institution last attended.

1.15. Migration Certificate:

The student passing his qualifying examination from other than this University shall have to submit the migration certificate in original within one year of his admission, failing which his admission shall be cancelled.

1.16. Refusal of Admission

The past record of a candidate as to his/ her conduct shall also be considered for deciding admission. If it is found that the candidate has been indulging in acts of indiscipline or is guilty of having organized unlawful demonstration etc., he/she may be refused admission by the admission committee. The candidates who have been expelled/ rusticated/ debarred shall not be admitted during the period of disqualification.

1.17. Normal Duration & Syllabus:

(A) The normal duration of different programmes shall be in accordance with University Grants Commission, New Delhi and other Regulatory Bodies.

i) Undergraduate

a)	B.Sc. (Hons.) Agriculture	8 Semesters
b)	BAMS	5 $\frac{1}{2}$ Years (Annual System) Including one-year rotatory internship
c)	B Tech	8 Semesters
d)	BBA	6 Semesters
e)	BCA	6 Semesters
f)	B. Pharmacy	8 Semesters
g)	Dip. Pharmacy	Two Years
h)	Diploma in Veterinary Pharmacy	Two Years
i)	BPT	Four Years
j)	B.Sc.	Three Years
k)	B.Com.	Three Years
l)	B.A./B.Sc. B. Ed.	8 Semesters

ii) Postgraduate

a)	MCA	6 Semesters
b)	M. Tech.	4 Semesters
c)	M. Pharmacy	4 Semesters
d)	MBA	4 Semesters
e)	M.A.	4 Semesters
f)	M.Sc.	4 Semesters
g)	M. Phil.	2 Semesters
h)	Ph.D.	3 Years

Note:-

If a student does not complete a course in the normal duration he/she may be permitted to complete the programme in maximum of four semesters beyond the normal duration with the permission of **Vice-Chancellor**.

(B) Syllabus:

The subjects of study and the syllabi for different programmes will be as prescribed from time to time by the **Academic Council**.

1.18. Transfer of Students/ Exemption from Course:

A student may be granted permission for transfer from a University to Abhilashi University only if the previous university follows a comparable system of education to Abhilashi University with the consent of the Host University and the **Vice Chancellor** of this University on the recommendation of the concerned **Dean of Faculty** provided the seat is available and the student is academically on 'Good Standing'. The student shall be required to produce the transcript of courses from his/her previous University. No outward migration will be allowed except in exceptional cases with due permission of the Chancellor of the

University. An Equivalence Committee constituted by the **Dean of Studies** shall examine the courses/ subjects already studied by the student, the syllabi thereof (minimum 80% syllabi should be same), the examination passed, and may also, if considered necessary, conduct a proficiency test to determine the transfer of credits and course(s) from which the student may be exempted. In such a case, the credits shall be transferred. The cumulative grade point average (CGPA) of the student shall be determined entirely on the basis of the courses studied by him in the University.

- ii) An undergraduate student of this University may be transferred from one constituent school to another up to the 1st semester only with the consent of **Dean of Studies** and the **Vice Chancellor**.

In case where a student admitted to particular programme of the University is transferred to another constituent school before completing the former degree programme to which he was initially admitted, the grades earned shall also be transferred if the courses are identical. Where the courses are not identical but comparable, the credits earned thereof shall be accounted towards the degree requirement but the grades of such courses shall not be transferred.

- ii) A student may join another degree programme after completing the requirements for a degree. On the request of the student and recommendation of the course coordinator/ head/ Dean of the faculty, such a student will be exempted from studying course(s) by the **Dean of Studies** provided he has already cleared such course(s) in the qualifying examination.

1.19. Registration:

Registration is an important procedural part of the academic system. The registration procedure ensures that the student's name is on the roll list of each course that he/she wants to study. No credit is given if the student attends a course for which he has not been registered. Registration for courses to be taken in a particular semester will be done according to a specified schedule before the end of the previous semester. Each student is required to complete the registration form.

Various activities related to registration, the relevant dates are included in the semester schedule that is available before the start of the semester.

Registration shall consist of the following steps:

- i) Meeting with the course coordinator.
- ii) Enrolment of students in different courses with the concerned teacher.
- iii) Payment of University fee and other dues.
- iv) Depositing the prescribed registration forms duly filled in and signed by the course coordinator, teachers concerned and Dean of Faculty in the office of the Registrar.

1.20. Registration and student status:

Registration for the first semester of a programme is part of admission procedure and shall be governed by the admission rules. Registration of the students in the prescribed manner is compulsory and failure to do so by the prescribed dates shall lead to cancellation of selection. The seats so fallen vacant shall be offered to the candidates next in the list.

Every enrolled student shall be required to register in the last days of previous semester for each coming semester till the completion of degree requirements failing which his/her

enrollment shall be cancelled. Readmission in such cases shall be by petition and not as a matter of right.

Registration by a student confirms his status as student at the University. Failure to do so will imply that the student has discontinued studies and his/her name will be struck-off the rolls.

No fees will be charged for the registration, but for re-registration, late registration, adding/dropping of courses, fees will be charged which will be notified from time to time by the University.

1.21. Registration validation:

Before the first day of classes, every student is required to be present on campus and validate his registration by consulting HOD/Dean of Faculty office. The updated **registration record will be available on the website** and the **hard copy** will be available with the **HOD/ Dean of Faculty**. Students who do not register validation will not be permitted to add/drop courses.

1.22. Addition, Deletion, Audit and Withdrawal from Courses:

- i) **Add/Drop:** A student has the option to add a course(s) that he has not registered for, or drop a course(s) for which he has already registered. This facility is restricted in the **first week** of the semester. **Fees will be charged** for every addition and every dropping. Fees will be notified from time to time by the University.
- ii) **Withdrawal:** A student who wants to withdraw from a course should apply within **First week** of the semester.
- iii) **Subsequent to the registration**, a student may add or withdraw course(s) in the manner prescribed below:
 - a) Application for addition or withdrawal shall be made in the prescribed '**Change of Course Form**' obtainable from the office of the Dean of Faculty.
 - b) The course coordinator of the student and the teacher of the course shall give their recommendations.
 - c) After completing above, the student shall obtain the approval of the Dean of Faculty and then **Dean of Studies** for the change.
 - d) In the event of permission for the change being granted by the **Dean of Studies**, the student will deposit prescribed **fee**.
 - e) After the **fee** has been deposited, the student will deposit the 'Change of Course Form' in the office of the **Registrar**. The **Dean of Faculty** shall inform within three days, the teacher about the addition or withdrawal of the course(s) by the student and also forward copy of the 'Change of Course Form' to the **Registrar**.
 - f) The change will become effective only when all the requirements mentioned above have been completed.
- iv) The student, normally, **will not be permitted** to withdraw from course(s) beyond a specified period.

1.23. Minimum student registration in a course:

A course will run if minimum of 20% students register for the course. Under special circumstances course may be allowed to run with the permission of **Vice Chancellor**.

1.24. Late Registration:

Late registration is permitted under the following conditions:

- i) A student, who was not in the campus during the period of registration in the previous semester, needs to complete the registration process on or before the **first day** of the semester before commencement of classes.
- ii) For reasons beyond his control, if a student is not able to register or send an authorized representative with a medical certificate, he may apply to the **Dean of Faculty** for late registration. Concerned **Dean** will consider and may **approve late registration** in genuine cases on payment of fee.

1.25. Registration and fees payment:

Every registered student must pay the stipulated fees as notified before the specified deadlines. In case a student does not make these payments, his/her name will be struck-off the rolls.

1.26. Registration record:

Entries related to registration are entered on the registration record. Queries related to registration will be considered only when accompanied by the original registration record. This record must be preserved until the semester grade card is received by the student.

1.27. Continuous absence and registration status:

If a student remains absent from the University for more than **two weeks** without permission of the Head of Department/Dean of Faculty, his/her registration will be cancelled.

1.28. Cancellation of Registration/ Admission:

The **Vice-Chancellor**, on the recommendation of the **Dean of Faculty & Dean of Studies**, may cancel the registration/ admission of any student who indulges in gross act of indiscipline, absents himself from classes without permission or without any valid reason or submits forged/ false documents or in whose case the **Vice-Chancellor** has reasons to believe that his/her continuance would not be in the interest of the University.

1.29. Withdrawal from the University:

Any student who wants to withdraw from the University should obtain 'No Dues Certificate' on prescribed proforma from all sections and concerned Heads of Departments/ Dean of Faculty and deposit it in the office of the Dean of Studies. A student not following this procedure shall be liable to pay the University fee and other charges until '**No Dues Certificate**' has been duly submitted by him.

Permission to withdraw from the school for a semester shall be granted by the **Dean of Studies** on the recommendation of the Course **Coordinator / HOD / Dean of Faculty** on the following grounds:

- i) Student's confinement or his getting employment.
- ii) Provided further that no application for withdrawal shall be entertained from the day of commencement of major examination.

1.30. Re-admission of student

A student who withdraws from the University under regulation of registration or who has been dropped from the University may apply to the **Dean of Studies** for re-admission after the recommendation by Dean of Faculty. However, on re-admission such a student shall be treated as continuing student for meeting the academic requirements and shall not be required to **pay fee** for the discontinued period.

1.31. Procedure for Leaving the University

- i) A student shall leave the University on completion of his studies.
- ii) '**No Dues Certificate**' shall be obtained by a student after completion of the degree or at the time of being permitted to leave the University.
- iii) After successful completion of all the requirements for the award of degree, the **Dean of Studies** shall send the report to the **Registrar** for notification of result. The **Registrar** shall subsequently issue the provisional certificate and transcript record to the student.

Provided the issue of documents shall not be held up beyond three weeks from the date of submission of 'Clearance Certificate' in the office of the Registrar.

1.32. Refund of Security:

The refund of security shall be made only after the student has obtained a 'No Dues Certificate' from the **Dean of Studies**. The refund of security shall be permitted within one year from the date the student leaves the University, whereafter it shall stand credited to the amalgamated fund of the University.

1. 33. Attendance rule:

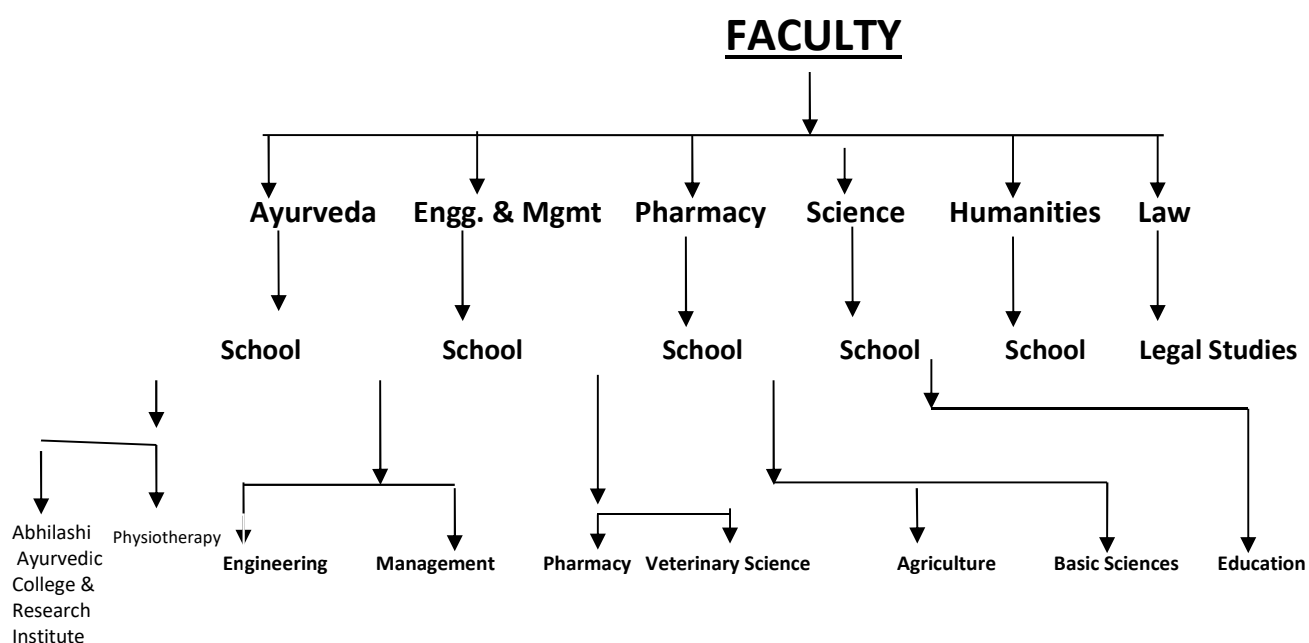
- i) A student is required to attend all the lectures, tutorials, guest lectures, practicals and presentations as per the time table and notices from time to time by the respective faculties and must have a minimum attendance of 75 percent (80 % in case of Pharmacy Course).
- ii) Each student will be required to attend at least 75% same as above for pharmacy of delivered lectures and practicals conducted in each course separately. The attendance of the student will be counted from the date of commencement of classes. The student whose attendance is falling short will not be eligible for appearing in End Term Examination.

Five marks are reserved for attendance in each course as given below:

Table-4:- Reservation of marks for attendance

Sr. No.	Attendance	Marks
1.	95 % and above	5 marks
2.	90% -94.9%	4 marks
3.	85%- 89.9%	3 marks
4.	80% -84.9%	2 marks
5.	75% -79.9%	1 mark

- iii) A relaxation of up to 15% by **Vice Chancellor** on the recommendation of Dean of Faculty and Dean of Studies. The Deans must specify the reason for waiver.
- iv) Benefit of scholarship / fee waiver concession will be withdrawn if the students are not fulfilling 75% (80 % in case of Pharmacy Course) attendance in any subject /course registered.
- v) If a student remains continuously absent from the University for more than **two weeks** without proper permission of the **Dean of Faculty**, his name will be removed from University rolls.
- vi) Dean of the Faculty will ensure the punctuality & regularity of teachers and students in the classes.
- vii) Mass absence, above 50% of class strength, shall be deemed as an **act of indiscipline** and will entail a fine specified by the authorities.



CHAPTER -2

Course Structure and Credit System

2.1 Course numbering scheme

At the beginning of the semester, a student registers for courses that he/she wants to study and at the end of the semester a grade is awarded. On obtaining a pass grade, the student earns all the credits associated with the course while a fail grade does not get any credit.

The nature of the course with course code is given in Table: 5

Table 5 - Codes for the nature of courses

Code	Description
L	Lecture courses (other than lecture hours, these courses can have Tutorial and Practical hours, e.g. L-T-P structures 3-0-0, 3-1-2-, 3-0-2, 2-0-0, etc.)
P	Laboratory based courses (Where performance is evaluated primarily on the basis of practical or laboratory work with LTP structures like 0-0-3, 0-0-4, 1-0-3, 0-1-3, etc.)
D	Project based courses leading to dissertation (e.g. Major, Minor, Mini Projects)
T	Training

2.2. Credit System

Education in the University is organized around the semester-based credit system of study. Annual system courses are percentage based. The prominent features of the credit system are a **process of continuous evaluation** of a student's performance/progress and flexibility to allow a student to progress at an optimum pace suited to his/her ability or convenience, subject to fulfilling minimum requirements for continuation. A student is allowed to attend classes in a course and earn credit for it, only if he/she has registered for that course.

A student's performance/progress is measured by the number of credits that he/she has earned, i.e. completed satisfactorily. Based on the course credits obtained by the student, grade point average is calculated. A minimum grade point average is required to be maintained for satisfactory progress and continuation in the programme. Also a minimum number of earned credits and a minimum grade point average should be acquired in order to qualify for the degree.

All programmes of semester system are defined by the total credit requirement and pattern of credit distribution over courses of different categories displayed on the result card.

Annual system courses are percentage based and norms of the regulatory bodies are followed in the curriculum and examination.

Course credits assignment

- a) Each course has a certain number of credits assigned to it depending upon its lecture, tutorial and laboratory contact hours in a week and all over the semester.

- b) Lectures and Tutorials: One lecture or tutorial hour per week per semester is assigned one credit.
- c) Practical/Laboratory Work: One laboratory hour per week per semester is assigned half credit.

Earning credits

- a) At the end of every course for which a student has registered, a letter grade is awarded in each course. On obtaining a pass grade, the student accumulates the course credits as earned credits. A student's performance is measured by the number of credits that he/she earned and by the weighted grade point average.
- b) The credit requirement for students admitted through lateral entry in B Tech/ Pharmacy programmes will be counted from 3rd semester onward.

2.3. Registration for Award of Grades

- i. To get the awards in each course it shall be essential to register the course in the beginning of a semester in the prescribed registration form or at the time of addition of course within prescribed period as given in academic calendar.
- ii. In case a student studies a course without registration in the prescribed manner, he/she will not be awarded any grade in that course.

2.4. Semester Withdrawal

- i) Semester withdrawal and absence for a semester under different conditions viz.;
 - a) medical and personal grounds
 - b) industrial internship
 - c) exchange / deputation to another academic institution in India or abroad, &
 - d) disciplinary action for students should be clearly identified.
- ii) Semester Withdrawal (SW) is proposed to reflect the condition in which a student is forced to withdraw from all courses in the semester on medical grounds. A student can apply for semester withdrawal if he has missed four weeks on this ground.
- iii) Semester Leave (SL) is proposed to indicate the situation in which a student is permitted to take one or more semester off for industrial internship or any other assignment with prior approval and planning. The application is to be routed through his course coordinator and HOD, Dean and the final authority will be Vice-Chancellor. All such applications must be processed before the beginning of the semester in which the leave will be taken.
- iv) When a student is suspended for one or more semesters on disciplinary grounds, the student status should be called disciplinary withdrawal period (DWP). Time spent in DWP status will be counted towards the total period permitted for completion of the degree.
- v) Normally, permission shall not be granted to a student to withdraw from the School of the University for more than one semester.
- vi) In special circumstances, on the recommendation of the course coordinator, Dean of faculty and Dean of Studies for reasons to be recorded **in writing**, the Vice-Chancellor may permit temporary discontinuance of studies for a longer period within the provisions of academic

regulations. However, the withdrawn semester shall be counted towards meeting the academic requirements as laid in the academic regulations.

- vii) No student shall be permitted to withdraw from the University for more than two semesters during the degree programme. If a student remains unregistered for a total period of more than two semesters, he shall stand automatically dropped from the University.

2.5. Dropping from the University

A student shall be required to earn his degree within specified limit of admission of registered semesters. A student, who fails to obtain his degree within the above stipulated period, be dropped from the University and have no right to petition,

2.6. Maximum duration for completing degree requirements

- i) The maximum permitted duration of each programme will be determined in terms of number of registered regular semesters, hereinafter called registered semesters. Any semester in which a student has registered for a course will be called a registered semester subject to the following:
- a) The semester when a student has been granted semester withdrawal (SW) or granted semester leave (SL) will not be considered as a registered semester.
 - b) The semester when a student is suspended from the University on disciplinary grounds will not be counted towards the number of registered semesters.
- ii) The maximum permissible number of registered semesters for completing all degree requirements is given in Table 6.

Table 6 - Maximum permissible duration for completing degree requirements

Programme Name	Maximum number of registered semesters permitted for completing degree requirement
B.Sc. (Hons.) Agriculture	12
BAMS	7 $\frac{1}{2}$ years (Annual System)
B. Tech	12
BBA	10
BCA	10
B. Pharmacy	12
MCA	10
M. Tech.(CE)	8
M. Tech.(ME)	8
M. Pharmacy	8
M.Sc.	8
M.A.	8
Diploma	8 (4 Years in Annual System)
BPT	12 (6 Years in Annual System)

CHAPTER-3

Faculty of Science

Bachelor of Science (Hons.) in Agriculture

3.1. B. Sc. (Hons.) Agriculture is four-year programme spread over eight semesters.

3.2. Eligibility for Admission: –

Candidates having passed (10+2) Examination/ Equivalent Examination conducted by the recognized Education Board/ University/ Council with English, Chemistry, Physics, Biology/Math/Agriculture/ Horticulture or equivalent. Admission to the course will be in accordance with the eligibility criteria prescribed by the University or the Govt. of H. P.

Note: 25% of seats are reserved for the Himachali Bonafide candidates and remaining seats are open for all.

3.3. Scheme of Examination: -The syllabus consists of

1. Theory Courses.
2. Practical Courses.

Detail of various courses is given in the syllabus.

3.4. Structure of the programme: -

Semester	Credits
I	21
II	21

The credits for the remaining semesters are given in the syllabus.

Postgraduate and Research programmes will be started in future.

B.Sc. (Medical/Non-Medical)

3.5. B. Sc. is three years programme spread over six semesters.

3.6. Eligibility for Admission

Candidates having passed (10+2) Examination/ Equivalent Examination conducted by the recognized Education Board/ University/ Council with English, Chemistry, Physics, Biology/Math/Agriculture/ Horticulture or equivalent. Admission to the course will be in accordance with the eligibility criteria prescribed by the University or the Govt. of H. P.

Note: 25% of seats are reserved for the Himachali Bonafide candidates and remaining seats are open for all.

Master of Science (M.Sc.)

3.7. M. Sc. is two years programme spread over four semesters.

3.8. Eligibility for Admission:–

Candidates having passed B.Sc. in the relevant subject with 50% marks (45% for SC/ST) from any recognized university. Admission to the course will be in accordance with the eligibility criteria prescribed by the University or the Govt. of H. P.

Note: 25% of seats are reserved for the Himachali Bonafide candidates and remaining seats are open for all.

CHAPTER- 4

Faculty of Ayurveda

Bachelor of Ayurvedic Medicine and Surgery (BAMS) Programme

4.1. Eligibility for Admission

- i) Candidates having passed (10+2) Examination/ Equivalent Examination conducted by the recognized Education Board/ University/ Council with English, Chemistry, Physics and Biology. Admission to the course will be in accordance with the eligibility criteria prescribed by the University or the Govt. of H. P.
- ii) Note: 25% of seats are reserved for the Himachali Bonafide candidates and remaining seats are open for all.
- iii) Duration of programme :
 - a. Degree programme 5-1/2 years. Comprising
 - i. I Professional -12 months
 - ii. II Professional -12 months
 - iii. III Professional -12 months
 - iv. Final Professional -18 months
 - v. Compulsory Rotatory Internship -12 months
- iv) Degree to be awarded
 - a. Ayurvedacharya (Bachelor of Ayurvedic Medicine and Surgery – BAMS).
 - b. The candidate shall be awarded Ayurvedacharya (Bachelor of Ayurvedic Medicine and Surgery – BAMS) degree after passing the final examination, after completion of the prescribed programme of study extending over prescribed period there and after satisfactorily completion of the prescribed compulsory rotatory internship extending over twelve months.
- v) Medium of instruction
 - i. Sanskrit, Hindi or English.

4.2. First professional examination

- i. The first professional examination shall be at the end of one of academic year of first professional session, the first professional session will start in July.
- ii. The first professional examination shall be held in the following subjects: -
 - a. Padarth Vigyan avam Ayurved Itihas
 - b. Sanskrit
 - c. Kriya Sharir (Physiology)
 - d. Rachna Sharir (Anatomy)
 - e. Maulik Siddhant avam Ashtang Hridaya (Sutra Sthan).

- iii. A student failed in not more than two subjects shall be held eligible to keep the terms for the second professional course, however he/she will not be allowed to appear for second professional examination unless he/she passed in all the subjects of the first professional examination.

4.3. Second professional examination

- i). The Second professional session shall start every year in the month of July following completion of first professional examination.

The second professional examination shall be ordinarily held and completed by the end of month June every year after completion of one year of second professional session.

- ii). The second professional examination shall be held in the following subjects:-

- a. Dravyaguna Vigyan (Pharmacology and Materia Medica)
- b. Rasashastra-Bhaishajya Kalpana (Pharmaceutical Science)
- c. Agad tantra Vyavhar Ayurved Avam Vidhi Vidhayaka (Toxicology and Medical Jurisprudence)
- d. Charak-Prurvedh

- iii). A student failed in not more than two subjects shall be held eligible to keep the terms for the third professional examination, however he/she will not to be allowed to appear for third professional examination unless he/she passes in all the subjects of third professional examination.

4.4. Third professional examination

- i). The third professional session shall start every year in the month of July following completion of second professional examination.

The third professional examination shall be ordinarily held and completed by the end of month of May/June every year after completion of one year of third professional session.

- ii) The third professional examination shall be held in the following subjects:-

- a. Roga Nidhan & Vikriti Vigyan (Pathology & Microbiology)
- b. Charak Samitha-Uttradhan
- c. Swastha Vritta & Yoga (Preventive and Social Medicine and Yoga)
- d. Prasuti & Striroga (Gynaecology & Obstetrics)
- e. Bai Roga (Paediatrics)

- iii). A student failed in not more than two subjects shall be held eligible to keep the terms for the final professional examination, however he/she will not to be allowed to appear for final professional examination unless he/she passes in all the subjects of third professional examination

4.5. Final professional examination

- i.) Final professional session will be of 1 and ½ year duration and shall start every year in the month of July following completion of third professional examination.

The final professional examination shall be ordinarily held and completed by the end of month of Nov./ Dec. every year after completion of one and half year of final professional session.

- ii). the final professional examination shall be held in the following subjects: -
 - a) Shalya Tantra (General Surgery)

- b) Shalakya Tantra (Diseases of Head & Neck including Ophthalmology, ENT and Dentistry)
- c) Kayachikitsa (Internal Medicine-Including Manes Roga, Rasayan & Vajikarana).
- d) Panchkarma
- e) Research Methodology & Medical-Statistics.

4.6. Curriculum and syllabus: Syllabus will be followed as per Central Council of Indian Medicine prescribed from time to time.

4.7 Compulsory internship

- i) Duration of internship: 1 year
- ii) The student will join the compulsory internship programme after passing the final professional examination. The internship programme will start after the declaration of the result of final professional examination. The period of internship will be of one year.
- iii) Internship programme and time distribution will be as follows: -
 - a) The interns will receive an orientation regarding programme details of internship programme alongwith the rules and regulation, in an orientation workshop, which will be organized during the first three days of the beginning of internship programme. A workbook will be given to each intern. The intern will enter date wise details of activities undertaken by him/her during his/her training.
 - b) Every intern will provisionally register himself with the concerned state board/council and obtain a certificate to this effect before joining the internship programme.
 - c) Daily working hours of intern will not be less than eight hours.
 - d) Normally one-year internship programme will be divided in to clinical training of six months in the Ayurvedic hospital attached to the college and six months in PHC / CHC / Rural Hospital/ District Hospital/Civil Hospital or any Govt. Hospital of modern medicine. But where there is no provision /permission of the State Government for allowing the graduates of Ayurveda in the hospital/dispensary of modern medicine, the one-year internship will be completed in the hospital of School of Ayurveda of the University.
- iv) Clinical Training of six/twelve months as case may be in the Ayurvedic hospital attached to the college will be conducted as follows: -

Sr.No.	Departments	Distribution of six months	Distribution of twelve months
1	Kayachikitsa	2 Months	4 Months
2	Shalya	1 Months	2 Months
3	Shalakya	1 Months	2 Months
4	Prasuti & Striroga	1 Months	2 Months
5	Kaumarbhritya	15 Day	1 Month
6	Panchkarma	15 Day	1 Month

- v) Six months training of intern will be carried out with an object to orient and acquaint the intern with National Health Programme. The intern will have to join in one of the following institutes for undertaking such training.
 - a). Primary Health Centre
 - b).Community Health Centre/District Hospital
 - c). Any Hospital Of Modern Medicine
 - d). Any Ayurved Hospital Or Dispensary

All the above centers (a, b, c and d) will have to be recognized by the concerned university and concerned Govt. designated authority for taking such a training.

4.8 Assessment

After completing the assignment in various sections, they have to obtain a certificate from the head of the section in respect of their devoted work in the section concerned and finally submitted to Principal/Dean of Faculty of the University so that completion of successful internship can be granted.

4.9 Examination: Annual system is followed and conducted by the Controller of Examinations. The house tests will be conducted under the supervision of Dean of Ayurveda. The paper setting and the evaluation for annual examination will be external / internal whereas for house tests it is internal. CCIM Examination pattern will be followed.

Bachelor of Physiotherapy (BPT)

4.10. BPT is four years (8 semesters) course.

4.11. Eligibility for Admission

- i) Candidates having passed (10+2) Examination/ Equivalent Examination conducted by the recognized Education Board/ University/ Council with English, Chemistry, Physics and Biology. Admission to the course will be in accordance with the eligibility criteria prescribed by the University or the Govt. of H. P.
- ii) Note: 25% of seats are reserved for the Himachali Bonafide candidates and remaining seats are open for all.

4.12. Syllabi

The course contents and other materials as specified by regulatory body/Physiotherapy Council of India is strictly complied with.

CHAPTER-5

Faculty of Engineering and Management

Bachelor of Technology (B. Tech.)

5.1. B. Tech is a four year programme spread over eight semesters.

5.2. Eligibility for Admission:-

- iii) Candidates having passed (10+2) Examination/ Equivalent Examination conducted by the recognized Education Board/ University/ Council with English, Chemistry, Physics and Mathematics. Admission to the course will be in accordance with the eligibility criteria prescribed by the University or the Govt. of H. P.

Note: 25% of seats are reserved for the Himachali bonafide candidates and remaining seats are open for all.

5.3. Lateral Entry:- Student who has passed Polytechnic Diploma programme from a recognized institute is eligible for admission in Lateral Entry Scheme in the 2nd year of the B. Tech programme .

5.4. Scheme of Examination:-

The syllabus of B. tech programme consists of

- i. Theory courses
- ii. Practical courses

The detail of various courses is given in the syllabus

5.5. Structure of the programme :-

Semester	Credit
1	23
2	26

The credits for the remaining semesters are given in the syllabus.

Master of Technology (M. Tech.)

5.6 The M. Tech programme is four semester course.

5.7. Eligibility for Admission:-

The candidate should have passed B. Tech. examination in the respective branch of Engineering with minimum entry level qualification prescribed by AICTE. Admission to the course will be in accordance with the eligibility criteria prescribed by the university or the Govt. of H. P.

Note: 25% of the seats reserved for the Himachali bonafide candidates and remaining seats are open for all.

5.8 Structure of the programme

Semester	Credit
1	22
2	22

The detail of various courses is given in the syllabus.

The credits for the remaining semesters are given in the syllabus

Bachelor of Computer Applications (BCA)

5.9. Bachelor of Computer Applications Programme is a three years undergraduate programme spread over six semesters

5.10. Eligibility for Admission:-

The candidate must have passed 10+2 standard examination. Admission to the course will be in accordance with the eligibility criteria prescribed by the University or the Govt. of H. P.

Note: 25% of the seats reserved for the Himachali bonafide candidates and remaining seats are open for all.

5.11. Scheme of Examination:-

- i. The BCA programme consists of
 - a) Theory courses
 - b) Laboratory courses
 - c) Project work
- ii. Detail of the above is given in the syllabus.
- iii. Structure of the programme

Semester	Credit
1	24
2	24

The credits for the remaining semesters are given in the syllabus

Bachelor of Business Administration (BBA)

5.12. The normal duration of the BBA programme is three years spread over six semesters.

5.13. Eligibility for Admission:-

The candidate must have passed 10+2 standard examination. Admission to the course will be in accordance with the eligibility criteria prescribed by the University or the Govt. of H.P.

Note: 25% of seats are reserved for the Himachali bonafide candidates and remaining seats are open for all India.

5.14. Structure of BBA programme:-

Semester	Credits
I	20
II	18

The credits for remaining semesters are given in the syllabus.

Theory as well as Practical examinations are External/Internal whereas project evaluation is External

The detail of various courses is given in the syllabus.

Bachelor of Hotel Management (BHM)

5.15. The normal duration of the BHM Programme is four years spread over eight semesters.

5.16. Eligibility for Admission:-

- i) The candidate must have passed (10+2) standard Examination. Admission to the course will be in accordance with the eligibility criteria prescribed by the University or the Govt. of H.P.

Note: 25% of seats are reserved for the Himachali bonafide candidates and remaining seats are open for all.

5.17. Structure of BHM programme:-

The credits for the semesters are given in the syllabus.

Theory as well as Practical examinations are External/Internal whereas project evaluation is External.

The detail of various courses is given in the syllabus.

Bachelor of Commerce (B.Com.)

5.18.. B.Com. is three years programme spread over six semesters.

5.19. Eligibility for Admission

Candidates having passed (10+2) Examination/ Equivalent Examination conducted by the recognized Education Board/ University/ Council. Admission to the course will be in accordance with the eligibility criteria prescribed by the University or the Govt. of H. P.

Note: 25% of seats are reserved for the Himachali Bonafide candidates and remaining seats are open for all.

Master of Computer Applications (MCA)

5.20. Master of Computer Application is three years postgraduate course spread over six semesters.

5.21.Eligibility for Admission:-The candidate must have passed any recognized bachelor degree of minimum three years duration with Mathematics as one of the subjects and fulfill minimum entry level qualification prescribed by AICTE. Admission to the course will be in accordance with the eligibility criteria prescribed by the University or the Govt. of H.P.

Note: 25% of seats are reserved for Himachali bonafide candidates and remaining seats are open for all.

5.22. Scheme of Examination:-

- i. The MCA programme consists of
 - a. Theory courses
 - b. Laboratory course
 - c. Project work
- ii. Detail of various courses are given in the syllabus.

5.23. Structure of the Programme:-

Semester	Subject (theory + Lab)	Credits
I	15+4	19
II	15+4	19

The credits for the remaining semesters are given in the syllabus.

5.24. Project Work

- i. A student is permitted to register for the project work after satisfying the attendance requirement of all the courses (Theory and Practical courses). The candidate has to submit, in consultation with his/her project supervisor, the title, objective and plan of action of his/her project to Department Project Review Committee (DPRC) for its approval. Only after obtaining approval of DPRC the student can initiate the

Project Work. The DPRC is constituted by the University with HOD as Chairman with two senior Faculties as members of the committee.

- ii. Three copies of project report certified by the supervisor shall be submitted to the University.
- iii. The project report shall be examined by the External Examiner.
- iv. The viva-voce examination of the project shall be conducted by the Board consisting of External Examiner, HOD and Supervisor. The Board shall jointly report the student's work

A	Excellent
B	Good
C	Satisfactory

HOD/ Dean of Faculty will co-ordinate and make arrangements for conduction of viva-voce examination. If the work is not satisfactory, the student will revise and resubmit the Project Report after three months. If he/she fails to get a satisfactory report again, the project will be reconsidered.

Masters of Business Administration (MBA)

5.25 Master of Business Administration is two years course spread over four semesters.

5.26. Eligibility for Admission:-The candidate must have passed any recognized bachelor degree of minimum three years duration. Admission to the course will be in accordance with the eligibility criteria prescribed by the University or the Govt. of H.P.

Note: 25% of seats are reserved for Himachali bonafide candidates and remaining seats are open for all.

Chapter – 6

Faculty of Law

Bachelor of Arts & Bachelor of Law (Intergraded Course)

B.A.LL.B.

6.1. BALLB is five years integrated programme spread over ten semesters.

6.2. Eligibility for Admission

Candidates having passed (10+2) Examination/ Equivalent Examination conducted by the recognized Education Board/ University/ Council. Admission to the course will be in accordance with the eligibility criteria prescribed by the University or the Govt. of H. P.

Note: 25% of seats are reserved for the Himachali Bonafide candidates and remaining seats are open for all.

This programme has the approval of Bar Council of India, Govt. of H.P. and HPPEIRC. The syllabi and other guidelines of BCI are strictly followed.

CHAPTER- 7

Faculty of Pharmacy

Bachelor of Pharmacy Course (B. Pharma.) Allopathy

7.1. Rules and regulations for conducting Bachelor of Pharmacy (B. Pharm.) course and examination by Abhilashi University as per the New Education Regulations, 2014 of the Pharmacy Council of India constituted under the Pharmacy Act 1948.

7.2. Duration of the course

The duration of B. Pharm. course shall be four academic years (08 semesters) full time with each semester spread over a period of not less than hundred working days.

7.3. Short title and commencement

A. These regulations may be called the Bachelor of Pharmacy (B. Pharm.) Course Regulations, 2014.

B. B. Pharm shall consist of a certificate, having passed the course of study and examination as prescribed in these regulations, for the purpose of registration as a pharmacist to practice the profession under the Pharmacy Act, 1948.

7.4. Minimum qualification for admission

A. First year B. Pharm: Pass in any of the following examinations-

- a) Candidate shall have passed 10+2 examination conducted by the respective state/central government authorities recognized as equivalent to 10+2 examination by the Association of Indian Universities (AIU) with English as one of the subjects and Physics, Chemistry, Mathematics/Biology as optional subjects individually. "However, the students possessing 10+2 qualification from non-formal and non-class rooms based schooling such as National Institute of Open Schooling, Open School Systems of States etc. shall not be eligible for admission to B. Pharm Course."
- b) Any other qualification approved by the Pharmacy Council of India as equivalent to any of the above examinations.
- c) Student should complete the age of 17th years on or before 31 December of the year of admission to the course.

B. B. Pharm. lateral entry (to second year/third semester) -

Pass in D. Pharm. course from an institution approved by the Pharmacy Council of India under section 12 of the Pharmacy Act.

7.5. Course of study

The course of study for B. Pharm shall include the subjects, number of hours in a week devoted to each subject for its teaching in theory, practical and tutorial as prescribed in the course curriculum as per guidelines of Pharmacy Council of India.

7.6. Practical Training

The student is required to undergo practical training of 150 hrs which should spread over a period of not less than one month during the course of study after second year, either in -

A. Pharmacy Practice (Hospital/Community pharmacy)

B. Pharmaceutical and allied Industries

i. Examination

A. There shall be an examination at the end of each semester of B. Pharm.

B. Each examination may be held twice every year namely regular and supplementary examination.

C. The examinations shall be of written and practical (including oral nature) carrying maximum marks for each part as prescribed by the Pharmacy Council of India from time to time.

ii. Eligibility for appearing Examination

Only such students who produce certificate from the Head of the Institution in which he or she has undergone the course of study by attending not less than 80% of the classes held both in theory and practical's separately in each subject shall be eligible for appearing at examination.

iii. Mode of examinations

A. Theory examination shall be of three hours and practical examination shall be of four hours duration.

B. A candidate who fails in theory or practical examination of a subject shall re-appear in theory or practical as the case may be.

C. Practical examination shall also consist of a viva –voce (Oral) examination.

iv. Award of sessional (mid term) marks and maintenance of records

A. A regular record of both theory and practical class work and examinations conducted in an institution imparting training for B. Pharm course, shall be maintained for each student in the institution and 25 marks for each theory and 25 marks for each practical subject shall be allotted as sessional marks.

B. There shall be at least two periodic sessional examinations during each semester and the best performances shall form the basis of calculating sessional marks.

C. The sessional marks in practicals shall be allotted on the following basis:-

- | | |
|---|------------|
| a) Actual performance in the sessional examination | (15 marks) |
| b) Day to day assessment in the practical class work, promptness, viva-voce, record maintenance, etc. | (10 marks) |

v. Minimum marks for passing examination

A student shall not be declared to have passed examination unless he or she secures at least 50% marks in each of the subjects separately in the theory and practical examinations, including sessional marks. The students securing 60% marks or above in aggregate in all subjects in a single attempt at B. Pharm shall be declared to have passed in the First Class. Students securing 75% marks or above in any subject or subjects shall be declared to have passed with distinction in the subject or those subjects provided he / she passes in all the subjects in a single attempt.

vi. Eligibility for the promotion to the next year

All the students who have appeared for all the subjects and passed the first year Annual Examination are eligible for promotion to the second year and so on. However, failure in more than two subjects shall debar him /her from promotion to the next year classes.

vii. Approval of examinations

Examinations mentioned in regulations shall be held by the examining authority which shall be approved by the Pharmacy Council of India under sub-section (2) of section 12 of the Pharmacy Act, 1948. Such approval shall be granted only if the examining authority concerned fulfills the conditions as specified in Appendix–(B) to these regulations.

viii. Certificate of passing examination

Every student who has passed the examinations for the B. Pharm shall be granted a certificate by the examining authority.

Master of Pharmacy (M.Pharm.)

7.7. M.Pharm is two years or four semesters programme.

7.8. Eligibility for Admission.

Any candidate having passed B. Pharmacy degree examination from an institution approved by Pharmacy Council of India is eligible for admission. Admission will be made as per guidelines prescribed by the University, Govt. of H.P. and PCI.

7.9. Scheme of Examination

The syllabus of M.Pharm consists of theory and practical courses. The scheme of attendance, internal/external examinations of university/regulatory body to be followed.

NOTE: 25% seats reserved for Himachali bonafide candidates and remaining seats are open to all. Details of courses given in syllabus.

Diploma in Pharmacy (D.Pharm.)

7.7. D.Pharm is two academic years programme. Each academic year is spread over a period of 12 months.

7.8. Eligibility for Admission.

Any candidate having passed 10+2 examination or its equivalent approved by Pharmacy Council of India is eligible for admission. Admission will be made as per guidelines prescribed by the University or Govt. of H.P.

7.9. Scheme of Examination

The syllabus of D.Pharm consists of theory and practical courses. The scheme of attendance, internal/external examinations of university/regulatory body to be followed. Details of courses given in syllabus.

Veterinary Pharmacist Training Course

7.10. Veterinary Pharmacist Training Course is two academic years programme. Each academic year is spread over a period of 12 months.

7.11. Eligibility for Admission.

Any candidate having passed 10+2 examination or its equivalent approved by Pharmacy Council of India is eligible for admission. Admission will be made as per guidelines prescribed by the University or Govt. of H.P.

7.12. Scheme of Examination

The syllabus of Veterinary Pharmacist Training Course consists of theory and practical courses. The scheme of attendance, internal/external examinations of university/regulatory body to be followed. Details of courses given in syllabus.

CHAPTER-08
Faculty of Humanities
Master of Arts (M.A.)

3.8. Master of Arts (M.A.)

3.9. M.A. is two years programme spread over four semesters.

3.10. Eligibility for Admission:–

Candidates having passed three years programme of B.A./B.Sc./B.Com or relevant degree from any recognized university. Admission to the course will be in accordance with the eligibility criteria prescribed by the University or the Govt. of H. P.

Note: 25% of seats are reserved for the Himachali Bonafide candidates and remaining seats are open for all.

CHAPTER - 9

Examination System

9.1. In assessing the students' in studies, the system of continuous assessment is adopted by the University. In conformity with this practice, following modes of assessment will be followed:

- i. The examination system will comprise of Class Tests, Assignments/Quizzes, Ist Term, IInd Term, End Term Examinations, Practical, Project Work, Seminar etc.
- ii. In all there will be two class tests, two assignments/quizzes in a semester (except BAMS programme where annual system is followed, two house tests will be conducted). These will be of one hour each within the class period. Students will be given three days for submission of assignment and the same be returned after checking and evaluation to the students within three days of submission.
- iii. Ist Term and IInd Term Examinations will be conducted by the Deans of the Faculties in consultation with COE for stationery and use of examination facilities of his/her branch for secrecy point of view. The Deans of Faculties will submit the award lists to COE after evaluation.
- iv. End Term Examination will be conducted completely by the Controller of Examination (paper setting, preparation of date sheet, preparation of duty chart and evaluation etc.)
- v. Students who fail in a particular paper/ practical will re-appear only in the corresponding odd/even semester.

9.2. Evaluation / Assessment of Performance

There will be continuous assessment of student's performance throughout the semester on the following basis:

- i. In case of theoretical subjects, the evaluation will be based on attendance, quizzes, assignments, term examinations. For End Term Examination it is External/ Internal system.
- ii. For Laboratory/ Design / Drawings / Studio/ Workshop/Seminars etc. the evaluation will be on the basis of attendance, assessment of the task assigned and end semester test/viva voce etc. The system will be internal.
- iii. The evaluation of the project work will be based on work assigned by the supervisor, project report and project evaluation committee (to be constituted by Dean of Faculty).
- iv. The breakup of marks for assessment of performance of a student will be:

a) Class Tests, Attitude & discussion, Quizzes.	5%+3%+3% =11%
b) Assignment	4%
c) First Mid Term Examination	10%
d) Second Mid Term Examination	10%

e) Attendance	5%
f) End Term Theory Examination	60%

The evaluation of Practical/ Laboratory work will be based on the following.

- a) Day to day Practicals 15%
- b) Assignments 5%
- c) Attendance 5%
- d) Attitude & Discussion 5%
- e) Note Book 10%
- f) Viva voce Examination 10%
- g) Practical End Term examination 50%

The examination will be External/Internal.

9.3. Pass percentage and result declaration of courses.

The pass percentage in theory as well as in practical is given below: -

- i. Pass percentage in theory is 40%
Pass percentage in practical is 50%.
- ii. Result declaration
 - a) Less than 40% Course Incomplete
 - b) 40% and above Course Complete
 - c) System of SGPA, CGPA will be followed in the MARKS SHEET.

9.4. CCIM Examination pattern for BAMS Course

For BAMS Course the CCIM Examination pattern will be followed in which the pass percentage is 50% in theory & practical separately in each paper. For Diploma in Pharmacy and Master of Pharmacy courses the PCI Examination pattern will be followed.

9.5. PCI examination pattern

Examination pattern for B. Pharmacy and other courses in the School of Pharmacy will be in-accordance with the PHARMACY COUNCIL OF INDIA guidelines/directions.

9.6. Attendance Eligibility for Examination: -

A student who has attended 75 % or more of the lectures and practicals delivered in a semester becomes eligible for appearing in the end semester examinations.

A relaxation of up to 15% by **Vice Chancellor** on the recommendation of Dean of Faculty and Dean of Studies on the following grounds:

- i. Any serious illness up to one week by Dean of Faculty / two weeks by Dean of Studies / four weeks by Vice Chancellor supported by a proper medical certificate.
- ii. The student being deputed to represent the University with the prior approval of the Dean of Faculty/Dean Students Welfare.
- iii. Any special genuine reason such (a) Demise of close blood relation (b) Natural calamity at home/ village /town supported by documentary proof (c) Own marriage (d) Maternity case.

The attendance relaxation by the Vice Chancellor is subject to the condition that student has to submit four assignments up to the satisfaction of the course instructor. There will be no relaxation of attendance to students with less than 60%.

9.7. Evaluation of Projects (major/minor) or Industrial Training

Students are required to register for the minor/major projects or industrial training as per the approved curriculum. The following evaluation scheme shall be followed for awarding marks:

Sr. No.	Items	Marks
i	Day to day work	35 % awarded by Instructor
ii	Mid-Term Seminars at least for 20 minutes	15% awarded by Panel of three members Committee Constituted by Dean Faculty
iii	Project Report	15 % awarded by Instructor
iv	Final Viva-Voce on Project Report/Industrial training.	35% awarded by a panel of three teachers including Instructor appointed by Dean Faculty.

The project will be evaluated by external/internal examiner.

9.8. End-Term Examination

The end semester examination shall be conducted by Controller of Examination in consultation with Dean of Faculty. The Dean of Faculty shall recommend the names of External/Internal examiners along with their addresses and phone number to Controller of Examinations for paper setting and evaluation. COE will submit the names of paper setter for the approval of Vice Chancellor. The evaluation of answer sheets shall be done by the external/internal examiners on the spot in the University.

The setting of question papers and their evaluation for Class Tests and Mid Term Examinations will be Internal. The results of all the examinations will be submitted to the Controller of Examinations

9.9. Examination Schedule

The schedule for End Term Examination shall be prepared by the Controller of Examinations in consultation with Dean of Faculty concerned. The date sheet and Invigilation duty chart will be notified by Controller of Examinations after getting the approval from Vice Chancellor at least 20 days before the commencement of End Term Examination. However, if the conditions so warrant, the Controller of Examinations may change the date of examination on short notice after getting the approval from Hon'ble Vice Chancellor.

The dates for End Term Examinations will be announced in the Academic Calendar and the Controller of Examination will fix the examination during that period.

9.10. Conduct of End Term Examination

For the conduct of End Term and Annual Examinations a Centre Superintendent and invigilators will be appointed by the Controller of Examination after the approval of the Vice-Chancellor for conducting the Examination. The Controller of Examinations will get the papers set and printed for each course from the list of examiners as approved by Vice Chancellor. Strict secrecy shall be maintained in the receiving, printing and supply of question papers by Controller of Examination. Evaluation of answer books will be External / Internal The final result will be compiled and finalized in the office of Controller of Examination.

A. Question Papers:

Opening of the question paper – envelopes

The envelope containing question papers shall be opened at least 30 minutes before the commencement of the examination by the Centre Superintendent in the presence of at least two invigilators and clerk on duty after carefully examining the conditions and joints of envelope and seals and verifying the subject by a reference to the date sheet. Centre Superintendent should confirm before distributing them that it is the right question paper as per the date-sheet.

If a wrong paper is found in the envelope it should be sealed immediately without reading the question paper. The Controller of Examinations should be approached immediately for further instruction.

Insufficient copies of Question Papers

In case insufficient copies of question papers are supplied by the Controller of Examinations, Centre Superintendent either dictates the question paper or gets the photocopies of the question paper. The candidates shall be given extra time equal to the time spent in dictation/Photostat. The matter be brought into the notice of Controller of Examinations.

Seating Arrangement

One day before the commencement of the examination, the Centre Superintendent shall make satisfactory arrangements of seats according to the roll numbers supplied by the Controller of Examinations. The candidates should keep reasonable distance between the vertical and horizontal rows so that all communications between the candidates are impossible. The Centre Superintendent shall get plans of seating arrangement typed showing the order of seats allotted to candidates and the directions they face. It should be pasted on a right place outside the hall/room at least one hour before the commencement of examination.

Admission on Production of Roll Number Slip

- a) The students shall be issued roll numbers by the Controller of Examinations through his office at least 15 days before the commencement of examination who fulfills minimum requirements for appearing in the examination.
- b) Each registered student shall carry Roll Number Slip and Identity Card regularly during the examination.
- c) Any student who is unable to produce his or her roll number slip or identity card on demand, but his/her name exists in the list of candidates appearing in the examination duly supplied by the Controller of Examinations, the Centre Superintendent may allow the student to appear in the examination with a penalty decided from time to time by Academic Council .
- d) If a candidate is in possession of roll number slip but his/her name does not exist in the list supplied by Controller of Examinations, the Centre Superintendent should allow the candidate in the paper and inform the authority concerned on the same day.

Discrepancy in the Subject Offered

No candidate can appear in subject examination not originally registered by him/her at the time of registration in the beginning of the semester.

Late Arrival

No candidate will be allowed to appear in the End Term Examination if he/she is late by more than 20 minutes. Examinee so admitted (late arrival) shall have no claim for extra time in lieu of late arrival.

Attendance Sheets

- a) Examinees present shall sign the attendance sheet against their roll numbers.
- b) Centre Superintendent shall compare it with the cut list supplied by Controller of Examinations. In case, there is some discrepancy it should be settled before the candidate is allowed to leave the examination hall/room and the matter should be informed to the Controller of Examinations for rectification.

Appointment of Amanuensis

- a) An amanuensis will be appointed for the examinee under the following cases:
 - Blind candidate (permanently)
 - Candidate completely disabled from writing with his own hand
 - Temporary disablement such as fracture of writing hand, fore arm, shoulder, elbow, wrist, etc.

In all the above-mentioned conditions, medical certificate from the University Doctor/CMO of the district hospital has to be submitted by the examinee.

- b). Controller of Examinations will appoint an amanuensis and inform the Centre Superintendent

- The appointment of amanuensis should be the student of lower class.
- Controller of Examinations can also authorize Centre Superintendent for appointment of amanuensis.

B. Disciplinary Control of Examination Centre

A candidate shall be under the disciplinary control of Centre Superintendent and he shall obey his instructions. If a candidate disobeys his instructions or misbehaves with any member of supervisory staff or any other examinee at that centre, he may be expelled from the examination of that session.

C. Use of Unfair Means

Any use of unfair material etc. is not allowed in any examination. Any student found using any kind of unfair means will be punished as per the recommendation of the committee constituted for the purpose.

D. Medium of Examination

The medium of examination is English in all the courses for all kinds of examination unless specified by any regulatory body.

E. Tabulation of Result and Issue of Transcript

All the results will be finally tabulated by the Office of the Controller of Examinations for individual student and copy of this transcript will be sent to the Registrar.

F. Course Credit System

A course is a part of subject-matter to be covered in a semester. Each course has definite credit hours, one credit hour represents one-hour lecture in theory or two hours practical in laboratory/ field during a week and extended to the period of the semester. A student will attend classes in a course and earn credit for it, only if he/she has registered for that course.

G. Registration of Courses

Following is the procedure for Registration of courses:

- i. The Dean of Faculty should notify the courses to be offered in the ensuing semester along with the teachers' name.
- ii. The Dean of Faculty should constitute a team of teachers for guidance of registration procedure to the students.
- iii. The faculty must ensure that the registration is done by the student within a stipulated period. After the due date, as notified by Registrar, registration is allowed with fine as decided by University from time to time
- iv. Any student who has not been registered for the course should not be allowed to sit in the class. Only registered students be permitted. Teachers should prepare the list of students as they register the course.
- v. Each course will have periodical examinations consisting of 1st Term. IInd Term, Practical and End Term etc. The course shall also have Quiz / Class Tests/ Assignment(s). Evaluation will be done for each of these components and marks so obtained will be added and converted to percentage of marks for further conversion to 10.0 scale system proportionally

H. Grading System and Grade Point Average

- i. Grade point in a course shall be on a ten-point scale. The grade point in a course multiplied by credit hours of that course of the student shall be the credit point of the course. Total marks and marks obtained in each paper and maximum marks will be put on the detailed marks card.
- ii. The cumulative credit points by a student in all the courses during a semester divided by total credit hours of those courses shall be credit point average in a semester and should be expressed to two decimal places. It is known as Semester Grade Point Average (SGPA).
- iii. The cumulative credit point average in all the courses for all the semesters divided by cumulative credit hours in those courses studied shall be Cumulative Grade Point Average (CGPA) and should be expressed up to two decimal places. No rounding off shall be done.
- iv. Letter grading system of UGC, New Delhi Shall be followed.

Grading System

A student is required to complete the academic requirement as per the curriculum components.

A student is awarded with Grade points and Credit points in each course registered indicating the performance of that course. The grade point structure with corresponding grade is as shown in table below:

Grade Point	10	9	8	7	6	5	0
Awards percentage	=100 & ≥90	<90 & ≥80	<80 & ≥70	<70 & ≥60	<60 & ≥50	<50 & ≥40	<40

The SGPA (Semester Grade Point Average) is an indicator of the overall academic performance of a student in the semester registered. For example, if the grade points awarded to a student are G₁, G₂..., G_m in courses (say, 1, 2,...m) with corresponding credits C₁, C₂..., C_m, the SGPA is given by

$$SGPA = \frac{C_1 G_1 + C_2 G_2 + \dots + C_m G_m}{C_1 + C_2 + \dots + C_m}$$

$$C_1 + C_2 + \dots + C_m$$

Similarly, the CGPA (Cumulative Grade Point Average) indicates the overall academic performance of a student in all the courses registered up to and including the latest completed semester/supplementary term. It is computed in the same manner as the SGPA, considering all the courses (say, n), and is given by

$$CGPA = \frac{\sum_{i=1}^n C_i G_i}{\sum_{i=1}^n C_i}$$

The non credit courses of respective semester is not accounted for SGPA or CGPA conversion and marked either satisfactory or Un satisfactory.

Promotion and Progression:

A student is required to complete all prescribed courses successfully in scheme & syllabi of concerned programme and attain a minimum SGPA/CGPA of 5.0.

An undergraduate student securing a grade point less than 5.0 shall be declared Lack of Success (LS) in that course. A student with LS in a course is permitted to reappear in the end semester examination of that course offered next. The minimum pass requirement thus obtained after reappearance is represented with symbol □ along with grade point in the score card. The score card would be issued to student only after scoring the minimum pass requirement in all the prescribed courses of that respective semester.

Significance of Letters,		
S -Satisfactory	W-Withdrawn	LS-Lack of Success
US-Unsatisfactory	I -Incomplete	IG- incomplete Grade
NC – Non-Credit Course	R -Repeat	
Overall grades ,CGPA points and CLASS		
10	O	Outstanding
9	A+	Excellent
8	A	Very Good
7	B+	Good
6	B	Above Average
5	C	Average
0	F	Fail
0	Ab	Absent

I. Rechecking of End Term Examination

- Teachers to show the answer sheets of Class Tests, First and Second Mid Term Examinations conducted by them to the students and to make corrections, if any, to the satisfaction of the students. Rechecking will be only for End Term Examination of the students on payment decided by the University time to time.
- In case a candidate feels that in End Term Examination, one or more of the answer(s) in his answer sheet has/ have not been evaluated or that there is an error in totaling the marks awarded to him by the examiner, he within 21 days

of the issue of detailed semester mark sheet/ semester report, will apply along with the fee of Rs. 500/-per paper to the Controller of Examinations for rechecking of his/her answer sheets. If on rechecking an error is discovered, the same shall be rectified. The rechecking fee once deposited with the university will not be refunded.

J. Announcement of results

Result will be declared in marks obtained while on the backside of DMC towards the lower part the CGPA will be placed. The DMC will give the details of the minimum and maximum marks and the marks obtained by the candidate for each subject/ paper. The result of the candidate will be displayed towards the lower part of DMC.

Distinction (75%) CGPA 7.5 or above
First Class (60% to 75%) CGPA 6.0 to 7.5
Second Class (50% to 60%) CGPA 5.0 to 6.0

K. Unfair Means Cases (UMC)

The UMC cases found during the Examinations will be forwarded to the UMC committee set up by the Hon'ble Vice-Chancellor of the university. The Committee will fix a date for hearing the part of the student and will take a decision as per the UMC policy. The decision of the committee will be communicated to students after the approval of the Vice Chancellor.

L. Special Examination:

The Chancellor of the University will have a discretion for directing the COE for conducting Special Examination for the students which may be held in Sept/Oct.

M. Grace Marks Policy:

The student can be awarded grace marks as per the policy of the University in case the students are failing in the class or remaining short for securing 1st or 2nd division.

N. Improvement in Division /class

Keeping the interests of students who have completed their Bachelor's / Master's Degree programme, but falling short of for securing 1st and 2nd Division, the University has made a provision for allowing such students to improve their performance. The improvement is permissible only in theory papers and the students will have to apply for improvement of their performance on the prescribed format to the Controller of Examination within 2 years of their completion of course.

O. Nomenclature of Degree/Diploma

The nomenclature of degree/diploma will be in-accordance with Gazette of India notification of July 05-11, 2014 for specification of degrees and amended from time to time.

9.11 Record of Examination

After the conduct of End Term and Annual Examinations the record of the Examinations conducted will be preserved for the period as per the under stated policy and will be destroyed afterward with the prior sanction of the competent authority by the COE office under the supervision of a responsible officer of the level of AR/DR either by burning or auctioning the same.

- 1) Attendance sheets: After one year of completion of examination.
- 2) Award lists of theory /Internal/External: After two year of examination.
- 3) Answer sheets: After 1 year of completion of examination except for BAMS Course where it will be 1 year of completion of Internship by the students.

CHAPTER –10

Conduct, Discipline and Punishment

10.1 All students will abide by the rules made by the University with regard to their conduct within and outside the University. The student will not indulge in any undesirable activity and act of indiscipline during his/ her entire stay in the University.

10.2 Following activities will be considered as an act of indiscipline:

- i)** Possessing, use or threat of use of any weapon.
- ii)** Keeping or using intoxicants in any form.
- iii)** Gambling in any form.
- iv)** Strike of any kind.
- v)** Boycotting of University function, programmes or activity.
- vi)** Using intemperate language.
- vii)** Recourse to violence, assault, intimidation, rioting.
- viii)** Showing any disrespect to any staff member of the University inside or outside the campus.
- ix)** Incitement to commit any act of indiscipline.
- x)** Any breach of Law of the Country/State or the Statutes/ Regulations/Rules of the University or Orders of Vice Chancellor.
- xi)** Disturbing other students in their studies in the class room/ hostel.
- xii)** Damaging any University/ Public/Private property.
- xiii)** Disorderly behavior in any form.
- xiv)** Attending, organizing meetings other than those authorized by the competent authority and participation in such meetings.
- xv)** Any other act intended or calculated to cause inconvenience, annoyance, injury or damage to any other inmate of the hostel, employee of the University or a resident of the campus, or guest and visitors to the University or member of the faculty of the University.
- xvi)** Adoption of unfair means in an examination.
- xvii)** Molestation/ eve-teasing/ abusing.
- xviii)** Hostility towards University employees.
- xix)** Misconduct inside or outside the campus of the University
- xx)** Instigation/ organization/ demonstration or disturbance of any kind including *gheraos*, lock-outs which may disrupt the convocation, examination, workshops, conferences and other functions of the University.
- xxi)** Any violation of the provisions of the Civil Rights Protection Act 1976.

10.3 For a breach of discipline, a student may be awarded one or more of the following punishments, depending on the nature and gravity of crime, by the competent authority.

- i)** The University Discipline Committee will have the power to withdraw free ship or any other concession and/or impose a fine up to Rs. 10,000/- on a student. The Discipline Committee comprises of

- (a) Dean of Studies (Chairman)
 - (b) Dean of Student Welfare (Member)
 - (c) Dean of Faculty (Member by rotation for two years).
 - (d) Any person nominated by Vice-Chancellor.
- ii) A group fine, up to ten times of the prevalent market rate of the value of the damage caused or Rs.20,000/- whichever is higher, to the University property by a group of students' may be imposed, when the Discipline Committee is of the opinion that it is not possible to fix the responsibility on an individual student. Provided that this fine may be imposed by the Vice-Chancellor on the recommendation of the Discipline Committee when members of the group are from different Faculties of the University.
 - iii) An official warning to the student not to repeat any act of indiscipline shall be imposed by the Discipline Committee. This will be kept in the student's personal file but not on outgoing 'Transcript'. Third official warning to a student not to repeat act of indiscipline shall automatically place the student on 'Conduct Probation'.
 - iv) A student involved in the violation of the rules and regulations of the University or in an act of indiscipline may be placed on 'Conduct Probation' by the Discipline Committee for a specified period. During the period of 'Conduct Probation' the student shall stand debarred from representing the University in academic, sports and cultural competition etc. He will also remain suspended from any office that he may be holding and will not be entitled to receive any financial assistance. Another act of indiscipline during the pendency of 'Conduct Probation' may lead to 'Rustication' to be effected by the Vice- Chancellor. The act of placing a student on 'Conduct Probation' shall be recorded in the personal file and incorporated in the semester report so long as he is on 'Conduct Probation'.
 - v) A student involved in any act of gross indiscipline or any other act likely to bring disrepute to the University may be expelled from the University by the Vice-Chancellor on the recommendation of the Discipline Committee and shall be debarred from re-admission to the University. This punishment shall be entered in the 'Record File' and 'Transcript of Academic Record' of the student and shall be notified by the Registrar to all the Faculties of the University and also to other Universities in India.
 - vi) Before awarding the punishment as laid down above, the student shall be given an opportunity to be heard in person and to explain his conduct in writing. During the pendency of enquiry, the student may be suspended from attending the classes and appearing in the examination by the Discipline Committee. In case the student does not co-operate in the conduct of the inquiry, a notice of ten days effective from the date of its issue shall be treated as sufficient opportunity given to him/ her. If the student fails to respond to this notice, ex-parte decision shall be taken.
 - vii) A copy of the order imposing any of the above punishment shall be sent to the parents of the student.

CHAPTER- 11

Award of Degrees, Certificates and Medals

11.1 Admission to Degree Certificate and Medals

The University will award degrees under the seal of the University to the students who have successfully completed their requirements.

11.2 Approval of Degree

- i) The Vice-Chancellor shall approve the final results of the students and the Registrar shall issue PDC and Transcript of academic record on the prescribed format. It shall be open to the Vice-Chancellor to withhold the result of a student on any ground that may appeal to him.
- ii) The transcript of academic record shall contain all the courses studied and the grades secured by the student. A recently taken passport size photograph shall be affixed and embossed on the transcript of academic record.
- iii) The register for PDC and transcript of academic record shall be maintained by the Registrar on the prescribed format before issuing to a student.

The Registrar shall, after the approval of the Vice-Chancellor, report to the Academic Council the names of all students who have passed the various examinations, qualifying for admission to the degrees of the University. When the academic council has sanctioned the admission of the student to such degree, he/she shall be entitled to be admitted to that degree. The date of admission to a degree shall be the date on which the academic council has sanctioned the admission of any such student to such degree.

11.3 Admission to Degree

- i) The University convocation for the purpose of conferring degrees shall be held by the University.
- ii) In case the University is not able to hold the convocation in a particular year or the student is unable to collect the degree at the time of convocation, the degree *in absentia* will be supplied on application on the prescribed format along with the prescribed fee.
- iii) In exceptional circumstances, the Vice-Chancellor may allow to issue degree to an individual student on his request. The names of such candidates will be included in the list of candidates on whom degrees are conferred *in absentia* in the University convocation.
- iv) The University convocation shall consist of the body corporate of the University. Ordinarily, not less than three week's notice shall be given by the Registrar for all meetings of the University convocation. The Registrar shall issue a notice to each member of the convocation intimating the programme and procedure to be observed there at. The procedure to be observed at the University convocation shall be prescribed by the board of management, on the recommendation of the Academic Council.

v) Academic robes

The academic dress of the convocation shall be as follows:

Academic robes

A	CHANCELLOR	Gown	Blue heavy silk golden lace (3“) with green silk stripes (1.5“) - two on front three on sleeves, emblem on both sides \\
		Cap	Velvet Blue with golden tassel and golden lace
B	PRO- CHANCELLOR	Gown	Blue heavy silk golden lace (3“) with green silk stripes (1.5“) - two on front three on sleeves, emblem on both sides
		Cap	Velvet Blue with golden tassel and golden lace
C	VICE- CHANCELLOR	Gown	Blue heavy silk golden lace (2“) with green silk stripe (1.5“) - two on front and three on sleeves emblem on both sides
		Cap	Velvet Blue with golden tassel and golden lace
D	CHIEF GUEST	Gown	Blue heavy silk golden lace (3“)
		Cap	Velvet Blue with golden tassel and golden lace
E	CHIEF MINISTER/ MINISTERS	Gown	Blue heavy silk with 2“ golden lace on the front folds, round the neck and on bottom of sleeves without any University monogram
		Cap	Velvet Blue mortar band with 1“ golden lace and with golden tassel
F	MEMBERS OF GOVERNING BODY	Gown	Blue silk with green facing two stripes (3”)green silk on sleeve, with one emblem
		Hood	Blue velvet with green silk band and golden silk tassel
G	REGISTRAR, MEMBERS OF ACADEMIC COUNCIL & BOARD OF MANAGEMENT	Gown	Blue heavy silk (2“) silver lace with green silk stripes (0.5“) - two on front and two on sleeves, emblem on both sides
		Cap	Blue velvet with silver tassel and silver lace
H	FACULTY MEMBERS	Gown	Blue
		Cap	Blue with golden tassel
I	DEGREE RECIPIENT	Gown	Blue
		Mortar Cap	Blue with blue tassel
		Hood	Blue with yellow lining

The degree shall be issued under the signatures of the Vice-Chancellor and Registrar only.

11.4 Procedure to be observed at the University Convocation

- i) Degree recipient must appear *in person* and in the prescribed academic dress at the convocation. The degree recipient must reach at the prescribed place well in time notified by the Registrar and must attend the rehearsal, which shall be arranged on or before the day of convocation. The degree recipient shall be seated at the specified places and during the course of ceremony shall maintain the dignity and decorum of the ceremony.
- ii) The members who are to form the academic procession will assemble in the robing compartment at the time fixed for the purpose. The members of the academic procession will wear their academic robes and attend the rehearsal at the specified time and place. The Chancellor along with the Chief Guest will be received by the Vice Chancellor and the Registrar. In case of the inability of the Chancellor to attend the convocation, the Vice-Chancellor and the Chief Guest shall be received by the Dean of Studies and the Registrar. The Chancellor and the Chief Guest will move to the robing compartment and be enrobed.
- iii) The Vice Chancellor will introduce the members forming the academic procession to the Chancellor and the Chief Guest.
- iv) The academic procession will walk in rows of two led by the Registrar. The procession will be in the following order:
 - a) Registrar
 - b) Professors (Junior to Senior in rows of two.
 - c) Deans –Alphabetically reverse.
 - d) Members of Academic Council.
 - e) Members of Board of Management.
 - f) Members of Governing Body and Member of Private Education Regulatory Commission.
 - g) Vice Chancellor
 - h) Guest of Honour
 - i) Chancellor and Chief Guest
 - j) ADC (if any)
- v) On the procession entering the hall, the assembly shall rise and remain standing till the academic procession is seated. The Chancellor, the Vice-Chancellor and the Chief Guest/ Dignitaries shall be seated in the front row on the dais. The Chancellor shall be seated in the centre of the front row and on his left will be seated the Vice-Chancellor and on his right the Chief Guest. Any other Dignitary present shall sit on the side of Chief Guest. Professors will sit in the last row on the dais followed by members of the academic council, board of management and governing body. ADC and the Registrar shall sit just behind the Chancellor and the Vice-Chancellor respectively.
- vi) The proceedings of the convocation will commence with ‘Saraswati Vandana’. During Saraswati Vandana, the assembly shall rise, remain standing and sit only when Vandana is over.

vii) The Chancellor, if present, will declare the convocation open. In the absence of the Chancellor, the Vice Chancellor will declare the convocation open. The Vice-Chancellor/ Registrar will say, “Mr Chancellor, I request you to declare the Convocation Open”.

The Chancellor/ Vice-Chancellor will say, “I declare the Convocation Open”.

viii) The Vice-Chancellor will read out his report.

ix) The Registrar will then request the degree recipients to rise on their places to receive the exhortation.

The Vice-Chancellor will then give his exhortation to the degree recipients. After receiving the exhortation from the Vice-Chancellor, the degree recipients will resume their seats.

x) The Chancellor/ Vice-Chancellor will then say, “Let the candidates be presented”.

The Chancellor/ Vice-Chancellor will then confer the degrees upon the candidates in accordance with prescribed procedure in the following order:

a) Doctor of Philosophy

b) Master of Philosophy

c) Postgraduate

d) Undergraduate

xi) Each category of degree shall be awarded school-wise in alphabetical order. The Dean of Faculty, or in his absence, the senior-most member of the faculty will present the candidates. All the presentees will stand when the concerned Dean presents him/her/them to the Chancellor/ Vice-Chancellor for the degree and will remain standing at his/her/their places till he/her/their they are admitted to the degree.

xii) The Dean of Faculty will say, “Hon’ble Chancellor/ Vice-Chancellor, I present to you (Names *in person* of degree recipients) who has/ have successfully completed the requirements for the degree of.....to which degree, I pray, he/she/they may be admitted”.

xiii) The Chancellor/ Vice-Chancellor will say, “By virtue of the authority vested in me as Chancellor/Vice-Chancellor of this University, I admit you to the degree of....., authorize you to wear the robes ordained as the insignia of this degree, and charge you to prove worthy of the same”.

xiv) The Dean of Faculty will say, “Hon’ble Chancellor/ Vice-Chancellor, (Names *in absentia* of degree recipients) has/ have successfully completed the requirements for the degree ofto which degree I pray, he /she/ they may be admitted *in absentia*”.

xv) The Chancellor/ Vice-Chancellor will say, “By virtue of the authority vested in me as Chancellor/ Vice-Chancellor of this University, I admit these candidates to the degree of.....*in absentia* and authorize him/ her/ them to wear the robes ordained as insignia of this degree, and charge him/ her/ them to prove worthy of the same”.

xvi) After the conferment of the degrees, the recipients of degrees will receive their degrees *in person* from the Chancellor/ Vice-Chancellor. They will proceed to the *dais*, will stay one step below the Chancellor/ Vice-Chancellor, receive the degree, bow and resume their seats.

xvii) The Dean of the Faculty shall then call the recipients of certificate of merit. He/she/they shall stand before the *dais* and the Dean will say to the Chancellor/ Vice Chancellor.

“Sir, I seek permission to present Certificate of Merit recipient(s).”

The Chancellor/ Vice-Chancellor will say, “Let him/ her/ them be presented”.

xviii) The candidates will then proceed to the *dais*, will stay one step below the Chancellor/ Vice-Chancellor, receive the certificates of merit, bow and resume his/her/ their seats.

xix) The Registrar shall then call the recipient(s) of University Gold Medal(s). He/she/they shall stand before the *dais* and the Registrar will say to the Chancellor/Vice-Chancellor.

“Sir, I seek permission to present the Medalist(s).”

The Chancellor/ Vice Chancellor will say, “Let him/ her/ them be presented”.

xx) The name(s) of the Medalist(s) and Medal(s) will be read out by the Registrar. The candidates will proceed to the *dais*, will stay one step below the Chancellor/ Vice-Chancellor, receive the medals, bow and resume his/her/ their seats.

xxi) The Chancellor/ Vice-Chancellor will introduce the Chief Guest and request him/her to deliver the convocation address.

Chief Guest will address the convocation.

xxii) The Vice-Chancellor/ The Dean of Studies will then offer thanks on behalf of the University.

The Vice-Chancellor/ Dean of Studies will then say, “Mr Chancellor/ Mr Vice-Chancellor, I request you to declare the Convocation Closed”.

The Chancellor/ Vice-Chancellor will say, “I declare the Convocation Closed”.

xxiii) The assembly shall rise and the proceedings of the convocation will end with the singing of “National Anthem”. The assembly shall remain standing till the academic procession led by the Registrar has taken departure in the following order:-

	Registrar
Chancellor	Chief guest
ADC	
Guest of Honour	
Vice-Chancellor	
Members of governing body	
Members of board of management	
Members of academic council	
Teachers	

11.5 Honorary Degrees

Abhilashi University (“the University”) may award honorary degrees i.e. (Ph.D, D.Lit & D.Sc.) on a selective basis to distinguished individuals (“Candidates”) who merit special recognition for outstanding achievement or leadership in a field or purposes of the University. This policy sets forth the following standards and procedures for granting honorary degrees.

11.6 Equivalence of Degree of other Universities/ Institutions/ Deemed Universities

- i) The equivalence of an examination of any board or institution deemed university or university established by law in India or of a foreign university or of any other examination with corresponding examination of our University, with or without any condition, shall be determined by the academic council on the advice of the Board of Studies.
- ii) The Registrar shall from time to time initiate action to have the degrees of our University recognized from the other universities.
- iii) All cases for ascertaining equivalence of degree of our University with the corresponding degree of other university or vice-versa shall be recommended by the following committee before its approval by the Vice Chancellor of the University:
 - a) Dean of studies – Chairman
 - b) Dean of Faculty – Member
 - c) Head of the concerned Department – Member

CHAPTER- 12

Award of Gold Medals

12.1. Gold Medal

The Gold Medals shall be decided every year and awarded in Academics in the annual convocation of the University.

12.2 Criteria for deciding Gold Medal in Academics

Any student securing the highest CGPA but not less than 8.00 (or 80% in Ayurveda) within the prescribed normal duration. The student must have passed each course of the programme in the first attempt. The Gold Medals are awarded in each programme (discipline).

12.3 Process for Selection of Students

The process of selection of students for the award of Gold Medals shall be initiated by the Dean of Faculty/Registrar of the University.

12.4 Academic Year for Gold Medal

The medal shall be awarded batch-wise on the successful completion of the programme within the prescribed normal duration.

12.5 Bracketed Cases

In case two or more candidates obtain the same highest CGPA (%age in Ayurveda), the candidate with the highest number of grades earned amongst them shall be entitled for Gold Medal. If more than one person have earned the same overall grade point as also the same number of credits, the youngest of them shall be awarded the gold medal.

12.6 Conduct for Gold Medal

A student who has been on 'Conduct Probation', 'Rusticated' or 'Expelled' shall not be considered for the award of the Gold Medal. A student who has indulged in an act of indiscipline throughout the stay in the University, shall not be eligible for the award of the gold medal.

12.7 Description of the Gold Medal

The Gold Medal shall be made of 9 carat gold weighing 15 to 20 grams. On its one side the insignia of the University and on the other the name of the student, programme and year of completion shall be inscribed.

CHAPTER- 13

Hostel Rules

13.1 Hostel Administration

Every hostel will have a Warden, who will be responsible for the administration of hostel and for enforcement of the hostel rules. The Warden will be appointed by the Vice Chancellor on the recommendation of the Dean Students Welfare from amongst the teachers, normally for a term of 2 years or a full time warden may be appointed.

The Warden will be entitled to honorarium as prescribed from time to time by the University. The Warden will have the following responsibilities:

- i) He /She will be responsible for the allotment of hostel rooms in accordance with the hostel rules and for the maintenance of discipline in the hostel.
- ii) He /She will be responsible for administration of the staff placed under him/ her . He will report to the Dean Students Welfare for disciplinary action, for dereliction of duty or negligence or misbehavior on the part of his/her staff.
- iii) He/ She will report to the Medical Officer all cases of illness or accidents and ensure that the students concerned get proper medical care. He/She will also inform the Dean Students Welfare of all such cases.
- iv) He/She will inspect the kitchen, dining room, common room and other facilities, etc. regularly and when any defect is noticed, he will get it set right by his/her staff. If the defect is such as cannot be remedied by his/her staff, he/she will report to the Estate Officer (Site Incharge) under intimation to the Dean Student Welfare;
- v) He/She will appoint the prefect of the hostel as prescribed in the relevant rules and supervise their work;
- vi) He/She will ensure that no un-authorized person stays in the hostel and will issue permits for the stay of guests;
- vii) He/She will, with the help of staff, check the un-authorized use of electrical appliances.
- viii) He/She will be responsible for the proper organization and conduct of hostel functions, festivals, etc.
- ix) Within the hostel, the Warden will report to the Dean Students Welfare for the maintenance of discipline and good behavior and will keep the Dean informed of all acts of indiscipline and misbehavior and the action taken by him/her. Where the Warden is of the view that a punishment should be imposed heavier than that what he/she is competent to award, he/she will report the case to the Dean Students Welfare with his/her recommendations and the Dean Students Welfare may then pass an order as he/she may deem fit.

13.2 Warden's Powers of Disciplinary Action

- i) The Warden will have the authority to enter the room of any student and also make a search of the room, when necessary. He/She will also have the authority, when the need arises, to break-open the lock of any room and also to shift the belongings of a student to any other place.

- ii) The Warden will have the authority to confiscate any un-authorized electric or other appliances or gadgets being used by a student and also to impose or recommend the imposition of a fine for such un-authorized use.
- iii) Subject to the instructions that may be issued from time to time by the Dean Students Welfare, the Warden will make allotment/ re-allotment of rooms in his/her hostel and such allotment shall be final.

13.3 Dean Students Welfare's Powers of Disciplinary Action

- i) The powers for taking disciplinary action against the hostel students by the Dean Students Welfare will be as under, the punishment depending on the nature and severity of the offence:
- ii) Warning
- iii) Fine.
- iv) Expulsion from the hostel on gross negligence/ indiscipline
- v) Removal/ debarring from part-time employment
- vi) To recover the cost of the damaged property of hostels from defaulters.
- vii) Imposition of a security deposit which might be confiscated at the discretion of Dean in the event of the student being found guilty of indiscipline, which will include misbehavior.
- viii) Rustication from the School of the University (subject to the procedure laid down in the academic regulation)
- ix) Expulsion from the School of the University (subject to the procedure laid down in the academic regulation)

13.4 Students Residences

The admission and allotment of rooms in the hostel shall be on the basis of merit subject to availability of rooms. At the time of admission/ registration, all students who wish to reside in the university hostel shall apply in the prescribed form, to the Dean Students Welfare, for admission to a hostel. After allotment of the hostel, student shall deposit the requisite fee in the office of concerned Dean Students Welfare immediately; otherwise the allotment shall be cancelled. However, an in-service student after joining the duty will not be entitled to hostel accommodation.

13.5. Allotment of rooms

- i) Primarily the merit will be taken into consideration for the allotment of rooms.
- ii) Allotment of rooms will be made on a date to be announced by the Warden. Students must be personally present at the time of allotment;
- iii) Dormitories will normally be allotted to the students of the same class.
- iv) No hostel resident will change his room without the permission of the Warden. Normally, no change of room will be permitted after the general allotment. In case seat(s) falling vacant during the semester, the desirous students may apply for admission to the hostel according to the procedure laid down above.

- v) After the allotment of room at the beginning of each subsequent semester, the Warden will send to the Dean Students Welfare, a list of the students staying in his hostel, mentioning room number against each name, indicating category of the room.
- vi) The Dean Students Welfare reserves the right of refusing admission to any student, whose admission in his opinion, is not in the interest of hostel discipline.

13.6. Hostel Committee

- i) Every hostel will have hostel committee consisting of the Warden, who will be the Chairman, prefect(s), common room secretary and mess manager(s).
- ii) The hostel committee will meet atleast once every month or often if necessary on dates to be approved by the Warden.
- iii) The Warden will consult this committee on all matters relating to the welfare of the hostel residents, maintenance and management of the common room, kitchen, canteen, purchase of news-papers and magazines, organization of functions, etc.
- iv) The Warden will communicate to the Dean Students Welfare the proceedings of all the meetings, drawing his/her attention to the grievances or difficulties experienced by the students and to their complaint or suggestions so that these may be attended to promptly.

13.7. Conduct and Discipline

- i) Students will maintain perfect discipline, harmony and a peaceful atmosphere in the hostel.
- ii) A student may be fined or expelled from the hostel or rusticated or expelled from the University or subject to other suitable punishment, depending on the circumstances, by the authority competent to impose such penalty for the following reasons:
 - a) Misbehavior of any kind, including disrespectful conduct towards the officials and fellow residents;
 - b) Testing, maltreating or indulging in any sort of ragging of newly admitted student;
 - c) Stealing or pilfering hostel property or the property of other students;
 - d) Unruly conduct or rowdism.
 - e) Writing on the walls or other parts of the hostel buildings or sticking of posters or distribution of un-authorized handbills or notices;
 - f) Making noise and/ or creating other disturbances, including the use of electronic gadgets etc., in such manner as to disturb others;
 - g) Participating or causing others to participate in strikes, demonstrations or disturbances of any kind or behaving or causing others to behave in such a way so as to bring the hostel/ school/ University into disrepute;
 - h) Convene/ organize/ attend unauthorized meeting within the hostel;
 - i) Indulging in political and communal activities;
 - j) Non-payment of hostel/ mess dues in time;
 - k) Gambling in the hostel premises;
 - l) Keeping lethal weapons or poison;
 - m) Keeping or consumption of intoxicating drinks or drugs;
 - n) Entertaining unauthorized guests;
 - o) Breach of any of the hostel rules.

- p) Provided that where a student has been found guilty of having grossly misbehaved with a member of the faculty or other employee of the University, the minimum, punishment shall be expulsion from the University.
- iii) No student will keep gold or costly jewelry in his/ her room.
- iv) No meeting other than those authorized by the Warden shall be held in the hostel premises.
- v) While visiting the common room, dining hall and the canteen, the students shall be in proper dress.
- vi) Students will use or handle with care all belongings of the hostel. When a student is found guilty of damaging the hostel property, the Warden may recover the cost of repair or replacement and in addition, also impose a fine or recommend the imposition of a fine depending on the circumstances. The amount, thus, realized shall be credited to the hostel maintenance fund.
- vii) All rooms in the hostel will be opened for inspection by the Warden/ Dean Students Welfare at any time during the day or night.
- viii) Students shall not abuse, maltreat or assault hostel employees.
- ix) All dealings of students with fellow students and others should be courteous. Quarrels or disputes with fellow-students should be avoided. Students shall not, under any circumstances, take the law in their own hands but report such cases in writing to the Warden.

13.8 Electricity charges/ Gadgets

- i) Electricity bulbs are not supplied by the University. Students should bring their own bulbs.
- ii) The use of electric rods, kettles, heaters and other appliances without the prior permission of the Warden is strictly prohibited. Unauthorized use is punishable by confiscating the appliances/ gadgets and/ or a fine.
- iii) Tempering with the electric installations shall be treated as a serious offence. When there is need for carrying out repair, the electrician should be called in.
- iv) Students must switch off light when not in use.

13.9. Furniture and Equipment

- i) Students will keep their rooms neat and tidy and shall be responsible, jointly and individually, for the furniture issued to them and for the fittings present in their rooms at the time of occupation. If a student observes any damage or defect in the furniture issued to him or in the permanent fittings in his room or finds anything missing at the time he occupies the room, it will be his duty to bring it to the notice of the Warden, failing which it will be presumed that everything was in order at the time of his occupation.
- ii) Furniture shall not be removed from one room to another. The furniture belonging to the common room, the dining hall, the hostel office or the hostel guest room shall not be taken out or brought into the living rooms.
- iii) When the student vacates his room before the summer break or after withdrawal or expulsion, he /she shall return to the Warden all hostel furniture or other property.

13.10. Roll-Call

- i) The roll-call will be taken by the warden at the time notified by the authorities. Every student must be present in his/her room to avoid inconvenience to the prefect at the time of roll-call.
- ii) A student found absent at the time of roll-call, without making an entry in the register, shall be liable to a fine of Rs.100/- per absence. The fine list shall be put up on the notice board at the end of each month.
- iii) No hostel resident shall stay outside the hostel for the night without the written permission of the Warden. The student who wishes to go out of the hostel must make the following entries in the register kept for the purpose with the chowkidar.
 - a) Date
 - b) Name
 - c) Room number
 - d) Time of leaving the hostel
 - e) Reason for leaving the hostel and
 - f) Probable time of return
- iv) Absence from the hostel during the night without prior permission of the Warden will be deemed to be an act of indiscipline and punished accordingly. Where a student is found to be guilty of such an offence too often, the Warden may recommend his/her expulsion from the hostel.

13.11. Leave rules

- i) Leave for the absence from the School of the University shall not automatically entitle a student to leave the hostel without the prior permission of the Warden. When a student wishes to leave the hostel for one or more days or nights, he/she may apply to the Warden in writing and get his /her permission.
- ii) Leave should be got sanctioned before it is availed of.
- iii) A student absenting himself/herself from the hostel, without getting his/her leave sanctioned may be subjected to a fine of Rs. 200/-minimum per day or other disciplinary action.

13.12. Guests

- i) No student shall keep a guest in his/ her room.
- ii) Normally, parents or close relatives coming from far off places will be permitted to stay as guests in the University guest house on payment of charges subject to availability of accommodation which will be provided on the recommendation of the concerned Hostel Warden/ Dean Students Welfare.
- iii) Names of the guests visiting the hostel will be entered in the guest register maintained in the hostel for this purpose.
- iv) No lady shall be allowed to stay as a guest in the boys' hostels and no gentleman shall be allowed to stay as a guest in the girls' hostels.
- v) A student keeping a guest in the hostel without permission shall be liable to disciplinary action.

- vi) In every hostel, there shall be a visitor's room where all the residents can meet their guests/ visitors.
- vii) No visitor will be allowed to see the girl residents before and after the notified visiting hours. However, in case of emergency, the parents /guardians of girl residents can visit wards with the permission of the Hostel Warden.

13.13. Withdrawal/removal from hostel & vacation of Hostel room before break

- i) A resident desiring to withdraw from the hostel, shall submit an application on the prescribed form to the Warden after having cleared all hostel dues.
- ii) Before permitting a student to withdraw from the hostel the Warden shall ensure that he/she has:
 - a) cleared all his/ her hostel dues;
 - b) returned all hostel property issued to him/ her in good condition; and
 - c) cleared all his/ her dues including fines, to the mess of which he/she is a member.
- iii) Even though a student might have actually vacated his/ her room, he/she will be liable to pay all hostel and mess dues and fines standing against his/ her name upto the date he/she continues to be on the rolls of the hostel and until his/ her name is formally withdrawn with the permission of the Hostel Warden.
- iv) No student shall be allowed to stay in the hostel if his/ her hostel and mess dues are in arrears for more than a month.
- v) Where a student has left the hostel, whatsoever reason without clearing his/ her dues to the hostel, the Dean Students Welfare may effect the recovery of the outstanding dues from the security deposits. In case the outstanding amount exceeds the amount of deposit the matter shall be reported by the Dean Students Welfare to the Registrar, who will withhold the result or issue of a provisional degree certificate, transcript or degree till the balance is paid by the student.
- vi) All students shall ordinarily vacate their rooms before the commencement of each break and hand over to the Hostel Warden, furniture and other property issued to them.
- vii) The competent authority shall have the power to add to these rules or delete or amend any of the existing rules from time to time.

13.14. Mess Rules

- i) Messes are run to cater to the needs of the boarders of the hostels.
- ii) Timings for meals will be announced by the Hostel Warden/ mess manager from time to time in consultation with the students' mess committee and a notice in this respect will be put on the hostel notice board and dining hall.
- iii) No boarder except the member of mess committee will enter the kitchen.
- iv) In case of a special cooking, permission of the Hostel Warden is necessary. All the students should take their meals in the dining hall.
- v) Room service is prohibited, except in genuine cases with the permission of the Hostel Warden.
- vi) No one is allowed to take the mess crockery and utensils etc., out of the kitchen and dining hall. Defaulters will be liable to be fined.

- vii)** Cooking in the rooms is strictly prohibited. Non-observance of this rule will entail heavy punishment.
- viii)** All the complaints and suggestions regarding the mess must be made to the Warden direct or through the mess manager/ prefect.
- ix)** The Vice Chancellor shall have the power to add or delete or amend any of the existing rules from time to time.

CHAPTER- 14

Grievance Redressal Cell and Ragging

14.1 Grievance Redressal Cell

A following committee shall be constituted for taking stock of any grievance and redressal thereof

- Nominee of VC – Chairman
- Dean of Studies – Member
- Dean Students Welfare – Member
- Dean of the concerned faculty – Member

Problems of the students may be put forward either individually or collectively.

14.2 Ragging

- i) Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other fellow student, or indulging in rowdy or indiscipline activities by any student or students which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear of apprehension thereof to any fresher or any other fellow student or asking any student to do an act which the student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment to embarrassment so as to adversely affect the physique or psyche of such fresher or any student, with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any junior or any other fellow student, in the University in accordance with the UGC guidelines and the Himachal Pradesh Educational Institutions (Prohibition of Ragging) Act, 2009 brings forth with the academic regulations for curbing the menace of ragging and for the healthy development, physical and psychological, of all students of the University.
- ii) Ragging means any act, conduct or practice by which dominant power of senior students, former students or outsiders, is brought to bear on students freshly enrolled or students who are in any way considered junior by other students and includes individual or collective acts or practices which:-
 - a) Involve physical or psychological assault or threat or use of force or wrongful confinement or restraint; or
 - b) Violate the status, dignity and honor of such students; or
 - c) Expose students to ridicule and contempt and affect their self-respect; or
 - d) Entail verbal abuse and aggression, indecent gestures and obscene behavior.
- iii) No person will practise ragging in any form, within or outside the premises of the University.
- iv) Any person, who contravenes the above provision, will, on conviction, be punished as per the law in force.
- v) Every offence of ragging will be non-bailable and non-compoundable with the permission of the Court.

- vi)** The anti-ragging committee of the University will take an appropriate decision with regard to punishment or otherwise, depending on the facts of each incident of ragging, and nature and gravity of the incident of ragging established in the recommendations of the anti-ragging squad.
- vii)** The anti-ragging committee may, depending on the nature and gravity of the guilt established by the anti-ragging squad, award, to those found guilty, one or more of the following punishments:
 - a)** Cancellation of admission;
 - b)** Suspension from attending classes
 - c)** Withholding/withdrawing scholarship/ fellowship and other benefits
 - d)** Debarring from appearing in any test/examination or other evaluation process
 - e)** Withholding results
 - f)** Debarring from representing the University in any regional, national or international meet, tournament and youth festival, etc.
 - g)** Suspension/ expulsion from the hostel
 - h)** Expulsion from the University and consequent debarring from admission to any other institution.
 - i)** Fine up to of Rs. 50,000/-
 - j)** Collective punishment: When a group of students committing or abetting the crime of ragging are not identified, the University will resort to collective punishment as a deterrent to ensure community pressure on the potential raggers.
- viii)** On receipt of any information concerning any reported incident of ragging, the Vice-Chancellor shall immediately determine if a case under the penal laws is made out and if so, either he or through a member of the anti-ragging committee authorized by him on his behalf, proceed to file a first information report (FIR), within twenty four hours of receipt of such information or recommendation, with the police and local authorities, under the appropriate penal provisions relating to one or more of the following:-
 - a)** Abetment to ragging
 - b)** Criminal conspiracy to rag
 - c)** Unlawful assembly and rioting while ragging
 - d)** Public nuisance created during ragging
 - e)** Violation of decency and morals through ragging
 - f)** Injury to body, causing hurt or grievous hurt
 - g)** Wrongful restraint
 - h)** Wrongful confinement
 - i)** Use of criminal force
 - j)** Assault as well as sexual offences .
 - k)** Extortion
 - l)** Criminal trespass
 - m)** Offences against property
 - n)** Criminal intimidation
 - o)** Attempts to commit any or all of the above mentioned offences against the victim(s)

- p)** Threat to commit any or all of the above mentioned offences against the victim(s)
- q)** Physical or psychological humiliation
- r)** All other offences following from the definition of “Ragging”

Provided further that the University will also continue with its own enquiry initiated under the regulation and other measures without waiting for action on the part of the police/ local authorities and such remedial action shall be initiated and completed immediately and in no case later than a period of seven days of the reported occurrence of the incident of ragging.

In case FIR is lodged, on conviction, the student/ students can be punished with imprisonment for a term which may extend to three years or with fine which may extend to fifty thousand rupees or both.

ix) Mechanism for Prevention and Enforcement

- a)** Sensitization Programme: The sensitization programme intends to monitor and facilitate personal growth of students and create awareness on the part of parents and teachers for the overall development of the student.
- b)** The parents of the senior students should be made aware that the ragging is a non-bailable, non-compoundable offence and in case their ward is found indulged in ragging there is a provision of punishment such as fine, rustication from the hostel/ University, lodging FIR and also rigorous imprisonment from one year to three years or a fine which may extend to rupees fifty thousand or both, keeping in view the severity of offence.
- c)** In the beginning of the academic session, pamphlets/ posters indicating instructions/ punishment of ragging must be displayed in the students’ hostels, schools, library and other vulnerable places.
- d)** All the students will fill the online anti-ragging form.
- x)** The Vice-Chancellor shall constitute an anti-ragging committee and anti-ragging squad consisting of teaching, non-teaching and senior students at University level in the beginning of the academic session. The committee and squad will meet in the beginning of the academic session and work out the modus operandi to sensitize the students to prevent ragging. They will be answerable to the Vice-Chancellor for any ragging in the University.
- xi)** The orientation of fresher, senior students, teaching and non-teaching staff be arranged in the University in which the Vice-Chancellor and Dean Students Welfare will address the students to sensitize them about what constitute ragging, measures to prevent ragging and punishments as per provisions of the academic regulations.
- xii)** Whenever any student or, as the case may be, the parents or guardian or a teacher of the University or an officer-in-charge makes a complaint, in writing, of ragging to the Vice-Chancellor, the Vice-Chancellor shall, without prejudice to the foregoing provisions, within twenty four hours of the receipt of the complaint, enquire into it and, if, prima facie, it is found true, suspend the student found guilty.
- xiii)** Where, on enquiry by the Vice-Chancellor, it is proved that prima facie there is no substance in the complaint; he shall intimate the fact, in writing, to the complainant.
- xiv)** Any student convicted of an offence of ragging shall be expelled from the University.

CHAPTER- 15

Maintenance of Academic Records

15.1 Procedure for Maintenance of Academic Records

The following procedure shall be adopted both by the Deans of Faculties and the Registrar for the maintenance of student record

- i) The 'Live' and 'Closed' filing system shall be introduced for student record. With the first registration of a student, a file shall be made and maintained in the name of the student the Dean concerned. As long as a student continues in a programme, the file of the student shall be treated as 'Live'. After he has completed the programme or dropped or left the University, his file will be 'Closed'. If a student leaves the University in the middle of a programme, the file will be 'Closed' temporarily. The files 'Closed' and 'Closed Temporarily' shall be deposited in the record room and maintained separately.
- ii) When a student with 'Closed Temporarily' file rejoins the University, the said file shall be treated as 'Live' again.
- iii) All 'Live' student files should be checked regularly and required formalities should be completed without waiting for the student to come and remind.
- iv) The student who has completed his programme successfully shall apply to the Registrar, through the Dean, for PDC. It should be ensured that result-sheets or semester reports are sent to all concerned in time. If there is any delay in sending the result sheets or semester reports, responsibility should be fixed and necessary action taken.
- v) Complete information as to how many students have registered and graduated semester-wise should be readily available.
- vi) All relevant papers of a student must be in his file.
- vii) Dean must intimate the academic branch of the university about the status of any student admitted.

15.2 Governing Body/Board of Management/ Board of Studies /Academic Council

All the agenda items, proceedings of GB/BOM/BOS/AC and action taken thereof shall be readily available in the office of Registrar and preserved in the hard bound copies for future reference by the concerned offices.

15.3 Examination Records

A record of examination such as question papers, answer books and award sheets pertaining to minor/major/practical examinations shall be maintained in the office of the COE.

15.4 Retention of Attendance Registers

The attendance registers of the students shall be retained for a period of two years in the office of the Dean and thereafter they can be destroyed with proper procedure and prior approval of the authorities.

CHAPTER- 16

MASTER OF PHILOSOPHY (M.Phil.) & DOCTOR OF PHILOSOPHY (Ph.D.)

MASTER OF PHILOSOPHY (M. Phil.)

- 16.1. A candidate seeking admission to M. Phil. Course must have secured at least 55 % marks (50% for SC/ST/OBC) or 6.0 in CGPA at the Master level in the concerned subject. He/She must pay a fee for the course as notified from time to time.
- 16.2. Admission to M.Phil. course will be on the basis of an Entrance test.
- 16.3. M.Phil. is a regular course of two semesters or one year. However, maximum duration to complete the course will be allowed up to three years with the permission of the Vice-Chancellor under special circumstances. Women candidates and PWD candidates may be allowed a relaxation of one year.
- 16.4. M.Phil. course will be of 26 credits and constitute:
(a) Theory Course.
(b) Dissertation and Viva-Voce.
Theory course will be of three papers in the first semester, each theory paper will be of:
Credits – 4 (Four).
Continuous assessment= 40 %.
End-Semester Exam = 60%.
Each Theory paper will be of 100 Marks.
Dissertation = 150 Marks 12 Credits
Viva-Voce = 50 Marks 2 Credits
Of the Three papers: one will be of Research Methodology, 2nd paper about interdisciplinary topics of the subject concerned and the 3rd paper will be Advances in the concerned specialization related to dissertation. Pass marks will be 50% of Mid-term and end semester examination combined. For the end semester theory examination the paper setter will be external and the evaluation will be done by internal/external examiner appointed by the Vice-Chancellor. The supervisor and topic of dissertation will be allotted by the department council in the beginning of semester. The candidate will give a seminar on the topic of dissertation before the submission of dissertation. The seminar will be evaluated as satisfactory/ unsatisfactory by a committee of 3 teachers of the department including the supervisor of the candidate. The candidate will be asked questions/given suggestions for the refinement of dissertation by the committee. If unsatisfactory the candidate will deliver revised seminar within fortnight. M.Phil Scholar will present at least one research paper in a conference/seminar.
- 16.5. Four copies of the dissertation with requisite fee will be submitted to Secrecy wing of Examination branch for evaluation.
- 16.6. Medium of examination shall be the concerned language in case of language subjects otherwise English for all other subjects.
- 16.7. The dissertation will be of 150 marks followed by Viva-Voce of 50 marks. The dissertation will be evaluated by external examiner from outside the University who will submit a report on the dissertation and shall either approve/disapprove or

- recommend revision. If the dissertation is approved Viva-Voce will be conducted by examiners. If the examiner report mentions revision of dissertation then the candidate will submit the revised form of dissertation for evaluation. In case dissertation is rejected, it shall be sent to another examiner for evaluation. If it is rejected by the second examiner also, the candidature of the candidate stands cancelled. Viva-Voce will be conducted by the board of examiners consisting of the External Examiner, Supervisor of the candidate and the Chairperson of the department. The external examiner for evaluation of dissertation will be appointed by Vice-Chancellor of a panel of three examiners submitted by department council in consultation with the supervisor.
- 16.8. Pass percentage in course work, dissertation and the Viva-Voce shall be 55% or equivalent in grade point. Candidate scoring CGPA 7.0 will be placed in First Division and with CGPA 8.0 and above in first division with distinction.

DOCTOR OF PHILOSOPHY (Ph.D.)

- 16.9. The procedure for the award of Ph.D. degree is in conformity with the UGC (Minimum Standard and Procedure for the award of Ph.D. degree) Regulation, 2016.
- 16.10. A candidate seeking admission to Ph.D. must have secured at least 55% marks (50% for SC/ST) at Master level in the concerned subject. He / She will pay the required fee.
- 16.11. Admission to Ph.D. programme shall be through Entrance Test except to those who have qualified UGC-NET/CSIR(JRF,NET)/SLET/GATE/ direct awardees of DST/ICMR/DRDO/INSPIRE/Rajiv Gandhi National fellowship. Candidates who have completed their M.Phil./ M.Tech./ M.Pharma./ LL.M through entrance examination and course work will also be eligible for admission to Ph.D. programme.
- 16.12. All candidates will have to go through an interaction/ interview conducted by the concerned departmental council.
- 16.13. Ph.D. programme shall not be conducted through distance education mode.
- 16.14. The supervisor for a selected candidate will be allotted by the Standing Committee according to the research interest of the candidate indicated during interaction and the consent of the supervisor.
- 16.15. The Standing Committee is constituted of:
1. Dean of Faculty – Chairman.
 2. Chairperson of Department.
 3. All Professors in the Department.
 4. One Associate Professor by seniority for 2 years.
 5. One Assistant Professor by seniority for 2 years.
- Standing Committee will permit the enrolment of the candidate for Ph.D.
- 16.16. A teacher of the University holding Ph.D. degree will only be eligible to be Supervisor. A Research Supervisor/Co-Supervisor who is a Professor at any given point of time, cannot guide more than three (3) M.Phil. and Eight (8) Ph.D. scholars. An Associate Professor as Supervisor can guide upto a maximum of two M.Phil. and six Ph.D. scholars and an Assistant Professor as Supervisor can guide upto one M.Phil. and four Ph.D. scholars. For interdisciplinary research there may be Supervisor from the department and Co-Supervisor of the other department of the University in which a part of research work is carried. A teacher up to the age of 70 years can be allotted students for Ph.D. programme.

- 16.17. After joining Ph.D. programme the candidate shall undertake a course work for a minimum period of one semester. The course work will include Three papers, one on research methodology, second in the subject concerned and third in the discipline of concerned research work as also given under 16.4 for M.Phil. Programme
- 16.18. Students will have to qualify in the course with 55% marks or equivalent in grade point.
- 16.19. The students who have already done equivalent course work during M.Phil./ M.Tech./ M.Pharma/LL.M. need not do the same again.
- 16.20. The Research Degree Committee (RDC) for each subject shall consist of:
1. Dean of faculty – Chairman.
 2. Chairperson and all Professors of the department.
 3. Up to three subject experts nominated by Vice-Chancellor.
 4. Supervisor of the candidate concerned.
- 16.21. With in one and half years of enrollment the candidate through the Supervisor and Chairperson of the department will submit his/her plan of research work in the form of synopsis to RDC at an open seminar in the department. If synopsis is approved the candidate is registered and the Title of Ph.D. Thesis is approved. If required Research Degree Committee may ask the candidate to submit the revised synopsis with modifications or require another plan to be submitted.
- 16.22. Ph.D. scholar shall submit a six monthly progress report (through Supervisor and Chairperson) to Research Degree Committee. Approval of RDC is required for continued registration of the candidate to Ph.D. programme.
- 16.23. A candidate may submit the Ph.D. Thesis after three years from the date of enrollment (two years in case of scholars who have previously obtained M.Phil./M.Tech./M.Pharma./LL.M.). Maximum time limit will be eight years. After three years extension on year basis will be given by Vice-Chancellor only on the recommendation of Supervisor and Chairperson. Women candidates and PWD candidates may be allowed a relaxation of one year.
- 16.24. Prior to submission of thesis, the candidate shall make a pre-Ph.D. presentation in the department that may be open to all faculty members and students.
- 19.25. Ph.D. candidate shall publish one research paper in the referred journal and make two paper presentations in conferences/seminars before the submission of thesis and produce evidence for the same in the form of reprints or acceptance letter and paper presentation certificate.
- 16.26. A candidate is required to submit four hardcopies of the thesis along with softcopy of the thesis in CD as PDF file to the examination branch (Thesis Section).
- 16.27. Thesis must accompany a certificate from the supervisor that the research work is original and is worthy of consideration for the award of Ph.D. degree of Abhilashi University. The candidate having done dissertation in M.Phil./ M.Tech./M.Pharma./LL.M. may extend/continue with the same research problem during Ph.D.
- 16.28. The Thesis submitted by a candidate shall be evaluated by at least two examiners, out of which at least one shall be from outside Himachal Pradesh or country. The panel of at least six examiners of Professor Level is submitted by Research Degree Committee

in consultation with the Supervisor of the candidate and the Vice-Chancellor will appoint the two examiners out of the panel submitted.

- 16.29. Each examiner shall separately evaluate the Thesis and recommend that either the thesis be accepted in its present form or candidate required to re-submit his/her thesis in a revised and improved form or thesis be rejected.
- 16.30. The report of the examiner shall be placed before a committee consisting of Vice-Chancellor, Chairperson of the department and Supervisor of the candidate. If it is found that both the examiners have recommended that the thesis be accepted for the award of Ph.D. degree, the candidate shall be called for an oral test (Public Viva-Voce) by two examiners one of whom shall be the supervisor of the candidate and the other the examiner appointed by the Vice-Chancellor to defend the thesis. On satisfactory completion of Viva-Voce the degree may be awarded.
- 16.31. If one of the examiners recommends for re-submission of thesis with necessary changes, then the candidate shall be asked to do the needful and on receiving the corrected thesis the same shall be submitted to the concerned examiner.
- 16.32. If one of the examiners recommends that the thesis be rejected then the thesis shall be referred to the third examiner whose recommendation shall be final and further action be taken accordingly.
- 16.33. A candidate whose thesis is rejected shall not be registered again for the Ph.D. degree with the same research specialization.
- 16.34. The report of the oral examination shall be placed before the Board of Management only when the thesis is recommended for the award of Ph.D. degree.
- 16.35. Controller of Examination shall notify the result after the formal approval of Board of Management.
- 16.36. Every candidate shall give an undertaking that he/she will not, without the permission of the University, publish the thesis except in parts to be published in scholarly journals.
- 16.37. Following the successful completion of evaluation process and before the announcement of award an electronic copy of the thesis be submitted to INFLIBNET for hosting.
- 16.38. Prior to the actual award of degree the University shall issue a provisional certificate to the effect that the degree has been awarded in accordance with the provisions of UGC Regulations, 2016.
- 16.39. All the UGC regulations published in the Gazette of India No. 28 dated July 11 – July 17, 2009, part – III section – 4 and No. 2781 dated July 5, 2016 as amended from time to time shall be applicable for the award of Ph.D. degree after issuing necessary notification by the University in this regard.
