FIRST ORDINANCE OF JAYPEE UNIVERSITY

Jaypee University of Information Technology (JUT), Waknaghat, Himachal Pradesh (Established by the H.P. Government vide Act No. 14 of 2002) REGULATIONS AND ORDINANCES (Approved by the Academic Council in its meeting held on 2nd December 2017) S. No. 1 2 3 4 5 6 7 8 9 10 11 12 Description GENERAL Short Title, Scope and Commencement Definitions ACADEMIC REGULATIONS AND ORDINANCES Procedure for Admission and Enrolment Bachelor of Technology (B.Tech) Master of Technology (M. Tech) Master of Science (M.Sc) Doctor of Philosophy (Ph.D) Conditions for Award of Fellowship/Scholarship/Stipend/Medals/Prizes Standing orders for Conduct of Examination Conditions for Award of Degrees, Diplomas and other Academic Distinctions and Convocation Appendix A to E Annexure I to X Page No. 1 1 3 5 8 12 14 22 25 28 32 ** Based on the first statutes of the Jaypee University of Information Technology vide notification No. (22nd July 2002, Shimla-171002). Jaypee University of Information Technology (JUIT), Waknaghat, H.P. GENERAL 1. Short Title and Commencement: (i) These ordinances may be called the ordinances of the Jaypee University of Information Technology (JUT), Waknaghat, H.P. (ii) They shall come into force on such date on approval of competent authority

2. Definitions: In these ordinances unless the context otherwise requires: (i) (ii) (iii) (iv) (v) (vi) (vii) (viii) (ix) (x) (xi) (xii) (xiii) (xiv) (xv) (xvi) (xvii) (xviii) (xix) (XX) (xxi) (xxii) "A Regular Course of Stud" means the courses of study running in the University as full time or campus-based study."Act" means Act No. 14 of 2002 vide Extraordinary Gazette notification of Government of Himachal Pradesh dated May 23, 2002 for establishing Jaypee University of Information Technology "Courses of Stud", means the area of the specialization of the study of any of the programmes of respective faculties. "Controller of Examinations", means the person appointed by the Vice Chancellor to conduct the examination(s) of the university "Course Coordinator", means the teacher of the University who has been assigned the responsibility of co-ordinating the teaching of the respective course in the respective semester or academic year. "Dean" means the Dean (Academics & Research), Dean (Students Welfare) of the University. "Degree/Diploma" means a Degree/Diploma or any other qualification awarded by the University. "Degree/Diploma Programmes", means the Degree/Diploma Programmes in the respective branch/department of the respective faculty. "Doctoral Programmes", means the Doctorate/Research Programmes in the respective department of the university. "Duration of Course", means the total tenure of the particular programme (grace period of the programme is not included in the tenure). "Endowment Fund" means the endowment flind of the University. "Examination Hall", means the examination place, room, location, where students have to appear for the respective examination. "Debarred student" means the candidate who has taken admission in the University as regular student and was not able to appear in the examination in the admission year or declared failed in the admission year or detained due to shortfall of attendance, indiscipline or any other reason and seeks permission to appear in the examination in the next academic year. "External Examiner", means the examiner from other University/lnstitution. "Fee" means the collection made by the University from the students, by whatever name it may be called. "Higher Education" means study of curriculum or course knowledge beyond 10+2 level. "Internal Examiner", means the examiner from a teaching Department of the University. "Invigilator", means the teacher or person who has been assigned duty in the particular Examination Hall. "Main Campus" means the main campus of the University situated in Himachal Pradesh, consisting of University teaching Departments, and where the main office of the University is located. "Mode of Study?' , means the way of study i.e. Full Time or Part Time. "Post Graduate Programmes", means the Master's Degree Programmes in the respective Department of the University. "Regular Candidate", means the candidate who is studying in full time programme running in the University in the respective academic year. 1 (xxiii) (xxiv) (xxv) (xxvi) (xxvii) (xxviii) (xxix) "Regulation" means the regulation made under the provisions of the Act. "Section", "Sub-Section", "Item" respectively mean section of the Ordinance, Sub-Section of the "Section" and Item of the "Section" or "Sub-Section" of the above said ordinance. "Trust" means Jaiprakash Sewa Sansthan (JSS) a 'not for profit' Trust registered under the Income Tax Act, 1961, at 63, Basant Lok, Vasant Vihar, New Delhi. "University Grants Commission" or "UGC" means the University Grants Commission established under the University Grants Commission Act, 1956 (No. 3 of 1956).

"Undergraduate Programmes", means the Bachelor's Degree programmes in the respective Branch/Department of the respective faculty. "University ' means Jaypee University of Information Technology (JUIT), Waknaghat, H.P. "Words and Expressions" used but not defined in these Ordinances shall have the same meaning as assigned to them in the Act. 2 ACADEMIC REGULATIONS AND ORDINANCES 3. Procedure for Admission and Enrolment (i) (ii) (iii) Preliminary Process A) Admission and Enrolment shall be done by the Registrar of the University as per the eligibility criteria prescribed for the courses offered by the University. B) The University will publish for admissions to all courses offered by the University, advertisement in the newspapers and upload a detailed admission notification on the University website as well, C) The admission notification shall clearly specify the admission/enrolment criteria for each programme as prescribed by the University along with the number of seats in each branch of course. D) A merit list of all eligible applicants for each course shall be prepared based on the criteria notified in the admission brochure. According to the availability of seats during the online counselling process, admissions shall be offered to individual students in order of merit as per his/her preference of course(s) E) Each admitted student shall be allotted a permanent enrolment number and all records of the student will be identified by this number. Procedure for Submission/Rejection of Applications for Admission & Enrolment A) All duly filled application forms for admission with prescribed fees and required certificates shall be submitted to the Registrar or the designated officer as per the requirements of admission notification before the last date specified. B) All applications not accompanied with requisite fee or certificates or received after last date prescribed shall be summarily rejected. C) No applicant shall be deemed to have been admitted to any course of study as a regular student of the University unless his/her name is borne on the register of enrolled students. D) Application forms of all candidates not fulfilling the minimum qualifications and/or other eligibility conditions prescribed for admission to the course of study concerned shall be rejected by the University and the application fee deposited will not be refunded. E) No person, who is under sentence or expulsion or rustication from another Institution/University, shall be admitted to any course of study during the period for which the sentence is in operation. Changes in Student's Personal Records A) A student who is enrolled in the University may apply for a change, correction or alteration in one's own name or surname to the Registrar of the University along with necessary valid documents. The name mentioned on the class 10th certificate is taken as the name of the candidate. No change of the name will be allowed, if the name is not matching with the class 10th certificate. B) The application for change or correction in the name shall be supported by an affidavit and shall be countersigned by a first class magistrate. It shall be submitted through the Head of the Department where the students is studying. 3 (iv) (v) (vi) (vii) C) The Registrar, if satisfied with the reasonableness of the request, may pass an order for the change or D) Any change, addition or modification, shall be recorded by the University Registry in red ink under the attestation of the Registrar and a certificate to that effect shall be issued to the applicant. E) Under no circumstances shall any alternation be made in the University certificate, diploma, degree and other documents issued in favour of the applicant prior to the order for a change or correction in the name. Late Admission A) Late admissions may be accepted purely at the discretion of the Vice-Chancellor in accordance with instructions/guidelines issued by UGC/MHRD from time to time. Procedure of Withdrawal A) In compliance with instructions of MHRD /UGC, students may withdraw their admission by the date of registrations or before as specified by the University. The University will refund his/her deposited amount after deducting processing fee, as per the following rules: Ifa student leaves the program, fee shall be refunded as per UGC D.O Letter no. 1-3/2007(CPP-II) dated 6th December 2016 as below: S. No. Percentage of Refund of A re ate fees* 1 2 3 4 Point of time when notice of withdrawal of admission is served to Universi 15 days before the formally notified last date of admission, i.e 30th August of he concerned academic ear. ot more than 15 days after the formally notified last date of admission, i.e by 14th Se tember of the concerned academic year. ore than 15 days but less than 30 days after formally notified last date of dmission, i.e between 15-29 Se tember of the concerned academic year. ore than 30 days after formally notified last date of admission, i.e. after 29th e tember of the concerned academic year. * (Inclusive of course fee and non-tuitionfees but exclusive of caution money and security deposit) ** 100% of the aggregate fee from the refundable amount shall be deducted as processing charges. Fees shall be refunded to an eligible student within 15 days from the date of receiving a written request from him/her. Further, it may be noted that the Hostel charges shall be refunded on pro-rata basis (calendar month based deductions-part month stay treated as full month)

starting from the date of occupying the hostel seat. The pro-rata calculation, the duration of stay in hostel for a semester is Five months only. Reservation of seats and relaxation in fees A) For the candidates belonging to SC/ST/Other Backward Class Categories reservation/relaxation shall be observed as per the norms/policies laid down by the University from time to time. Fee shall be prescribed by the University after due approval of the Competent Authority. 4

4. Bachelor of Technology (B. Tech) (This Ordinance will also be applicable to Lateral Entry Students) (i) The first degree in Engineering of four year (eight semesters) course, hereinafter, shall be designated as Bachelor of Technology (B. Tech) in respective branch. A) The degree of Bachelor of Technology (hereinafter called B. Tech) shall include the branches as under: (a) Bioinformatics (BI) (b) Biotechnology (BT) (c) Civil Engineering (CE) (d) Computer Science and Engineering (CSE) (e) Electronics and Communication Engineering (ECE) (f) Information Technology (IT) (g) Any branch specified under the UGC Act 1956 and approved by Academic and Governing Council of the University B) The studies and examination of these B.Tech Courses shall be on the basis of marks-cum-credit system and final evaluation shall be by grading system. Each Academic year will be divided in two semesters' viz. Odd Semester (July to Dec) and Even Semester (Jan to June). (ii) Admission A) Minimum qualification for admission to the first year B.Tech shall be qualifying the Senior Secondary School Certificate (10+2) Examination or an equivalent examination with Physics and Mathematics as compulsory subjects from CBSE, New Delhi, or any other recognized Board. B) Non-resident Indian (NRI) candidates shall also be eligible for admission in B.Tech in accordance with directives of the MHRD/UGC, provided they satisfy the criterion of sub clause A) of the clause (ii). C) The admissions to B.Tech course shall be generally governed by the rules of the UGC/MHRD or any other competent authority of the Govt. of India and shall be as notified in the admission notification of the respective academic year. D) A candidate who has qualified the polytechnic three year diploma course/B.E./B.Tech- ISt year in related branch of engineering shall be eligible for admission to B.Tech - Ilnd year through Lateral Entry process and minimum qualification for such Lateral Entry shall be as per the prevalent norms of the Govt. of India/ UGC/MHRD. E) For admission in Biotechnology & Bioinformatics programs (a) 50% seats in above programs shall be based on JEE (Main) overall All India Rank. (b) 50% seats in above programs shall be based on merit of marks in 10+2 examination with Biology/Biotechnology & Physics as core subjects. (c) The seats are inter-transferable in either category. (d) A candidate with Mathematics and Biology/Biotechnology with Physics at 10+2 level can apply for both the options as given in (a) and (b) above, but must fill separate application forms for each (a) and (b) of sub clause E). (iii) The B.Tech Academic System A) ACADEMIC QUALITIES The teaching-learning process aims to develop a number of qualities in students. These are as follows: 5 (a) Sustained Disciplined Work The ability to put in sustained and disciplined hard work over a sufficient length of time is one of the key factors to success in professional life. A typical semester is designed in an intensive and a modular fashion with an emphasis on regular and continuous work. The Evaluation System is designed to encourage and support this concept. (b) Self Learning: In its attempt to move away from teacher-centered learning to student-centered learning, the curriculum will actively encourage self learning. For this purpose 15% of the time allotted to theory and tutorial classes will be specifically earmarked for independent study. That is, Self learning time per course (theory time + tutorial time)*0.15 (c) Flexibility in Pace of Learning: The evaluation system makes special provision for different paces of learning for different students. Yet, it attempts to inculcate respect for deadlines. Thus, while specifying a time limit within, which tutorial/practical work must be completed, there is scope to submit such work beyond the deadline. However, there will be a small penalty for late submission. The faculty will notify the penalty for late submission for each tutorial/practical session and also the time up to which late submissions will be accepted. (d) Design Orientation: The curriculum is structured so that basic implementation skills and design skills are interwoven together. Thus, for example, a student of Programming Systems learns not only how to program but also how to design programs (The teaching-learning process structures a course in the two levels of implementation and design). (e) Quality Consciousness: Students should be aware of the importance of continuous improvement, building zero-defect products and doing quality work. All courses will emphasize on quality as an integral part of teaching. Students will be taught how to test and certify their laboratory work and how to evaluate the worth of theoretical results. (f) Co-operative Working: Considering the complexity of technological problems of today, it is considered that large teams work together to provide better solutions. Thus, it is

very important to learn group dynamics and team work. B) THE COURSE DESCRIPTION (a) At the beginning of each semester, the course coordinator/teacher concerned will circulate the Course Description of the course on the first day of the start of the semester to motivate the students for the course and will comprise of the following: (i) (ii) (iii) (iv) (v) (vi) (vii) (viii) (ix) Course Code Course Title Objective(s) Learning Outcomes/Course Outcome Course Outline Pre-requisites, if any Teachers Assessment (T A) Evaluation Methodology Detailed Syllabus. Text and Reference Books. C) SEMESTER DURATION (a) A semester will be of approximately 16 weeks duration. Of these, about 14 weeks will be available for actual instructions. Thus a lecture course of 3 credits shall have 42 hours of theory and 4 credits shall have 42 hours of theory & 14 hours of tutorials while, (b) 02 Credit practical/lab course will have 56 hours of practical work (28 Classes) and 01 Credit Practical shall have 28 Hours of Practical work (14 Classes). D) EXAMINATION & EVALUATION SYSTEM Refer to Annexure-I 6 E) ATTENDANCE RULES AND REGULATIONS Refer to Annexure-11 F) SUPPLEMENTARY EXAMINATION Refer to Annexure-III FOR G) PROVISION SUMMER SEMESTER Refer to Annexure-IV H) CREDIT SYSTEM Refer to Annexure-V 1) REGISTRATION FOR COURSES Refer to Annexure-VI J) GRADING SYSTEM Refer to Annexure-VII K) STANDING ORDERS ON CONDUCT AND DISCIPLINE IN ACADEMICS Refer to Annexure-Villa & VIIIb L) STANDING ORDERS ON CONDUCT AND DISCIPLINE IN HOSTELS Refer to Annexure-IX M) PROCEDURE AND PENALTIES FOR USE OF UNFAIR MEANS Refer to Annexure-X 7

5. Master of Technology (M. Tech) (ii) Preamble A) Jaypee University of Information Technology (JUIT), Waknaghat offers two years programs leading to the award of the Masters Degree in Technology, (M. Tech). The M. Tech programs attract the best student talent for higher studies with an aim that students can learn to interact with the professional world. M. Tech programs are available in various specializations. B) Department of Biotechnology and Bioinformatics offers M.Tech program in Biotechnology. Department of Civil Engineering offers M. Tech programs Civil Engineering with specializations in Construction Management, Environmental Engineering and Structural Engineering. Department of Computer Science & Engineering and Information Technology, Electronics and Communication Engineering and Physics & Materials Science offers respectively M. Tech programs in Computer Science & Engineering, Electronics & Communication Engineering, and Nanotechnology. C) The objective of the M. Tech program is to encourage specialized or inter-disciplinary work of an advanced nature. The M.Tech graduate of this University specializes in their area of interest having the capability to envisage new systems/applications. They should learn to (a) Think and work independently. (b) Engineer system requirement/ carry out systems integration. (c) Take a look at the state of the art technology and its applications. (d) Organize and lead teams of specialists and (e) Become a technology manager. Ordinance A) The University offer regular full time M. Tech Programs through classroom teaching. B) Candidates who have a Bachelors degree in engineering or equivalent/Masters' degree or equivalent/possessing Associate Membership of professional bodies in the discipline of the degree are eligible for admission. The details of eligibility criteria for admission to specific M. Tech program shall be included in the admission brochure. C) Candidates admitted to the M. Tech program may be awarded a University Fellowship whose duration, amount, and applicable conditions are detailed in under the heading Fellowship for M. Tech Students. (iii) The M. Tech Academic System A) THE COURSE DESCRIPTION (a) At the beginning of each semester, the course coordinator/teacher concerned will circulate the Course Description of the course on the first day of the start of the semester to motivate the students for the course and will comprise of the following: (i) (ii) (iii) (iv) (v) (vii) (viii) (ix) Course Code Course Title Objective(s) Learning Outcomes/Course Outcome Course Outline Pre-requisites, if any Teachers Assessment (T A) Evaluation Methodology Detailed Syllabus. Text and Reference Books. 8 B) SEMESTER DURATION (a) A semester will be of approximately 16 weeks duration. Of these, about 14 weeks will be available for actual instructions. Thus a lecture course of 3 credits shall have 42 hours of theory while, (b) 02 Credit practical/lab course will have 56 hours of practical work (28 Classes). C) EXAMINATION & EVALUATION SYSTEM Refer to Annexure-I D) ATTENDANCE RULES AND REGULATIONS Refer to Annexure-II E) SUPPLEMENTARY EXAMINATION Refer to Annexure-III SUMMER FOR F) PROVISION SEMESTER Refer to Annexure-IV G) CREDIT SYSTEM Refer to Annexure-V H) REGISTRATION FOR (iv) COURSES Refer to Annexure-VI 1) GRADING SYSTEM Refer to Annexure-VII J) STANDING ORDERS ON CONDUCT AND DISCIPLINE IN ACADEMICS Refer to Annexure-Villa & VIIIb K) STANDING ORDERS ON CONDUCT AND DISCIPLINE IN HOSTELS Refer to Annexure-IX L) PROCEDURE AND PENALTIES FOR USE OF UNFAIR MEANS Refer to Annexure-X Fellowship for M. Tech Students A) Conditions for award of Fellowship (a) To standardize the parameters for grant of Fellowship, the instructions listed in succeeding paragraphs may please be complied with, while filling up the proforma and approving the same. (i) All M. Tech students admitted on the basis of a valid GATE score are eligible for the award of Fellowship initially for one semester which shall be reviewed for continuation subject to the conditions as laid down below. (ii) The students selected through PGET with exceptional merit and consistent high academic record may also be considered for the award of Fellowship, Such Fellowship may be 9 offered to students who have a CGPA of 8.0 or more in order of merit and subject to availability of vacancies. (iii) Students who are not considered for award of Fellowship in the first year may be considered for award of the same at the beginning of the next academic year, based on their academic performance in the preceding academic year. Such Fellowship may be offered to students who have a CGPA of 8.0 or more in order of merit and subject to availability of vacancies. B) The award of Fellowship will be for IO months in an academic year. Initially the Fellowship will be given for one semester only i.e. 5 months in a semester (January to May in Even Semester and mid- July / I st week of August to mid-December in Odd Semester). C) Fellowship amount shall be as decided from time to time. D) Conditions for Continuation of Fellowship (a) Initially the Fellowship will be given for one semester only. Its continuation is subject to satisfactory performance

and conditions as given below: (b) Performance of all Fellowship holders will be reviewed at the end of each semester. (c) Fellowship will stand withdrawn automatically if: (i) Student fails in any registered subject, or, (ii) Student scores a SGPA of less than 8.0. (iii) Student is debarred in any of the subjects, or, (iv) Unsatisfactory performance in the work load allocated, E) Fellowship once withdrawn will not be restored in future. F) The students may be allocated work load by the HoDs for the following (a) Assistance in tutorial classes for UG programs. (b) Assistance in Lab classes for UG programs. (c) Preparation of tutorial and assignment sheets. (d) Preparation of lab manuals. G) Assistance to HOD, nominated Supervisor(s), M. Tech program (a) Coordinator(s)/Faculty In-charge Fellowship coordination etc. for (i) Record keeping in the Department. (ii) Development of Labs. (iii) Stock taking of Labs/Stores. Literature Survey (v) Report preparation. (vi) Slide preparation. (vii) Invigilation Duties. H) Any other work assigned by HOD / Institutional Authorities. Note: Under no circumstances students shall be given to do evaluation or grading tasks of any kind, except for academic work as specified above. I) Attendance: The students in receipt of Fellowship shall be controlled by the HoD/M.Tech Program Coordinator of the Department for the purpose of attendance in the assigned load. The methodology of checking the fulfilment of assigned load shall be devised and controlled by the respective Department. 10 J) Vacation/Leave: Such students who are in receipt of the Fellowship shall be entitled to all student vacations, except mid semester breaks. K) Work Load: The total Fellowship load of 8 hrs per week shall be assigned to the students under arrangement decided by the HoD's and monitored by the respective supervisor and program coordinators/course coordinators. The load verification shall be carried out by the concerned teachers and duly vetted and approved by HOD. The same should be submitted to the Registry for obtaining sanction of VC and further handling by the Accounts. In case of shortfall in work load proportionate deduction shall be made. L) Fellowship Claims: Fellowship claims shall be submitted in the enclosed proforma by 5th day of the succeeding month to the respective HOD, who shall forward the same to Registrar, after due verification, by 8th day of the succeeding month. aypee University Of In ornation Technology Waknagh.at. Solan, Pradesh FORM FOR FELLOWSHIP (TO BE SUBMITTED TO THE DEPARTMENT COORDINATOR BY THE SCHOLAR LATEST BY THE OF EVERY ITEMS OF THE

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9. For the Branch Sernester Leave avai&eci in the Year For D- Grades in Cow-ses registered: Progress : Tech students: CGPA: V that the above is Sig•ature of the (To be fül,ed Prograrnrne student has carried out 8 t•g-s Of teaching/rese—ch Joad every week 2- that fenow•ship released,- other Sign 10- HOD il- Dean 12- Approval of V 11

6. Master of Science (M. Sc) (i) (ii) (iii) The postgraduate degree in Science of two year (four semesters) course through regular studies, shall be designated as MASTER OF SCIENCE (M.sc) in Science branches. A) The postgraduate degree of Master of Science (hereinafter called M. Sc) in Science shall include the specialization as under: (a) Bioinformatics (b) Biotechnology (c) Physics (d) Statistics (e) Specialization of any other department established by the University. B) The studies and examination of these M.Sc courses shall be on the basis of marks- cum-credit system and final evaluation shall be by grading system. Studies in each year shall be divided in two semesters' viz. Odd Semester (July to Dec) and Even Semester (Jan to June). Admission A) Minimum qualification for applying to the first year M.Sc shall be Bachelors Degree in the concerned subject or equivalent with at least 55% aggregate marks or its equivalent CGPA from any recognized University/lnstitution or any other qualification as per UGC norms of eligibility. B) Admissions shall be done in the University based on merit list prepared on the basis of marks/grades obtained in the qualifying degree and/or based on marks obtained in the entrance examination conducted by the University. Promotion to Higher Semester and Year A) A candidate who has been admitted in the M.Sc course will be promoted to the higher class in accordance with the following rules: (a) A candidate who has appeared in the Even Semester of a particular academic year will automatically be promoted to the Odd Semester of the next academic year irrespective of failing in any number of subjects but will be required to score a minimum CGPA as per rules/regulations and on condition of registering the backlog courses on offer first in the newly registered semester. However, all registrations, including backlog courses, shall be subject to course credit limits as prescribed by University. (b) To pass a particular course of the M.Sc degree, the minimum required grade is D for both theory and practical examinations separately. (c) For successful completion of the degree, a candidate should have: (a) Earned the minimum number of course credits as prescribed in the schemes of study for the respective admission year. (b) Obtained CGPA of at least 5.0. (c) Completed all requirements within maximum duration laid for the degree. (iv) The M.Sc Academic System A) THE COURSE DESCRIPTION (a) At the beginning of each semester, the course coordinator/teacher concerned will circulate the Course Description of the course on the first day of the start of the semester to motivate the students for the course and will comprise of the following: (i) Course Code (ii) Course Title 12 (iii) (iv) (v) (vi) (vii) (viii) (ix) Objective(s) Learning Outcomes/Course Outcome Course Outline Pre-requisites, if any Teachers Assessment (T A) Evaluation Methodology Detailed Syllabus. Text and Reference Books. B) SEMESTER DURATION (a) A semester will be of approximately 16 weeks duration. Of these, about 14 weeks will be available for actual instructions. Thus a lecture course of 3 credits shall have 42 hours of theory while, (b) 02 Credit practical/lab course will have 56 hours of practical work (28 Classes). C) EXAMINATION & EVALUATION SYSTEM Refer to Annexure-I RULES D) ATTENDANCE REGULATIONS Refer to Annexure-11 E) SUPPLEMENTARY EXAMINATION Refer to Annexure-III SUMMER FOR F) PROVISION SEMESTER Refer to Annexure-IV G) CREDIT SYSTEM Refer to Annexure-V H) REGISTRATION FOR COURSES Refer to Annexure-VI 1) GRADING SYSTEM Refer to Annexure-VII J) STANDING ORDERS ON CONDUCT AND DISCIPLINE IN ACADEMICS Refer to Annexure-Villa & VIIIb K) STANDING ORDERS ON CONDUCT AND DISCIPLINE IN HOSTELS Refer to Annexure-IX L) PROCEDURE AND PENALTIES FOR USE OF UNFAIR MEANS Refer to Annexure-X 13

7. Doctor of Philosophy (Ph.D) (i) Preamble A) Jaypee University of Information Technology (JUIT), Waknaghat offers programs leading to the award of the Degree of Doctor of Philosophy, (Ph.D.). The Ph.D. programs are available in various specializations such as Bioinformatics, Biotechnology, Civil Engineering, Computer Science and Engineering, Information Technology, Electronics and Communication Engineering, Management, Humanities, Social Sciences, Mathematics, Physics and Materials Science. B) The Scholars are required to take up intensive research work under the guidance of a Supervisor on a specific problem for a minimum of two to three years in this program. The research work is expected to result in new findings contributing to the knowledge in the chosen field. The doctoral

research program gives an opportunity to students to demonstrate their analytical, innovative and independent thinking leading to creativity and application of knowledge. C) The academic program leading to the Ph.D. degree is broad-based and involves course credit requirements. The Scholars are required to deliver seminars on their research progress regularly and publish their work. Finally, they are required to submit the thesis embodying their research findings for the award of the Ph.D. degree. The Degree of Doctor of Philosophy of the JUIT, Waknaghat shall be conferred on a candidate who fulfils all the requirements specified in these Ordinances and Regulations. (ii) Criteria and Procedure for Admission to Ph.D. Program A) Minimum Qualifications : (a) Regular (Not Distance Mode) M. Tech Degree of a University or equivalent for Ph.D. in Engineering/ Technology in respective branch with 60% Aggregate Marks or CGPA not less than 6 on scale of 10. (b) Regular (Not Distance Mode) Master's Degree of a University for Ph.D. in Sciences / Humanities/Social Sciences/Management in respective discipline or equivalent with 60% Aggregate marks or CGPA not less than 6 on scale of IO. (c) Consistently good academic record / performance with 1 st division all through; i.e. 60% aggregate marks or equivalent CGPA of not less than 6 on a scale of 10 at both undergraduate and post graduate level for students admitted after PG programs at (a) to (b) above. (d) Consistently good academic record / performance with 1 s division with Distinction all through; i.e. 80% aggregate marks or equivalent CGPA of not less than 8.0 on a scale of IO at undergraduate level for students from IIT's/NIT are admitted at (a) to (b) above. B) Admission will be based on: (a) Satisfying the requirements of minimum qualifications as laid down in (ii) (a). (b) Performance in Interview for those who have qualified in SLET /UGC /CSIR (JRF) or equivalent national level examinations or are in receipt of fellowships like DST/DBT /DAE/CSIR /QIP /ICMR /DRDO/HIMCOSTE etc. (c) Performance in (i) The Ph.D. Entrance Test to be conducted by JUIT, Waknaghat for all those who are not qualified in any of the examinations mentioned in B) (b) and (ii) The subsequent interview, for short-listed candidates only based on the written test as at B) (c)-(i) above. C) Following are related to the admission process: (a) Candidates are required to discuss their research interests and proposed research work at the time of interview. (b) Number of Scholars to be admitted shall be at the discretion of the JIJIT, Waknaghat based on the availability of the resources and academic profile of the candidates. 14 (iii) (iv) (c) Due consideration will be given to the National Reservation Policy. (d) Faculty members from JUIT, JRFs/Project Fellows may be permitted to register directly after due scrutiny of the candidature by the Dean (A&R) and after approval of the VC. (e) The students admitted to the Ph.D. Program will be required to register themselves for the specific Program. The registration will be renewed every semester, on satisfactory progress. (f) The enrollment/admission shall be done only in the beginning ofa semester. D) Classifications: The applicant for admission to the Ph.D. program shall be classified under the following categories which shall be decided by the Doctoral Program Monitoring Committee (DPMC). The classification once made will not be changed. Under exceptional circumstances the VC may waive this rule. (a) Full-time Research Scholar — Such Scholars shall be working full time in the University and also may be in receipt of the Research Fellowship awarded by the University or an outside agency like DST/DBT/CSIR etc. (b) Part-time Research Scholar — They may include University faculty/staff, project staff like JRF etc. who are on rolls of the University and working under the project Supervisor for various sponsored projects. Further, Scholars who may be working elsewhere and not in JIJIT and willing to meet the Ph.D. program progression requirements like residential requirement/course work as laid down by the University may be enrolled as a part time research Scholar (in the Departments which may offer part time programs) subject to production of a No Objection Certificate from their organization and facilities for carrying research work in their organization exist to the satisfaction of DPMC. Such Scholars shall not be awarded any research fellowship/assistantship by the University. (c) Sponsored Research Scholar — Scholars who are working in the industry/institutions and who are enrolled for the Ph.D. program after being spared/sponsored by their parent organization for doing the Ph.D. work shall come under the sponsored category. Such candidates will have to provide the required undertaking from their sponsoring organization. (Proforma as per Appendix-A attached). Such Scholars shall not be awarded any research fellowship/assistantship by the University. Enrolment and Registration Process A) As per Appendix-B attached Ph.D. Thesis Supervisor, their Eligibility Criteria and Allocation A) For every Ph.D. student, a Ph.D. Supervisor will be appointed by the VC on the recommendations of Dean (A&R) and the concerned HOD who will keep in mind the available specializations of the supervising faculty members and research interest of the student while recommending the Supervisor. B) There will be a

DPMC for each Research Scholar which will be constituted by Dean (A&R) in consultation with HOD and Supervisor. The DPMC will consist of: (a) Dean(A&R) — Chairman (b) Head of the Department (c) Expert(s) in the field from the Department (d) One expert from outside the Department (e) Respective Supervisor C) The Supervisor and DP MC member(s) shall himself/herself be a Ph.D. degree holder. D) The Dean (A&R) may recommend a second Supervisor, considering the nature and contingencies of the research topic, from within or outside JIJIT, who should fulfill the same condition of having Ph.D., as the main Supervisor. E) At any given point of time, no Supervisor will have more than the following number of Ph.D. students under his/her supervision: (a) Professors— 8 Students 15 (v) (b) Associate Professors — 6 Students (c) Assistant Professors —4 Students (d) The above numbers shall include candidates being supervised by JUIT faculty in Institutes/Universities other than JUIT. In such cases the Supervisor will be required to declare the number of candidates being supervised by him/her at other Institutes/Universities. F) In exceptional cases where the research topic is of interdisciplinary nature, Dean (A&R) may recommend a third Supervisor. G) In case a Supervisor moves out of JUIT before submission of synopsis by the candidate then a new Supervisor is to be recommended by Dean (A&R) and the HOD of the Department where the Scholar is registered. However, original Supervisor may continue as Co-Supervisor if available and willing; provided he/she has supervised the Scholar for at least one year. H) Under no circumstances the Supervisor on leaving the University can deny the Scholar on continuation of work in the specialized area of research on the pretext of IPR being exclusively held by him/ her. Certificate to that effect is to be signed by the designated Supervisor, HOD and DPMC members at time of registration. Certificate by the Supervisor to allow continuation of the research work on the same topic in event of his/ her leaving the University is mandatory. In the event of non availability of new Supervisor to guide in the area of research for which the Scholar is registered, HOD of the Department in consultation with Dean (A&R) and DPMC members may assign a new topic to the affected Research Scholar. I) In case a Supervisor proceeds on long leave i.e. more than six months, then he/she shall cease to continue as Supervisor provided he/she has supervised the candidate for less than one year and/or has moved out of India. In all such cases a new Supervisor will be appointed as per clause 3.1. In case Supervisor has proceeded on long leave in India and supervised the candidate for at least one year, then he/she may continue as Co-Supervisor subject to the limit that in no case number of Supervisors for a Scholar shall exceed three. J) In case a Supervisor is/are not available due to any reason and the Ph.D. synopsis/thesis has been submitted, the VC on recommendations of the HOD of the Department and the Dean (A&R) will appoint an Administrative Supervisor to take care of the process of evaluation of the thesis. Course Work and Attendance Requirement A) Every student admitted to the Ph.D. Program will have to earn minimum credits from the course work as specified in the table below: - S.N0. 1. 2

3. Entry Qualifications M. Tech-Engel Technology M.Phil in Science/Humanities/Social Sciences, MBA Master's Degree in Sciences/Humanities/Social Sciences Min. Course Work Credits Required (including core courses) 9 12 15 B) Course work is to be successfully completed within first two/three semesters by full time/part time and sponsored students respectively after registration. C) The Research Scholar must obtain a minimum of 'B' Grade in every registered course for successfully earning the credits allotted to the course. D) Courses/subjects to be undertaken (a) Core Courses: Every research Scholar will take the following courses: (i) Research Methodologies including Quantitative Methods and Computer Applications - 3 Credits (ii) Literature Survey— 2 credits. (iii) Ethics, Intellectual Property Issues and Plagiarism — 1 credit. 16 (b) Additional Courses/Subjects: All other courses/subjects to fulfil the credit requirement shall be at advanced level and relevant to proposed Ph.D. research work of the candidate and shall be as specified by DP MC in each case, DPMC may recommend credit requirement higher than the minimum required as per the academic needs of the Scholar. (i) One/Two Advanced Level Course(s)/Subject(s) for Scholars having M.Tech/M.Phil degree — 3/6 credits respectively. or (ii) Four Advanced Level Courses/Subjects for Scholars having Master's Degree in Sciences/ Humanities/ Social Sciences/ Management. E) Attendance requirement during the course work (a) It is essential for all Scholars to comply with the policy of attendance of the University during the course work. F) Semester Withdrawal due to Medical / Other Reasons (a) A Scholar may seek semester withdrawal on the basis of medical advice after due approval of the Vice Chancellor through the Head of the Department and the Dean (A&R) after submitting the authentic medical record. Further the Scholar may be allowed to take a semester withdrawal for any other genuine reason but after approval of the Vice Chancellor based on the

recommendations of the DPMC and Dean (A&R). (b) The semester withdrawal period will be included towards the maximum limit for submission of Ph.D. thesis as specified in the rules. The minimum limit towards submission will exclude the semester withdrawal. (vi) Residential and other Requirements A) Residential Requirement (a) The residential requirement is to ensure the attendance of a Scholar for completion of the course work and also ensuring frequent interaction with the Supervisor during the course of the program to assist in finalizing the area/topic of research and thereafter for constant mentoring of the research work by the Ph.D. Supervisor. However minimum residential requirement for the Scholar is six months. (b) The registered Ph.D. students should therefore, preferably work full time throughout the tenure of their Ph.D. Program. (c) The residential requirement for sponsored and part-time candidates means ensuring full attendance and constant interaction with the Supervisor. However, in special cases of Sponsored and Part Time students from Academic/Research Organization/Reputed Industry, the residential requirement may be relaxed up to a reasonable extent on completion of the course work. They may be permitted to return to the parent Organization and continue his/her Ph.D. work there provided: (i) He/she is able to get a qualified Co-Supervisor in his/her organization and (ii) The organization has necessary facilities and permitted the candidate to carry out Ph.D. research work. However, above conditions (i) and (ii) may be relaxed if the parent organization is located within 100 km distance from JUIT. Such candidates will have to be in constant touch with the Supervisor at JUIT. tÄt is desirable that the Scholars spend at least two weeks every semester in JUIT and interact with the Supervisor. In addition to interaction, Scholars may be required carryout experimental work and visit to research laboratories as desired by the Supervisor. (d) There will be no residential requirement for candidates serving in any institution of Jaypee Education System (JES). B) All Scholars allowed to work part-time/sponsored will have to report for every semester seminars and for all performance evaluation requirements in order to renew their registration. C) The requirement of the Co-Supervisor from the industry/research organization having Ph.D. Degree, may be relaxed, provided, he/she has long R&D experience and the same is established by experience/publication/ other relevant records of the external Supervisor. 17 (V 11) Duration A) Minimum and maximum duration to ualify for the award of the Ph.D. Degree Candidates with Requisite Qualification Full Time candidates with M. Tech. Degree Part Time candidates with M. Tech. Degree Full Time candidates with Master's Degree in Sciences / Humanities Social Sciences Management Part Time candidates with Master's Degree in Sciences Humanities Social Sciences / Management Minimum Duration Three Years Three Years Three Years Three Years Maximum Duration Six Years Six Years Six Years Six Years (viii) B) In exceptional circumstances, to the satisfaction of the Vice-Chancellor, a candidate may be granted an extension of maximum of one year over and above the maximum duration as specified above. C) The women candidates and persons with disability (more than disability) may be allowed a relaxation of two years för Ph.D. in the maximum duration stipulated above at (V 11) (A). In addition, the women candidates may be provided Maternity Leave / Child Care Leave once in the entire duration of Ph.D. for up to 24() days. However, this maximum duration of two years includes one year extension under exceptional circumstances, to the satisfaction of the Vice Chancellor as stipulated in (V 11) (B) and 24() days Maternity Leave / Child Care Leave, if allowed to women candidates. D) Considering all above conditions, in no case maximum duration to qualify for the award of Ph.D. degree may exceed 08 years maximum duration. E) In case a Ph.D. Scholar is not able to successfully complete the Ph.D. within the maximum duration as specified above VII (A). VII (B) and VII (C) his / her registration will expire and his / her Ph.D. program will stand automatically terminated. Appraisals, Assessments and Evaluation A) An appraisal of the progress of each Ph.D. Scholar will be carried out by DPMC every semester and a Dean's Committee at approximate intervals of every two years. The purpose of these appraisals shall be to provide guidance for enhancing the quality of research and an independent feedback on the progress of the Scholar. The quorum for the DPMC is 4 members, with at least one expert from the Department. B) Once the Scholar has (a) Completed the course work requirement successfully. (b) Pass the Comprehensive test constituted by the concerned Department. (c) Completed the Research Work, (d) Published at least two papers, both of which must be in reputed unpaid, referred, indexed and cited journals (e.g. Scopus, SCI, ACM etc.) A list of reputed referred, indexed and cited journals will be maintained by each department which will be updated at least half yearly. (e) The candidate will be required to; (i) Submit a draft synopsis of the Ph.D. work (ii) Deliver a Departmental presentation followed by Synopsis seminar, which will be open to all faculty members and research Scholars and (iii)

Submit a certificate based on check on plagiarism using standard software. C) Synopsis seminar will be evaluated by DPMC and if found fit for submission, the same shall be recommended by DPMC. The candidate will then be required to submit the final Ph.D. synopsis in the specified format with all suggested modifications included, by a date given by Dean (A&R)/DPMC. D) The candidate will be required to submit hard bound copy of the Ph.D. thesis in the specified format and fulfilling other requirements within two months of the submission of the final Ph.D. Synopsis. The format E) If a Ph.D. Scholar fails to submit the Ph.D. thesis in the specified format fulfilling all the requirements within the date approved at the time of the Ph.D. synopsis presentation, then the following procedure is to be followed (a) (b) (c) (d) (e) The Ph.D. Scholar may apply to the Dean (A&R) through the Supervisor(s) and the HOD, for grant of some more specific time for submission of the Ph.D. Thesis. The Supervisor(s) may forward the application to the Dean (A&R) through the HOD either supporting the extension or rejecting it, with full justification in either case. The HOD would give his/her own comments and send the application to the Dean (A&R). After giving full consideration and examining the progress of the Ph.D. Scholar from the date of registration, the Dean (A&R) would give recommendation to the VC for final decision and approval. In any case, the extension for submission of the Ph.D. thesis cannot be more than a month from the earlier given date for submission. The VC will give his final decision and approval. In case, a Ph.D. Scholar fails to submit the Ph.D. thesis even within the granted extended period, his/her Ph.D. synopsis and the seminar shall be treated as cancelled. He/she has to start the process of submitting fresh Ph.D. synopsis and giving a fresh Ph.D. synopsis seminar following the normal procedure. No second extension will be granted. G) Both the points' viii E) and F) above are applicable only within the valid period of the Ph.D. Registration as per Clause (vii). In case it spills beyond valid Ph.D. registration period, the Ph.D. registration will stand automatically terminated. After termination the process of renewal of the Ph.D. registration has to be followed, if the Ph.D. Scholar so desires. H) Nomination of Panels of Examiners: (a) (b) (c) (d) (f) Two panels of examiners with brief bio data each consisting of five experts having long experience and good standing in the relevant field of the Ph.D. work, will be proposed by the DPMC in consultation with the Supervisor(s) to the Dean (A&R) who on accepting the same shall get it approved by the Vice-Chancellor. The first panel will have experts from within India geographically spread over the entire country and the second panel will have experts from outside India spread over different continents. The Vice-Chancellor will finalize the examiners, one from each panel, to whom the thesis will be sent for evaluation after obtaining their consent. The approved Examiners will be approached, along with copy of the synopsis seeking their consent. In the event of consent not being received from the examiners within 15 days from the date of sending of formal request, next set of examiner(s) are to be approached. Further if situation arises where the next of examiners fail to respond, then Supervisor(s) are required to prepare a fresh panel of examiners for review of the VC. The Supervisor(s) shall be the internal examiner(s) and will be required to give an evaluation report on the thesis on the prescribed format attached as Appendix-D. 1) Evaluation Report (a) (b) (c) (d) (e) (f) The external examiners are supposed to give their evaluation reports with their recommendations in a prescribed format within 10 weeks of the receipt of the thesis. If the report(s) of the external examiner(s) are not received within the specified period of 10 weeks, the Registrar may send a reminder to the concerned examiner(s) to expedite the reports positively within two weeks of the receipt of the reminder. In any case, if the report(s) are not received even by the extended period, the Registrar would put up a note to the VC to this effect, who may approve the name(s) of other examiner(s) from the appropriate category of the panels. The Registrar would send the thesis to the new examiner(s) following usual procedure. This process can continue till the particular category of panel is exhausted. However, the VC may like to terminate the panel(s) at any point of time. In case, the panel(s) gets exhausted or is terminated by the VC, the VC may seek fresh panel(s) from the DPMC through Dean (A&R). The Registrar would send the thesis for examination to the examiner(s) as approved by the VC from the appropriate new panel(s). 19 (h) (j) (k) (1) If both the panel(s) in each category either get exhausted or are terminated by the VC, the VC may decide the next course of action in consultation with the Dean (A&R). The Recommendations and the evaluation reports from all the examiners including the Supervisor(s) will be placed before the Vice-Chancellor for further action. If the Vice-Chancellor finds the recommendations and the evaluation Reports from all the examiners (i.e. including internal examiners) satisfactory, the date of final Viva-Voce examination will be decided in consultation with the External Indian Viva-Voce Examiner. The External Indian Examiner will normally be the examiner for the Viva-Voce Examination

(Open Defense). In event of the said expert's non availability, another expert from original panel of Indian examiner will be sent the soft copy of the thesis. On acceptance the reports of the original examiners will be sent to him and she/he will be requested to undertake the viva-voce of the Scholar. Open defense is required to be completed with 24 weeks from the date of submission of thesis to the external examiners. In case, the report(s) and recommendations of one external examiner(s) are not favourable, the thesis would be sent to another examiner, from the respective panel, to be decided by the Vice- Chancellor, for evaluation. However, if the report(s) and the recommendations from both the external examiners are not favourable, then the Ph.D. thesis will be rejected and the Ph.D. degree will not be awarded. J) K) Re-Registration in case of Rejection of Thesis (a) (b) (c) The candidate may, however, be allowed to renew his/her registration to continue the Ph.D. work on the same topic and under the same Supervisor(s) for another minimum period of one year. A fresh thesis has to be submitted by the candidate within two years but not earlier than one year of renewal. The normal process of the evaluation will be followed afresh. If a Ph.D. Scholar, who has been allowed to renew registration to continue for Ph.D. degree after his/her thesis was rejected, fails to submit the fresh thesis within two years as specified above, his/her Ph.D. renewal of registration will be totally terminated once for all. The registration of a Ph.D. Scholar expires (i) on completion of the allowed maximum period of registration even after granted extension, or (ii) on the final rejection of the thesis, even after submission/re-submission of the Ph.D. thesis. No second renewal of registration is permitted. Open Defence (a) (b) (c) (d) Once the thesis is accepted, the candidate will be required to defend his/her Ph.D. work and the thesis in an open Viva-Voce Examination(s). He/she has to answer satisfactorily the queries of the examiners and others those who are present at the time of the Viva-Voce Examination where the DPMC members shall also be present. On completion of the final Ph.D. Viva-Voce-Examination, the examiners will give their report in the prescribed format. The candidate will be required to submit the final version of the thesis in the required format, incorporating all the suggestions of the Viva-Voce Board, both in hard as well as soft forms within the time limit specified by Dean (A&R). The incorporation of the required changes will be certified by Supervisor(s) and verified by Dean (A&R). On receipt of the final version of thesis, Registrar will present the same along with reports of all examiners to the Dean (A&R) who in turn will forward the same along with his observations, if any, to the Vice Chancellor who shall finally decide on award of Ph.D. degree to the candidate or otherwise. A Provisional Certificate would be issued to the candidate, if applicable. The final degree will be awarded in the ensuing convocation. (ix) Re-Registration for Ph.D. Degree A) On the final expiry of the registration, even after renewal, due to expiry of the period as above or final rejection of the thesis as above, the registration will be terminated. B) However, if the Ph.D. Scholar desires and gives proper justification, may be allowed to re-register for Ph.D. afresh. The re-registration will require the Ph.D. Scholar to take up a new current topic with new and/or earlier Supervisor(s). The maximum period for the re-registration will be three years including all extensions and the minimum for submission of the new Ph.D. Thesis is two years. Following the normal 20 (x) (xi) (xii) (xiii) (xiv) procedures and the Ph.D. regulations, the Ph.D. Scholar must submit the new thesis within three years, but not earlier than two years of re-registration, failing which, the re-registration will be terminated and he/she will not be allowed for any further registration. C) The evaluation process for the thesis submitted under re-registration will be the same as for the new registration. Premature Cancellation of Registration A) The Ph.D. registration will be cancelled in any one of the following eventualities by the competent authority: (a) If he/she absents himself/herself for a continuous period of four weeks without prior intimation/sanction of leave. (b) If he/she resigns from the Ph.D. Program. (c) If he/she fails to renew his registration in any semester. (d) If his/her academic progress is found unsatisfactory. (e) If he/she is found involved in an act of misconduct and/or indiscipline. (f) If the Ph.D. registration is cancelled on any of the above accounts, re-registration is not permitted at all. Rules Regarding Award of Research Fellowship Attached as Appendix-E Leave and Attendance A) A Scholar will be entitled to leaves as per leave rules formulated by the Institute and amended from time to time. A full time Scholar is entitled to 30 days of leave including leave on medical grounds per academic year. He/she shall not be entitled to mid-semester breaks, summer and winter vacations etc. The leave per semester shall be restricted to 15 and this shall not be carried forward to the next semester. B) The leave beyond 30 days will be without research fellowship. C) Such an extension of leave shall be granted under exceptional circumstances by the Dean (A&R) and only once during the program of the Scholar. Depository with UGC A) Following the successful completion of evaluation process and the

announcement of the award of the Ph.D. degree, a soft copy of the Ph.D. thesis will be sent to the UGC within a period of thirty days. General A) In case a Scholar is found adopting of suspected of adopting unfair means before, during and after the examination or lifting of some other's work(s) and inserting it in his/her project, seminar and dissertation etc. without proper acknowledgement, credit and reference or plagiarizing the dissertation/project report etc., such penal action shall be taken by the institute as may be necessary to up hold the sanctity and integrity of the examination system and the creditability of the institute. B) Notwithstanding anything contained in these Ordinances & Regulations, all the Ph.D. Scholars will be governed by the rules and procedures framed by the University in this behalf, and on matters of general discipline and in force from time to time. The decision of the Vice Chancellor in all matters related to Ph D shall be final and binding on all parties. 21

8. Conditions for Award of Fellowship/ Scholarship/ Stipend / Medals/ Prizes (i) Every year at an appropriate time, the University shall invite applications from Students/Scholars through a notice for the awards to be made. A) All awards, fellowships, research scholarships and other scholarships shall be made on the (ii) (iii) (iv) recommendation of a committee consisting of: (a) Vice-Chancellor - Chairman (b) Director & Academic Head - Member (c) Dean (Academic & Research) - Member (d) Registrar - Member Secretary Subject to the general conditions applicable to all fellowships and research scholarships as laid down in Section iv below, the value, duration and conditions of the award ofUGC fellowships shall be such as are laid down by the UGC. The value and duration of Research scholarships instituted by the University shall be laid down by the Executive Council on the recommendation of the Academic Council. The award of fellowships and research scholarships shall be made subject to the following conditions A) The fellow/scholar will do whole time research work under an approved supervisor on a subject approved by the University. B) The fellow/scholar shall not accept or hold any appointment paid or otherwise or receive any emolument, salary, stipend etc., from any other source during the tenure of the award nor shall he/she engage him/herself in any profession or trade during that period. He/she may, however, undertake teaching assignment of not more than 12 hours a week in the University, where he/she is working without accepting any remuneration. C) The fellow/scholar shall not join any other course of study or appear in any examination after commencing work under the fellowship/scholarship. Provided that the Vice-Chancellor may, on the recommendation of the supervisor, permit the fellow/scholar to join an essential subject/course or a Language diploma course and appear in an examination. D) Unless permitted by the Dean (Academic & Research) on the recommendation of the Supervisor to work for a specified period at some other place, the fellow/scholar shall be required to attend the Department, where he/she is to work on all working days. E) If any information submitted by a fellow/scholar in his application is found to be incorrect, incomplete or misleading, the award may be terminated (by the Academic Council) after giving him an opportunity of being heard. F) If at any time it should appear to the University that the progress or conduct of the fellow scholar has not been satisfactory, the fellowship/scholarship may be suspended or withdrawn. G) The fellow/scholar may, in a special case, be allowed leave by the University without fellowship/scholarship for a period not exceeding three months during the tenure of the award on the recommendation of the supervisor. H) The fellow/scholar shall be required to pay the fee prescribed by the University. 22 (v) (vi) (vii) (viii) (ix) (xi) (xii) (xiii) (xiv) (xv) Postgraduate scholarship instituted by the University shall ordinarily be tenable for academic session i.e. ten month in the first year and ten months in the second year on condition that the scholarship holder produces a certificate of efficiency in studies from the Head of the Department in the subject of study. If two or more candidates are eligible for the award of the last scholarship, the scholarship shall be divided equally between the candidates concerned. The scholarship shall be tenable from the date on which the workload is assigned in the respective semester in all cases. The payment of scholarships shall be made only on receipt of scholar's receipt bills duly countersigned by the Head of Department where he studies. No scholarship shall be drawn for a month unless the scholarship holder has attended the Institution/University regularly in that month. A scholarship holder shall not combine any other course of study without permission of the Vice-Chancellor. A scholarship shall be cancelled, if the scholarship holder fails to secure the examination result as prescribed by the University. If a scholarship holder is unable to appear at the previous examination on account of sickness or any other reasonable cause, the scholarship for the months of March and April shall be paid only if the head of the Institution certifies that the scholar diligently studied for the examination, but was unable to take the examination for reasons beyond control. Such a scholar shall not receive

scholarship during the next session, but shall be entitled to the scholarship during the studies for the final examination, if the scholar passes the previous examination with the requisite standard in the succeeding year in the first attempt. A scholarship holder shall at all times maintain good conduct and behaviour and observe all rules of discipline. A scholarship shall be liable to termination, if A) The scholarship holder discontinues studies during the middle ofa session; or B) The scholarship holder, after he has been given a reasonable opportunity to explain his conduct, is in the opinion of the competent authority guilty of a breach of para (xiii) of the Ordinance. C) The order of termination is approved by the Vice Chancellor. Initially, the University will be awarding fellowships/scholarships to specific course of studies. Details with terms and conditions of the courses of study are as in the following paras: 23 A) Jaypee India Scholarship: (a) Jaypee India Scholarship is being awarded by the sponsoring body i.e. Jaiprakash Sewa Sansthan, New Delhi for those undergraduate students, who are from an economically weak background and are unable to study further, on the following terms & conditions: (i) Student should have passed 10+2/1ntermediate/Sr. Secondary Certification with minimum 80% marks aggregate. (ii) They should have secured a minimum CGPA -7.0 in each semester level or annual level. (iii) They will have to clear each and every subject which has been offered in the respective semesters in their regular attempt. (iv) Jaypee India Scholarship will be awarded to the student on his/her annual basis performance as above. If he/she fails to fulfil the above requirement, the scholarship will be cancelled for the subsequent years. (b) In addition to above, applications of students desirous to take scholarship from Govt. of H.P./ Govt. of India or any other department under Government schemes or on behalf of their parents/employers, will be processed on priority. B) William Webster Merit-Cum-Means Scholarship *Professor William Webster retired as Vice Provost, University of California, Berkeley, USA. He is the Member — Governing Council, Jaypee University of Information Technology (JUIT), Waknaghat and Board of Management, Jaypee Institute of Information Technology (JIIT), Noida. (a) Jaiprakash Sewa Sansthan has setup an initial corpus for the William Webster* Merit- Cum-Means Scholarship to be provided to eligible students from income earned by way of interest from the corpus. The scholarship is being provided to students admitted to Jaypee Education System across the four campuses from the Academic Year 2004 onwards through a transparent mechanism by as scholarship committee setup up for the purpose. (b) Selected students for this scholarship get a tuition fee waiver for the academic year, equivalent to the Tuition Fee of one semester, applicable for the batch of entry of awardees. All scholarship amounts will be adjusted against the tuition fees of the year in which approved. (c) Eligibly Criteria for Award (Fresh Cases) (i) Combined income of parents/guardian should be less than or equal to Rs. 1.5 Lacs per annum. (ii) Merit is determined on the basis of following weightage of marks obtained in classes 10th, 12th and performance in B.Tech. 1st semester. (iii) Class 10th: 15%, Class 12th: 35%, B.Tech. 1st sem.: (iv) The income certificate issued by the Competent Authority (Minimum, Executive Magistrate or Tehsildar) should be enclosed along with the application form. Income Tax returns shall not be accepted as proof of Income. (d) Eligibility Criteria (Continuation Cases) (i) (ii) (iii) (iv) A student shall continue to get the scholarship, in the subsequent years provided he/she fulfils the following criteria: Minimum CGPA of 7.0 on 10 point scale. Combined income of parents/guardian should be less than or equal to Rs. 1.5 Lacs per annum. All recipients in past should fill up the fresh application & attach fresh income certificate.

9. Standing Orders for Conduct of Examination (i) (ii) (iii) Appearance of regular students in the examination will depend on the following terms and conditions A) Minimum 80% attendance is required to appear in the examination of any course including practical courses. B) A student who has been absent from the University for more than six weeks for any reason including medical is not eligible to appear in final examinations. He is required to repeat the semester. C) Students' attendance in a subject will be computed as per total Lectures and Tutorials held in the respective semester course. D) The shortfall of attendance percentage as prescribed by the University, may be condoned by the Vice-Chancellor, if students' reasons are genuine, such as prolonged illness any family casualty or any others which are genuine. E) Candidates shall have to obey the academic rules and regulations. F) Candidates shall have to adhere to the campus discipline as well as all standing orders enforced by the University on them. No Regular candidate will appear in the examination of the University if he/she A) has concealed important information from the University at the time of admission. B) has been prosecuted in any indiscipline case and so decided by the Vice-Chancellor. C) does not possess the minimum academic qualification to appear in the examination. D) does not satisfy all the provisions of this ordinance or/and

any other ordinances which govern the permission to appear in the examination. E) has not fulfilled the attendance requirement. The following Rules and Regulations with regard to examinations shall be applicable to all the candidates who are studying in the University in any mode A) Candidates may opt for the subjects in each semester of degree course, which are being offered in the semesters of the degree examination. Candidate choosing additional subjects to study with the regular courses in the respective year, will have to take prior permission of the Dean (Academic). No permission will be given to take any subject in the respective year of the examination, which is not on offer. B) No candidate shall appear in more than one degree examination. C) A candidate who has passed the first year (semester-I and 11) the Bachelor's degree or equivalent and similarly examination of the first year or equivalent examination for a Master's degree from another University may be admitted with the permission of the Vice-Chancellor to the next higher examination of the University for the degree concerned, provided the course taken by the candidate at such other University is equivalent to the course of the University for the corresponding examination. 25 D) No person who has been expelled or rusticated from the University or has been debarred from appearing in the University examination shall be permitted for any examination during the period for which the sentence is in operation. Notwithstanding anything contained in the ordinances relating to admission of candidates to an examination of the University, the Vice-Chancellor may, in special cases in which he/she is satisfied that the delay in submitting the application for admission to an examination is not due to lack of diligence on the part of the candidate and that it would be a great hardship to the candidate, if his/her application is rejected, allow an application, which is otherwise complete in all respects to be entertained with the Late Fee. E) If admission/examination card has been issued in favour of a candidate, the permission given to a candidate to appear at an examination may be withdrawn if it is found that (a) the admission card was issued or permission was given through mistake or the candidate was not eligible to appear in the examination. (b) any of the particulars given or document submitted by the candidate in or with the application for enrolment, admission to a College, Teaching Department or School of Studies or admission to an examination is false or incorrect. F) Permission will not be given to a candidate to appear in the examination hall unless he/she produces the admission/examination or the University identity card before the Invigilator of the Examination Hall. G) In addition to above, the following rules & regulations will also be obeyed by the students in the examination hall (a) In the Examination Hall the candidate shall be under the disciplinary control of the Invigilator of Examination Hall and he/she shall obey his/her instructions. In the event of the candidate disobeying the instructions of the Invigilator or his/her undisciplined conduct or insolent behaviour towards the invigilator, the candidate may be excluded from the day's examination and if he/she persists in misbehaviour, he/she may be excluded from the rest of the examinations by the Controller of Examination. (b) If a candidate acts in a violent manner or uses force or makes a display of force towards any invigilator at the Hall/Examination room or in its precincts, endangering the personal safety of either of them or acts in a manner threatening the authorities in the discharge of their duties, the Controller of Examination may expel the candidate from the Hall and if needed police help may be sought. (c) Ifa candidate brings any dangerous weapon within the precincts of the examination Hall he/she may be expelled from the examination and/or handed over to the police by the Controller of examination. (d) A candidate expelled on any of the grounds mentioned above will not be allowed to appear in the subsequent papers. (e) If a candidate is found guilty of using or attempting to use or having used unfair means at an examination such as copying from some book or note or from the answer of some other candidate or helping or receiving help from any other candidate or keeping with him/her in the examination hall material connected with the question paper or in any other manner whatsoever, the invigilator may cancel his/her examination copy and initiate Unfair means protocol (Annexure-X). (f) In case of a candidate who is unable to appear in the examination due to sickness or other causes, such cases may be treated as special cases after satisfying the genuineness of the cases and as per the gravity of the case, the remedial measures may be provided with the approval of Vice-Chancellor. (g) All Invigilators are required to reach the Examination Hall at least fifteen minutes before the start of the paper after collecting the answer sheets. (h) The Invigilator should ensure that the seating arrangements have not been disturbed and all seats/desks are in order and the students are seated as per seating plan. 26 (i) No student shall be permitted to appear in the examination without the production of University Identity Card, and wearing proper University uniform. (j) Programmable calculators are not allowed in the Examination Hall. Calculators will be allowed whenever

specified by the examiners. (k) Mobile phones or any other electric gadgets except calculators as per clause (X) above will not be carried inside the Examination Hall. (l) Students are advised to write their Enrolment Nos. on the Answer Book, before they start attempting the question paper. They are also required to write their Enrolment No. on the question paper. (m) Answer Books are to be collected immediately after the examination is over, checked with the absentee list, and arranged serially before handing over to the Office of Controller of Examinations. (n) Any Invigilator who is unable to perform invigilation duty should inform the Office of Controller of Examinations well before the examination through any means of communication. (o) Students will not be permitted to leave the Examination Hall till the total time given for the test/examination is over. However, they can be permitted to deposit the Answer Sheet after half of the scheduled finish time is over. In case, the student wants to leave before half-time, the candidate has to submit both question paper and answer sheet together to the Invigilator. (p) Examinee desirous of leaving the examination hall temporarily shall be permitted to do so for a maximum period of 5 minutes. The absence shall be recorded and if the examinee fails to return within this limit of 5 minutes, he/she shall not be permitted to enter the examination hall unless he/she gives convincing explanation. H) Process of answer scripts evaluation and compilation of result process (a) Answer scripts of the respective question papers shall be normally evaluated by faculty members teaching the subject alongwith the Course Coordinator(s) concerned. (b) Course Coordinator(s) shall allot specific questions to the faculty members evaluating answer script for evaluation by them. The Course Coordinator(s) will be responsible for entry of the marks, grades in the result sheet/web kiosk as well as submission of the result to the examination section. (c) After evaluation, showing the Answer Scripts: The answer scripts of all Examinations i.e. T-1, T- 2, Make Up & T 3 Exam shall be shown to the students. Students desirous of seeing the marked answer scripts of T 3, have to ensure their presence before results are declared, as per dates notified in the Academic Calendar. No appeal shall be accepted for scrutiny of grades. (d) All answer scripts shall be submitted to the office of controller of examinations immediately after the declaration of the result. (e) Grading for each course shall be finalized by the grading committee chaired by Dean (A&R). Thereafter the grades will be approved by the Vice Chancellor and subsequently declared/published for all the students concerned by the Registrar. 27

10. Conditions for Award of Degrees, Diplomas and any other Academic Distinctions and Convocation (i) A convocation for the purpose of conferring degrees and making awards shall ordinarily be held every year at the time specified by the University and shall be called Annual Convocation.A special convocation may also be held at such time as may be found necessary and convenient. The actual date of the convocation in each case shall be fixed by the Vice-Chancellor with the approval of the Chancellor. (ii) As per the academic rules and regulation, conditions to award the degrees, diplomas, medals are as under: A) B.Tech. Degree (Engineering) B) C) D) (iii) A) (a) (b) (c) (a) Secures a CGPA equal to 4.5 or more. (b) Earning a minimum course credits as defined. (c) Completing the degree requirement in a maximum duration of six years. This includes the period of rustication/expulsion but excludes duly permitted semester withdrawal. (d) Successfully completing the Industrial Internship. (e) No failure in the core courses. M. Tech. Degree (Engineering) (a) Secures a CGPA equal to 5.0 or more. (b) Earning a minimum course credits as defined. (c) Completing the degree requirement in a maximum duration of three years for Full Time and four years for Part Time Scholars. (d) Successfully completing the Industrial Internship wherever applicable. (e) No failure in the core courses. (f) Conditions prescribed in the M. Tech. Ordinance. M.Sc. Degree (Science/Mathematics) (a) Secures a CGPA equal to 5.0 or more. (b) Earning a minimum course credits as defined. (c) Completing the degree requirement in a maximum duration of three year. (d) No failure in the core course. Ph.D. Degree (a) Based on successful completion of course work/research work and recommendation of thesis evaluators and Viva-Vocee Committee also. (b) Conditions prescribed in the Ph.D. Ordinance. Award of Medals The following medals shall be awarded to the students for each year at the time of the Convocation Chancellor's Gold Medal Vice-Chancellor's Gold Medal The Chancellor's Gold Medal will be awarded to the student who secures first position in the University among all Undergraduate Programs considering all branches streams running in the University. Branch in which a student has been awarded Chancellor's Gold Medal, in the same branch student second in the order of merit will be awarded Vice Chancellor's Gold Medal. 28 (d) The Vice Chancellor's Gold Medal will be awarded to those students who secures first position in each program (UG & PG) considering all streams , branches / separately. However, award of Vice Chancellor's Gold Medal is subject to condition of minimum five (05) students in each program (UG / PG) considering all streams / branches separately except for case mentioned in para I (iv) For the above, a committee will be constituted by VC to examine the cases of gold medal winners. A brief report will be presented by the Committee with comments of their (v) (vi) (vii) (viii) (ix) (x) (xi) (xii) (xiii) disciplines, percentage of each semester, completion of courses and industrial training, behaviour etc. to the Vice-Chancellor for approval, prior to the award of the medals. Ordinarily not less than four week's notice shall be given by the Registrar for holding convocation. This period may however be reduced to ten days in the case of special convocation or in any other case where such a course is considered expedient by the Vice-Chancellor. For all other meetings of the University convocation twenty days notice by the Registrar shall be deemed sufficient. The Registrar shall send a programme of the convocation and the procedure to be observed during the convocation along with a brief to the Chancellor, the Vice- Chancellor, the members of the Governing Council, the Academic Council, the Executive Council and Deans of the faculties. The candidate desiring to receive degree in person must apply to the Registrar 15 clear days before the day fixed for the convocation, in the prescribed form, together with the fee as prescribed by the University intimating their intention to be present at the convocation provided that the Vice-Chancellor may in special cases permit the receipt of late applications upto seven days before the date of convocation, if such applications are accompanied by a late fee as fixed by the University. Such candidates as are unable to present themselves in person at the convocation may apply for receiving their degrees in absentia in the prescribed form one month after the date of convocation along with a fee as prescribed by the University. Every degree shall bear the signature of the Pro-Chancellor, the Vice-Chancellor and the Registrar. The date on the degrees whether to be awarded at the convocation or otherwise will be the same as the date of the declaration of the result of the examination for which the degree is being awarded. Dignitaries such as the Chief Guest, Guests, the Chancellor, the Vice-Chancellor, the Deans, the Registrar and the Member of the Governing Council, the Executive Council and the Academic Council shall wear such academic costumes as is approved by the Governing Council. A candidate at the convocation shall wear the academic costume of the University appropriate to their respective degrees. No candidate shall be admitted to the convocation, who is not in proper academic costume. Degrees will be distributed to the candidates

attending the convocation at the place time and day specified by notification before or after the convocation as decided by the University. The Chancellor, the Vice-Chancellor, the Deans of faculties, the members of the Governing Council and Academic Council and the Registrar shall assemble at the place notified at the appointed hour and shall walk in procession in the following order to the convocation hall: 29 A) B) C) D) E) F) G) H) I) J) K) The Registrar Members of the Academic Council Members of the Executive Council Members of the Governing Council Deans Directors The Vice-Chancellor The Chief Guest, if any The Guest(s) Pro-Chancellor The Chancellor (xiv) (xv) (xvi) (xvii) (xviii) (xix) The Chancellor, Pro-Chancellor, the Chief Guest and other Guest(s), the Vice- Chancellor, Directors, Deans of the faculties, members of the Academic Council, the Registrar and such other persons named by the Executive Council shall take their seats on the dais in places reserved for them. The candidates present at the convocation shall take their seats at the places reserved for them before the procession enters the convocation hall. As the procession enters the convocation hall, all shall rise and remain standing until the members of the procession have taken their respective seats. The Chancellor, Pro-Chancellor ,the Vice-Chancellor and the members of the Governing Council, the Executive Council and the Academic Council having taken their places, the Chancellor or the Vice-Chancellor shall pronounce. "The convocation of the JUIT has been called to confer the undergraduate degrees, postgraduate degrees, doctorate degrees, diplomas and other academic distinctions upon the candidates who have been certified to be worthy of these degrees" The Honorary Degrees, if any shall be conferred immediately after the opening of the convocation. The recipient of the Honorary Degrees shall be presented ordinarily by Vice-Chancellor, who will read about his qualifications. The following shall be the order of the presentation A) Honorary Degree B) Ph.D. Degree (in Engineering/Science/Management/Humanities/Social Science etc.) C) M. Tech. Degree (in Engineering/Science/Mathematics) D) M.Sc. Degree (in Science/Mathematics) E) B.Tech. Degree F) Diploma G) Vice-Chancellor Gold Medal H) Chancellor Gold Medal The Deans of their respective faculties and in their absence the Registrar shall present all the candidates for various degrees under the faculty and the Vice-Chancellor shall admit the candidates present also in absentia to the degrees concerned. The citation for the Deans of the Faculty and the Vice-Chancellor shall be 30 A) B) C) D) E) (XX) (xxi) (xxii) (xxiii) (xxiv) (xxv) (xxvi) "Sir, I present to you this/these candidate/candidates, who have been examined and found qualified for the To which I pray he/they may be admitted." degree of The Vice-Chancellor shall address each time as follows while awarding the degree say to the candidates, who shall remain standing. "By virtue of the authority vested in me as Vice-Chancellor of the University, I admit you to the degree of in this University and charge you to prove worthy of the same. The candidates shall acknowledge with a bow. the recipients of the degrees shall remain standing while the Dean and the Vice-Chancellor admit the candidates to the degrees. After the degrees have been conferred, the Registrar shall declare the number of Degrees/Diplomas that have been conferred on Regular and Private candidates present in the convocation and also in absentia. The Chancellor, or in his absence the Vice-Chancellor, shall then present the medals and prizes to the recipients of the medals/prizes, who shall be called individually by the Registrar and shall stand before the Chancellor or the Vice-Chancellor, as the case may be, the names of the recipients shall be read out by the Registrar. The Vice-Chancellor will then present the annual report of the University. The Chancellor, and in his absence the Vice-Chancellor, will then introduce the chief Guest and request him to address the convocation. The Chief Guest will then deliver the convocation address. The registrar with the permission of the Chancellor, and in his absence with the permission of the Vice-Chancellor will then declare the convocation close. The procession will then leave the convocation hall in the reverse order in which it had entered. All shall remain standing till the procession moves out of the hall. Notwithstanding anything contained in the ordinance the Chancellor may suspend holding of the annual convocation or convocations. In such case the degrees will be sent to the candidates duly signed at their address. The Registrar shall notify the suspension of the convocation and invite applications from the candidates, who desire to take the degree. The degree will be sent to those candidates, who have applied for obtaining the degrees on payment prescribed by the University. 31 It is certified that Mr. Ms. S/0/D/0. Sh. Appendix-A CERTIFICATE (For Sponsored Candidates only) is currently working with 2. (Name of organization or Institution) in the designation Since The organization has no objection to his/her applying for the Ph.D program with the Jaypee Education System institutions (J11T-N0id& JUIT-Waknaghat JUET-Guna). It is also certified that, the candidates, if selected, shall be spared for the Ph.D program as and when required by the Institutes, in that the candidate shall be allowed

to attend all the classes for the course(s) work and also interact regularly with the supervisor or DPMAC as an when required or as per laid down periodicity or attend the seminars etc as per laid down schedules, by the institutes. (Signature) Name of Head of Organization Designation Date Place Office Seal Appendix-B The procedure to be followed for enrolment and registration effective from the current academic year will be as follows: Step-I (first week) l. Each Ph.D. Scholar upon admission will be provided with first two pages of the revised

Form-I in duplicate. The Scholar will be required to fill this form in duplicate and submit one copy to the Registrar and the other copy to the Head of the Department concerned. The student is also advised to keep a soft copy of the filled form for his records and use in future

2. The student will be required to report to Registry on a specified date for the purpose of enrolment on the system and completion of documentation. The students shall be required to submit all the documents that have been mentioned in the admission offer letter and get the originals verified before being enrolled on the same day. Deficiencies if any in the document would need to be supported with an undertaking Pro forma

3. Registrar upon receipt of the Form-I, page I & 2 will authenticate the data and allot of enrolment number. The list of authenticated candidates along with their enrolment numbers will be forwarded by the Registrar to all Directors, Deans and HoDs within three days of enrolment. The files of Ph.D. students department wise shall be collected by the Ph.D. program coordinators of the departments from the Registry after three days of the date of enrolment

4. Upon enrolment of Ph.D. Scholars, a Ph.D. Scholar Induction Programme would be conducted in the University (as per the date and time to be specified by the Dean before the admission process) where in all enrolled Ph.D. Scholars would be invited. This induction programme will be organized by Dean (A&R) and Registrar jointly and will be attended by the Vice-Chancellor, Directors, Deans and HoDs. Step-2 (first three weeks) 5. HoDs on receipt of the file of the Scholar along with

Form-I will attach pages 3 and 4 of the form and complete the same in steps as numerated below in consultation with the Dean (A&R). They shall maintain a complete record of each Scholar in their Department and forward a copy of Form-I, page 3 and 4 duly filled and completed to the Registrar for his records in due course of time

6. After about one week of the induction programme, the enrolled Scholars will be invited for a meeting with concerned HOD and Dean (A&R) wherein the candidates' Supervisor(s) and suggested area & topic of research would be decided and recorded on page 30fForm- I 33

7. After finalization of Supervisor(s), meeting of the respective Supervisor(s) concerned HOD and Dean (A&R) will be held to finalize and recommend DP MC members which shall be recorded on page 3 of

8. Upon approval of DPMC, a meeting of the full DPMC will be convened by Supervisor(s), and HoDs in consultation with Dean (A&R) to decide course work to be assigned and this shall be recorded on page 4 of

Form-I and thereafter page 3 and 4 of Form-I shall be forwarded to the Registrar by concerned HoDs along with the files of the Scholars

9. Registration of Ph.D. Scholars in course work will take place thereafter, as advised by DPMC and recorded on page 4 of Form-I. IO. DPMC while assigning the course work to the Scholar will keep in mind the following: (i) The assignment of the course work shall be strictly in accordance with the Ph.D. ordinance and regulations in force. (ii) The courses would be relevant to the area and topic of the research of the Scholar and shall be for the purpose of enhancing the knowledge of the Scho lar and preparing him/her for research. (iii)A full time Scholar should be able to complete the course work assigned within a maximum of first two semesters of their enrolment and sponsored category/part time Scholars should finish their assigned course work preferably within first three semesters but in no case beyond four semesters from the date of enrolment. I l. Step-2 shall be coordinated and followed up by the Ph.D. program coordinators of the respective Departments. 34 JUIT WAKNAGHAT FORMAT FOR SUBMISSION OF Ph.D. THESIS l. The thesis must comply with the following format: Size of paper : A4 (ii) Margins : Top : 3 cm, Left : 2.5 cm, Right : 2.5 cm and Bottom : 2.5 cm (iii) Paper quality : Executive bond Rust-Red (iv) Binding: Hard-half leather. Colour: (v) Cover printing should be in Gold. (vi) Volume : About 150-200 pages, with printing on both sides in single column (vii) Font: Times New Roman. (viii) Print on the SPINE (on left binding side thickness edge) : Ph.D., Name of Scholar, JUIT, Waknaghat, Year . (ix) Font size: (i) Top and Inner first pages: Thesis title (18 bold, all cap) Thesis submitted in fulfillmentjbr the requirement o/ the Degree OJ (14 Italics') Doctor of Philosophy (16 bold) by (12) Name of the Scholar (14 bold, all cap) University Emblem Name of the Department (12) Name of the University (12) Address (12) Month (ii) Other pages : (12) Year Chapter numbers and titles (16 bold, all Cap, Centre) Other Headings (14 bold, All Cap, Centre) Text (12) Line spacing (1.5 lines) Section title and numbers (14 bold) Subsection title and mtmbers (12 bold) Ph.D. Thesis Format - 1 Contd. on next page . 35 Contd. from previous page 2. Organization of the thesis should be as given below: B) C) D) E) F) G) H) J) K) L) M) Initial pages may include: Cover (See sample) Inner first page — Same as cover At the back of the first inner page, write under-mentioned copyright information (IO, centre aligned) @ Copyright JAYPEE UNIVERSITY OF INFORMATION TECHNOLOGY, WAKNAGHAT Month Year ALL RIGHTS RESERVED Table of contents (See sample) Declaration by the Scholar (See sample) Supervisor's Certificate (See sample) Preface and Acknowledgement Abstract (Max 250 words) List of Acronyms / Abbreviations (See sample) List of Symbols List of Figures List of Tables Page numbers for all items under serial number 2A should be in Roman at the bottom of the page (Centre aligned) (ii) Main Chapters B) C) D) E) G) H) Chapters to be numbered like CHAPTER l, CHAPTER 2, and so on (16 bold Centre) Chapter Title (16 bold, All caps, Centre) Section Numbers: 2.1, 2.2 . 3.1, 3.2 and so on (14 bold) Section Titles (14 bold) Subsection Number: 2.1. l, 2. I .2 3.1.1, 3.1.2 and so on (12 bold) Subsection Titles (12 bold) Text (12 with 1.5 line spacing) Page numbers of the main chapters and other text material should be like l, 2, 3. and so on, at the bottom of the page and in the centre of the page (Centre aligned). Ph.D. Thesis Format - 2 Contd. on next page . 36 1) J) K) L) M) N) O) Contd. from previous page Figures: Figures should be centrally aligned in the page. Their numbers should Figure 3.1... and so on. Figure 2.1 be Chapter-wise like Figure 1.1 Figure captions should be below the figure after a space and immediately after the figure number and centrally aligned. Font size for Figure numbers will be IO bold and for captions it will be 10. Figure 3.2: Result of experiment Tables: Tables should be centrally aligned in the page and their numbers should be Chapter-wise like Table 1.1 Table 2.1... Table 3.1... and so on. Captions of the tables should be at the top of the Table along with Table number. The font sizefor the Table numbers will be 10 bold and for the Table caption 10. Table 1.2: Result of experiment Reference numbers should be given like [11, [21, [31 and so on in the IEEEformat. References (Title: 16 bold, centre aligned, all cap) IEEE format for references Font size: 12. Example: [52] Langelaar G. , Setyawan 1., Lagendijk R.L., "Watermarking Digital Image and Vicleo Data", IEEE Signal Processing Magazine, vol. 17, pp. 20-43, Sep. 2000. [53] Langelaar G.C., Lubbe J.C.A., Lagendijk R.L., "Robust labeling methods for copy protection Qfimages", Proc. SPIE Electronic Imaging '97, Storage and Retrieval for Image and Video Databases V, San Jose, CA, pp. 298-309, Feb

1997. Appendices should be titled as APPENDIX A, APPENDIX B and so on.(16 bold, centre aligned, all cap) Body text (12 with 1.5 line spacing) Sections heading: A.I Section titles (12 bold) Subsection titles (10 bold) List of author's publications, same style as for references. Synopsis (Title: 16 bold, Centre

aligned, all cap) to be attached after the appendices. 37 Body Text (12 with 1.5 line spacing) Synopsis pages should be numbered as Synopsis-I, Synopsis-2 and so on. Ph.D. Thesis Format - 3 38 Appendix-D CONFIDENTIAL DEGREE OF DOCTOR OF PHILOSOPHY (Ph.D.) : THESIS EVALUATION REPORT - in respect of --------in faculty --------has been evaluated by me The Thesis entitled and my recommendations are as follows: (a) The Thesis is recommended for the award of Ph.D. Degree, or (b) The Thesis is recommended for the award of Ph.D. degree subject to the candidate giving the satisfactory answers to queries specifically mentioned in the repon at the time of Viva-Voce examination, or (c) The candidate be allowed to resubmit the Thesis in the revised form, or (d) The Thesis is rejected. The detailed report leading to above recommendations is as follows (attach separate sheet if required): Signature.... .... Name of Examiner . Date Note: The report may kindly be sent to the Registrar, Jaypee University of Information Technology, Waknaghat, Teh. Kandaghat, District Solan, H.P.-173234, India in a sealed cover or emailed to registrar gjuit.ac.in or rakesh.bassi@juit.ac.in 39 Appendix-E RESEARCH ASSISTANTSHIP - Ph.D. SCHOLARS l. To standardize the parameters for grant of Research Assistantship (RA) the instructions listed in succeeding paragraphs may be complied with, while filling up the pro forma and approving the same

2. Eligibility: All regular full time Ph.D. Scholars are eligible for award of R.A, provided they are not in receipt of any other assistantship/scholarship/fellowship/salary etc. from any organization/institution/agency/source

3. Duration: The RA will be paid for only up to minimum duration of Ph.D. programme as per Ph.D. ordinance in force. Continuation of RA ship will be based on review of progress at the end of each semester and conditions as given below • (i) Progress made at the end ofeach semester is adjudged to be 'good'. (ii) R.A. ship will stand withdrawn automatically if : A) Scholar secures less than B grade in any registered subject, or B) Scholar is debarred in any of the registered subject. or C) Unsatisfactory performance in the work load allocated. or D) DPMC doesn't recommend continuance of RA ship. (iii) In exceptional cases, RA ship may be extended up to maximum of one academic year at the sole discretion of Vice-Chancellor

4. Type of RA ship required to be performed by the Eligible students The scholars may be allocated by the Director HoDs, for the following: (i) Assistance in tutorial classes for UG programmes (ii) Assistance in Lab Classes for UG programmes.(iii)Assist Director/HoD, nominated Supervisor(s), M. Tech programme Co- ordinator(s) or faculty In-charge Assistantship coordination etc for ; A) Record keeping in the Department. B) Development of Labs C) Stock taking of Labs/Stores D) Literature survey E) Report preparation (iv) Tabulation of Results (v) Invigilation Duties (vi) Any other work assigned by Director/HoD/Institutional Authorities. Note: Under no circumstances Research Scholars shall be allowed to do evaluation or grading tasks of any kind. 40

5. Attendance: All Scholars in receipt of RA would be required to mark daily attendance in biometric machine installed at various places. This shall be used for the purpose of accounting for the leave that a scholar is entitled

6. Vacation / Leave: The scholars shall be entitled to 15 days of leave during a semester. However, they will not be entitled to any vacations/Mid-semester or End Semester breaks. Leave record shall be maintained by the Registry. Leave shall be sanctioned by the Director HoDs only. No student should be allowed to proceed on leave unless the leave has been approved by the Director/HoD in writing on an application. The approved leave application shall be sent to Registrar by Director HOD for records. Any absence beyond 15 days in a semester shall be treated as leave without RA ship

7. Teaching Load: The total load of 8 hrs per week shall be assigned to the scholars under arrangement by Director HoD

8. Research Assistance Ship Claims: Research Assistantship claims shall be th submitted in the enclosed pro forma by 5 day of the succeeding month to the respective Director/HoD, who shall forward the same to Registrar, after th due verification, by 8 day of the succeeding month

9. Research Assistantship for JRFs: the Research Assistantship for JRFs who have registered for the Ph.D. programme shall be paid out of the project grants up to the duration of the project. Thereafter, the RA Ship will be paid from the Institutional funds but only up to the minimum duration laid down in Ph.D. ordinance in force as per the norms of the JUIT. Should there be a need for extension beyond the minimum

period the RA ship grant shall be reviewed by the VC based on the recommendations of the DPMC. IO. In case a Research Scholar leaves Ph.D. programme before completion without a genuine reason, he/she will have to refund the total amount of Research Assistantship paid to him/her. However, the genuineness of the case shall be viewed by the Institution Committee to be composed on orders of the VC & its recommendations to be duly vetted and approved by the VC. 41 Annexure-I EXAMINATION AND EVALUATION SYSTEM l. Theory Courses (For All Courses) The theory courses will be evaluated by three examinations (T-l, T-2 and T-3) with total weightage of 75% and Teachers assessment of 25%. Teachers Assessment will be based on Assignments, Quizzes, Homework, and Regularity in Attendance and Tutorials etc. decided by the Course Coordinator/Respective Teacher. Marking Scheme, duration of each Examination and coverage of Syllabi will be as under:- Examination Total Marks Duration Syllabi Coverage -1 15 1 -Hour -2 5 1.5-Hour ake-up 15 / 25 1.5-Hour Courses up to ourses up to ourses up to T-2 -1 -2 -3 5 -Hour ole ourse * For Special cases (Medical or other) Make-up Examination will be conducted after T-2, for those candidates who could not appear for T-l or T-2 or both examinations. The prior approval of such cases is given by Honourable Vice Chancellor

2. Practical Courses (For All Courses) The evaluation of Practical / Laboratory / Workshop work will be based on following:- (i) Day to day work.(ii) Mid Semester Lab Test. (iii)End Semester Lab Test. Marking Scheme (Out of 100%) of the above mentioned parameters is defined as under:- A) Day to day work (60% Marks): Break-up of Day to day work will be as follows i. Attendance 15% ii. Quantity & Quality of Experiments including Performed, Learning laboratory Skills and handling Laboratory Equipment, Instruments, Gadgets, Components, Materials and Software etc. 30% iii. Laboratory record 15%. B) Mid Semester lab-viva/test (20% Marks) C) End Semester lab-viva/test (20% Marks) 3. Projects (Major) (All Courses) (i) Students are required to register for the project as specified in the Academic calendar. The credits to be registered in each semester, if the project runs for more than one semester, shall be governed by the approved curricula. Quality of project work will be based on student's regular one to one meeting and discussion with the supervisor. Enthusiasm, zeal and the work put in by the candidate. Systematic and scientific approach to the work 42 followed by the candidates. Hence A) The students must meet their supervisors Immediately after the lists of projects assigned to them are displayed and commence their projects. B) The students must meet and report to their supervisors at least twice a week on appointed days and time. C) The students should maintain a logbook of their day to day activity and get it signed by the supervisors twice a week during their meetings. D) There should be regularity and timeliness of interaction with the supervisor. The evaluation of the projects will be carried out following the detailed procedure. The evaluation method is separate for undergraduate courses (B. Tech) and postgraduate courses (M.Sc and M. Tech) B.Tech Projects The project work will start in seventh semester and will be completed in eighth semester. Evaluation scheme to be followed in each semester while evaluating for awarding the grades is as under: th For evaluation at the end of 7 semester: 1. Day to day work to be awarded by Supervisor — 40% Marks

2. End Semester Evaluation by a panel of Examiners (Report, Presentation and VivaVoce) 60% Marks th For evaluation at the end of 8 semester: 1. Day to day work :30% marks to be awarded by the Supervisor(s)

2. One Mid-Term Seminar on the project work for 20 minutes followed by Viva-Voce: 20% marks to be awarded by a panel(Supervisor and one faculty nominated by HOD)

3. End semester evaluation including Project Report/ Thesis: 40% marks to be awarded by the Panel

4. Significant /Special contribution to be awarded by Panel of examiners —10% Marks

5. The following may be considered for significant/special contribution: Paper publication or publication of good quality, Practicality/novelty of the Theory, Model, Product or Design etc. Note: A+ Grade for project work may be awarded only if high quality significant contribution is made by a candidate in dissertation work and in all such that contribution should be highlighted in the examiners' report. M.Sc/M.Tech Projects (Dissertation) 1. 2. 3

4. Each M. Sc/M. Tech candidate shall be allotted a dissertation supervisor towards the end of second semester by the HOD concerned. Supervisors shall allot the topic of dissertation to the candidates allotted to them either before proceeding for the summer vacation or in the first week of third semester. It would be preferred that topic is allotted before students proceed on summer vacation so that the students can utilize

summer vacation for preliminary dissertation work. The format for submission of final dissertation report (comprising work done in both third and fourth semesters) is as attached with the rules. Supervisors while awarding marks of their candidates for day to day work may create 3 43 to 4 sub components keeping the following points in mind. (i) Regularity and timeliness of interaction with the supervisor. (ii) Quality of discussion with the supervisor. (iii) Enthusiasm, zeal and the work put in by the candidate. (iv) Quality of work, systematic and scientific approach to the work followed by the candidates etc

5. The final evaluation of the dissertation (i.e. at the end of 4th semester) shall be carried out by a committee consisting of Supervisor, HOD or his nominee and an external expert. The evaluation of dissertation at the end of the third semester shall be carried out by a committee consisting of Supervisor, HOD or his nominee and a nominee of Dean (A&R)

6. Distribution of percentage of Marks (i) Evaluation during and at the end of Third Semester A) Day to day work to be awarded by - 40 Marks by the Supervisor B) End Semester Evaluation by a panel of- 60 Marks by the Examiners (ii) Evaluation during and at the end of Fourth Semester A) Day to day work to be awarded by -40 Marks by the Supervisor B) End Semester Evaluation by a panel of-50 Marks by the Examiners C) Significant/special contribution to be -10 Marks awarded by Panel of examiners (a) The following may be considered for significant/special contribution: (i) Paper publication or publication of good quality, Practicality/novelty of the Theory, Model, Product or Design etc. Note: A+ Grade for dissertation may be awarded only if high quality significant contribution is made by a candidate in dissertation work and in all such cases that contribution should be highlighted in the examiners' report. (Separate Grades will be awarded at the end of Third and Fourth Semesters) Seminar and Term Paper for M. Tech. (i) Each student shall be allotted an area / topic for seminar and term paper towards the end of second semester to be pursued in third semester. HOD will allot a teacher (Supervisor) to each student for seminar and term paper sometime in April every year. (ii) Each student shall deliver two seminars, one to be termed as Midterm seminar which will be held between Tl and T 2. The dates will be decided by the Supervisor in consultation with HOD concerned. (iii)The second seminar will be known as End Term seminar which will be held either immediately before T 3 or immediately after T 3 as decided by the Supervisor in consultation with the HOD. (iv)The students will submit a report at least two days prior to each seminar date. Both seminars will be on term paper and Midterm seminar report which is to be about 15 to 20 pages length and should be based on consultation of IO or more research papers / technical articles etc. End term report should be based on 10 or more research papers / technical articles etc. in addition to those covered in Midterm seminar and this report should be about 30 pages length and should include the papers covered in Midterm also. This report will be known as Term Paper. Its format should be that of an IEEE paper. 44 (v) The Supervisor will conduct some practice sessions to train the students in report writing and seminar delivery. (vi)Evaluation parameters of the seminar should include write-up submitted by the student punctuality of submission of write-up, delivery of the seminar, responses to questions raised in the seminar, contents of the seminar, write-up and organization of the material and its presentation. (vii) Midterm and End term reports and seminars shall be evaluated by a panel of examiners which shall consist of two members A) B) (viii) A) B) C) D) E) teacher-supervisor assigned to the student and nominee ofHoD. Distribution of Marks Day to day work done prior to Midterm -20% Day to day work done after Midterm &upto End Term seminar-20% Midterm seminar and report -20% End term report "TERM PAPER" -20% End term seminar -20% 4. Industrial Project (for condensed semester students) B.Tech (i) B.Tech students who proceed to work in last semester of their program for completing their Project in Industry shall be allotted an External Supervisor from the industry/organization in which they work for their project. (ii) The External Supervisor from the industry/ organization shall be appointed by the appropriate authority of the industry/organization and communicated to HOD concerned and Dean (A&R) in the beginning of the semester. (iii) Student shall work on the problem identified and the work plan for the semester defined by the External Supervisor for the Industrial Project work. (iv) The External Supervisor and the candidate shall always remain in touch. The evaluation of the industrial project shall be done by the External Supervisor and the marks/grade awarded to be forwarded to the HOD concerned of JUIT. M.Tech (i) M. Tech students who proceed to work in last semester of the programme for completing their Industrial Project shall be allotted an Internal Supervisor from the concerned department and an External Supervisor from the industry/ organization in which they work for this project. (ii) The External Supervisor from the industry/ organization shall be appointed by the appropriate authority

of the industry/ organization and communicated to HOD concerned and Dean (A&R) in the beginning of the semester. The Internal Supervisor from the department shall be appointed by HOD concerned. (iii)External Supervisor shall forward to the Internal Supervisor, the problem identified and the work plan for the semester within 15 days of the joining of the candidate. The students availing of this option can utilize the summer vacation also for Industrial Project work. (iv)The External Supervisor and the candidate shall always remain in touch with the Internal Supervisor and keep him informed about the progress of the work being done by the candidate on monthly basis. The evaluation of the industrial project shall be done by the External Supervisor and the marks awarded component wise as given in (v) below will be forwarded to the Internal Supervisor with a copy to HOD concerned of JUIT. (v) Distribution of marks: A) To be awarded by Supervisor from Industry (a) Problems statements and identification of work plan -IO Marks (b) Execution of work plan and progress made -40 Marks (c) Total: 50 Marks B) To be awarded by Supervisor from JUIT (a) Interaction with Internal Supervisor upto mid semester -10 Marks (b) Interaction with Internal Supervisor from mid semester to end semester -IO Marks (c) Report, Presentation and Viva-Voce at the end of semester by a panel of examiners consisting of Internal Supervisor, a nominee of HOD and a nominee of Dean (A&R) as approved by VC -30 Marks (i) Total: 50 Marks (ii) Grand Total (1+11): 100 Marks (vi)Grade will be awarded by the Internal Supervisor in consultation with HOD concerned after completion of evaluation work. A consolidated list of students and supervisors allotted to them for Project, (vii) Seminar and Term Paper and Dissertation/lndustrial Project shall be forwarded by HOD to Dean Academic and Research for approval. SEMESTER DURATION A semester will be of approximately 16 weeks duration. Of these, about 14 weeks will be available for actual instruction. Normally a 4 (3-1-0) credit lecture course shall have 42 hours of lectures and 14 hours of tutorials while, 02 Credit practical/lab course will have 56 hours of practical work (28 Classes) and 01 Credit Practical shall have 28 Hours of Practical work (14 Classes). During the semester the actual teaching days are 90 or more as per UGC norms. 46 Annexure-II ATTENDANCE RULES AND REGULATIONS 1. All students are expected to be present in every lecture, tutorial, practical scheduled for them

2. A student must have a minimum attendance of 80% in a course during a semester, in lectures, tutorials taken together or practical courses (as applicable).A student with less than 80% attendance in a course will be debarred from T 3 exam & awarded 'F' grade in that course irrespective of his/her performance in the T l, T 2 exams & T A. The Course Coordinator while awarding the grades will take into account the consolidated attendance record for the whole semester. Students who are deficient in attendance and debarred from T3 exam shall not be allowed to appear for Supplementary Exams

3. A student should meet the above attendance requirement irrespective of the number of days; he/she is on medical and/or other leave for any reason, whatsoever

4. In order to maintain the attendance record of a particular course, a roll call shall be taken in every scheduled lecture, tutorial and practical class. Teacher will record attendance and upload in the web kiosk for the information of students and their parents/guardian

5. The status of attendance of those students who are below 80% will be displayed on notice boards before T l, T 2 & T 3 exams

6. For the purpose of attendance, every scheduled class will be counted as one unit irrespective of the number of contact hours.SEMESTER WITHDRAWAL IN MEDICAL CASES A student who has been absent from classes on the basis of medical advice after due approval of the Dean (A & R) /Director & Academic Head/Vice Chancellor may be permitted to withdraw from the semester. Further if a student is absent from the classes on account of certified genuine medical reasons for duration of five weeks or more will be asked to withdraw from the semester compulsorily. The decision to take a semester withdrawal must be taken minimum 30 days before the end semester examination. Ifa student does not apply for same, he / she shall continue to be registered. INFORMATION REGARDING ABSENCE DURING THE SEMESTER l. A student must inform the concerned HOD who in turn will inform the same to Dean (A&R) immediately of any instance of continuous absence from university

2. A student who is absent due to illness or any other emergency, up to a maximum of two weeks, should approach the Course Coordinator for make-up in quizzes, assignments and laboratory work

3. If a student is continuously absent from the Institute for more than IO days without notifying the Dean (A&R) his/her name will be struck off the rolls of the Institute. It is important that the student and

parents must understand that absence due to Medical reason even though genuine and any other reason (genuine) shall not be over and above the laid down percentage above. Hence it is essential that all students must maintain full attendance to meet the requirement of attendance In case of extreme contingencies. PROCEDURE TO BE ADOPTED IN CASE OF STUDENT BEING ABSENT IN ANY OF THE SPECIFIED EXAMINATION(S) Following procedure is to be adopted for awarding such a benefit /establishing genuineness of the case

1. Action by students (any reason other than Medical): In such cases prior written sanction of VC/Director & Academic Head and in their absence by the Dean (A&R) is mandatory. Student must submit an application along with proof justifying the reason. No post facto requests shall be accepted other than emergency circumstances in any case. The approval should be submitted with the Controller of Examination before the examination(s) 2. Action by the students (Medical Cases) (i) They should report absence from the examination(s) by fastest possible means to the Registrar. It could be email at registrar@juit.ac.in or written communication by speed post or sent by hand through any means. In case of Hosteller's, if a student falls sick, he/she should seek advice of the Institutional Medical Officer before missing the Exam. (ii) The said report should preferably be sent prior to the examination(s), but not later than 5 days of last date of the said examination(s). (iii)The student on rejoining should: Report to the Institutional Medical Officer with complete medical-documents to including referral/prescription slip of the doctor specifically indicating the disease and medicine prescribed investigation/Lab reports and discharge slip in case of admission. Obtain his/her views on the genuineness of the case in the form of a report from the Medical Officer. Submit the documents along with the report with remarks of the Institutional Medical Officer to the Controller of Examination within 5 days of rejoining. (iv)ln case of delay beyond 5 days is anticipated by the student, he/she should arrange for the medical documents to be sent to the Institutional Medical Officer by hand through friend / relative etc. and get the said genuineness report obtained and deposit the same with the Controller of Examination. (v) No request later than 5 days of last date of examination shall be accepted for reasons of ignorance or any other reasons

3. Action by the Controller of Examination (i) Controller of Examination shall compile the list of absentees for each examination as hither-to-for.(ii) The cases shall be put-up to the VC / Director & Academic Head, along with the opinion of Institutional Medical Officer / documents provided by the students. (iii) VC / Director & Academic Head shall record his decision on each case. (iv) The student shall be communicated of the decision, within a period of 10 days of last date of examination

4. Importance of Proving Genuineness: Approving genuineness in each case is prerogative of the VC/Director & Academic Head and student shall have no right to appeal on the same. Therefore student should not make an assumption that reporting sick and obtaining the slip for rest etc. from the Medical Authorities including Institutional Medical Officer is an adequate reason to exempt themselves from the examination(s)

5. Absence from Labs / Project Viva etc.: On numerous occasions students may miss out the 48 Exams for above events on specified dates. They must put up the request, to the supervisor/in charge to allot alternate date(s). The requests shall be put up by the course coordinator to the HoDs, who shall provide alternate date(s), if considered genuine. The decision of HoD will be final. 49 1

2. Annexure-III SUPPLEMENTARY EXAMINATION The supplementary Examinations shall continue to be held as hither-to-fore for the commiserating semesters. The preparatory/coaching classes of 15 days prior to Supplementary Examination may be held at the discretion of the University. A student is entitled to appear in Supplementary Examinations only once, for a subject held immediately succeeding the semester in which fail grade is incurred. Eligibility: Students with "F" grade (Except: Absentees in T 3 or debarred cases either due to attendance or indulging in UFM) are eligible to appear in the Supplementary Examination. (i) Conduct A) Supplementary Examinations shall be held twice in an Academic Session before commencement of next semester or as scheduled in the academic calendar. B) The Supplementary Examination shall be of two hours duration for each subject with 75 as maximum marks. C) The Supplementary Examinations will cover, the entire syllabus, covered in the semester. (ii) Grading A) TA marks obtained by the candidate during the semester will be taken into account with a maximum weightage of 25 marks. B) The total marks obtained by the candidate shall be sum of the marks obtained in the supplementary examination and the TA marks obtained during the semester. C) A student

will be required to score minimum of 20% marks in the supplementary examination i.e. 15 out of 75 to become eligible for a pass grade provided the total marks obtained are 30 or more. D) The highest grade obtainable by a student passing through supplementary examination shall be limited to C+ and the marks boundaries for award of grade for supplementary examination, irrespective of grade boundaries used in regular semester examination, shall be as under: Grade c arks in Supplementary Exam Total Marks (100) ax. Marks (75) 15 and 15 and 15 and 15 or (75+25 TA marks) 250 2 40 and < 50 2 30 and < 40 < 30 (iii) Supplementary for Laboratory Courses Those students who fail in the practical subjects are allowed to take supplementary Examination. For such practical subjects concerned students are required to carry out practical work for minimum 12 hours and then take viva-voce/practical test on the fourth day. The 50 maximum grade awarded for the supplementary Examination shall be up to C+ (four grades comprising F, D, C and C+). Those students who again get F grade will have to register a fresh in the practical courses, whenever next available in the regular semester. (iv) Supplementary for Projects There shall be no supplementary examinations for the projects. However, based on recommendation of Project Guide and the HOD, the student may be given permission to work during vacation towards completion of his/her project. (v) Failed students in Supplementary Examinations If a student fails in the Supplementary Examination, he/she shall have to re-register for the subject, in the immediate following corresponding regular semester, where the subject is on offer. GENERAL RULES: EXAMINATIONS A) Showing the Answer Scripts: The answer scripts of all Examinations i.e. T-1, T-2, Make Up & T3 Exam shall be shown to the students. Students desirous of seeing the marked answer scripts of T 3, have to ensure their presence before results are declared, as per dates notified in the Academic Calendar. No appeal shall be accepted for scrutiny of grades. B) Examination Fee for Supplementary. A fee of Rs. 1000/- per subject or as decided by the university from time to time will be charged from the students. Annexure-IV PROVISION FOR SUMMER SEMESTER To assist the registered students of B.Tech (including Integrated M. Tech) degree in clearing the backlog courses, an additional Summer Semester may be run by the University as per the details below: l. 2. 3. 4

5. Parameters: (i) Duration - Normally 5-6 weeks (ii) Registration for summer courses - Schedule as given in academic calendar (iii)Examinations and Marks - Mid Term (50), End Term (50) (iv)Number of credits - Allowed upto 12 (maximum) except for 4th year students of integrated degree who after 8 semester will not be permitted to register in any backlog course.(v) Students can register for laboratory courses in summer semester, with the cap of a maximum of 12 credits. Upper limit is inclusive of theory courses. (vi)Project work of 10 credits will also be registered, with the cap of a maximum of 12 credits. When a student registers for the project course he/she is entitled to register for additional one/two laboratory subject courses of 2 credit/ 1 credit each respectively. (vii) Late registration shall be allowed only up to first day of start of classes for the Summer Semester. Thereafter, no registration shall be allowed for any reason whatsoever. (viii) Courses offered initially for Summer Semester may be withdrawn at the discretion of the University if the registered number of students in the course is less than 5, 3 days prior to start of the Summer Semester. rd Restriction for 3 year students: (i) The students shall be allowed to register for maximum of two theory courses with a cap of 8 credits. (ii) The students shall be required to give an undertaking that he / she will complete the industrial internship training during the summer break. (iii)No relaxation shall be provided for the attendance requirement in Summer Semester. The student can register only for the courses which are offered. The courses shall be decided by theDean (A&R) in consultation with HoDs and then notified well in advance. Attendance for registered students is mandatory. Attendance rules as for normal semester shall apply for the summer semester also. No deviations in this regard shall be made. Fee structure shall be notified as approved by the university. 52 1. 2. 3. 4

5. Annexure-V CREDIT SYSTEM The prominent features of the credit system are the process of continuous evaluation of a student's performance, the absence of pass or fail on an annual basis and the flexibility to allow the students to progress at a pace suited to individual ability and convenience, subject to the regulations of credit requirements. Each course, except a few special courses, has a certain number of credits assigned to it depending upon its lecture, tutorial and/or laboratory contact hours in a week. A member of the faculty, called the Course Coordinator, coordinates each course. He/she has the full responsibility for coordinating the course, coordinating the work of other members of the faculty involved in that course, holding the tests and awarding the grades. In case of any difficulty, the student is

expected to approach the course coordinator for advice and clarification. A letter grade, corresponding to specified number of grade points, is awarded in each course for which a student is registered. 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 has earned and by the weighted grade point average. A minimum number of credits should be acquired in order to qualify for the programme. Credit Assignment a) Lectures/ Tutorials: One lecture/tutorial hour per week per semester is assigned one credit. b) Practical: One laboratory hour per week per semester is assigned half credit. However, some courses are preparatory in nature and have half the credit weightage of a normal course while a few courses are without credit and are referred to as noncredit (NC) courses. Earned Credits (EC) The credits assigned to a course in which a student has obtained "D" (minimum passing grade) or a higher grade will be counted as credits earned by him/her. EARNING CREDITS THROUGH MOOC'S 1. B.Tech students can avail a facility of earning up to a maximum of 5% credits of their degree requirements through MOOC's

2. MOOC courses eligible for this purpose are the courses offered by NPTEL/SWAYAM/EDX coursers only

3. MOOC courses can be taken in respective area only in lieu of Elective courses such as HSS Electives, Science Electives, Open electives, Departmental Electives. No core, lab or project courses can be dropped in lieu of MOOC

4. A student desirous of opting for a MOOC shall submit an application not later than one week prior to the scheduled normal date of semester registration to the concerned HOD/ Dean (A&R) giving the following details: (i) Course Title, Agency Offering MOOC, Examination System and Credits of the Course.5. 6. 7. 8. 9. (ii) Timing and duration of the course and its examination centres. (iii) Centres for conducting of examination, facilities at the centre of the examination. (iv) The course to be dropped in lieu of the MOOC, transcript and electives opted in current semester. On receipt of the application by the HOD/ Dean (A&R), the HOD/ Dean (A&R) shall constitute a committee of at least 3 members with himself as Chairman and two other members. This committee shall examine the proposal in detail regarding course contents, examination system, suitability of the course and equivalence of course as per the University norms and give its recommendations for approval or non-approval including any special conditions to be imposed. The application along with the recommendations of the committee shall be discussed by the HoD/Dean (A&R)with the VC in a meeting for final approval or rejection of the proposal. Fee and other charges, if any, payable to MOOC providing and certification agency shall be borne by concerned student at his/ her own level. The student shall submit to the Registrar the original certificate issued by MOOC authorities along with a photocopy of the same. The original will be returned after verification and verification shall be certified by the Registrar on the photocopy which shall be kept in records. An equivalent Grade corresponding to grade/ marks awarded by MOOC agency shall be determined by a committee consisting of Dean (A&R) and an HOD. This equivalent Grade shall be shown in the transcript and accounted in the SGPA and CGPA calculations. 54 1

2. Annexure-VI REGISTRATION FOR COURSES Registration (i) Registration Methodology for the Courses in various Semesters A) Priority-I - Backlog Courses on offer.B) Priority-2 - Core Courses of the semester. C) Priority-3 - Compulsory electives like HSS. D) Priority-4 - Other electives on offer as per the curricula structure E) Priority-5 - Courses for improvement of grades (on offer and subject to the credit limit requirement). (ii) It shall be responsibility of the student to plan and register for the Backlog Courses as and when these are offered. The time table shall be drawn based on the core courses and electives registered during the pre-registration process. (iii) A student may however, register for lesser courses so that the total credits are in the range of 15 to 28 in a regular Semester. (iv) On the recommendations of the Dean (A&R), a student may be allowed to register for a maximum of 32 total credits in a Semester depending on the specific needs of the undergraduate programme. In such cases the permission has to be sought from VC. (v) A student shall not be permitted to register for a course unless he/she passes the course which is a pre-requisite to that course (if applicable). Minimum Number of Students to be registered in a elective Course (i) An elective Undergraduate Course shall run only if there is a minimum registration of 25 students in that course. Under special circumstances, an Elective Course may be run with registration of less than 25 students with prior permission of the Vice Chancellor. th th (ii) Students of 8 & 9 semester may be allowed to register for Backlog Subjects when the Number of Students

is less than 5 and where the course(s) are not offered in the regular ongoing semester but within the credit limits purely at the discretion of the Vice- Chancellor. A) Such students would be allotted faculty for the subject(s) with whom they will be provided three contact hour per week. B) Under the guidance of the assigned Tutor(s), they will carry out the assignment and studies. C) T 1, T 2 and T 3 Exam and TA component will be conducted as schedule. D) This arrangement may be extended during Summer Semester also purely at the sole discretion of the Vice Chancellor.

3. Addition, Deletion and Withdrawal from Courses A student shall have the option to add-on or drop courses from the list of registered courses on or before a date notified in the Academic Calendar or as laid down in the procedure instructions.A student may also be allowed to withdraw from a course up to one week after the commencement of the Semester. For this purpose, the student has to submit his/her application on a prescribed form, available in the Academic Section of the University. This process should be duly approved as given in Performa. 56 Annexure-VII GRADING SYSTEM The following shall be the structure of grading for academic performance of the students: 1. Award of Grades i. Students obtaining grades A(+) to D, shall be declared pass. ii. Students failing in subject will be awarded F grade

2. The grades shall be decided on the aggregate of evaluation of all the components: i. For theory: Aggregate of Three written tests, T-1, T-2, T-3 and Teachers Assignments ii. Laboratory Courses: aggregate of day to day working and term exams iii. Major Projects shall be evaluated & graded as given Annexure I 1. The following shall be the structure of grading for academic performance of the students: Grade c x 1 2. Description of Grades A Grade Point IO 9 8 7 6 5 4 Description of performance Outstanding Excellent Very Good Good Average Below Average Marginal Very Poor Audit Pass Audit Fail Withdrawal Continued Project Incomplete An "A+" grade stands for outstanding achievement. The minimum marks for award of an "A+" 57 grade is 80%. However, individual course coordinators may set higher marks requirement. B and C Grades "B" and "C" grades denote performance ranging from Very Good to Below Average. These are decided based on the relative performance of students. Generally two methods are followed for relative grading: (i) Normal distribution method for number of students greater than 30. (ii) Absolute grading method for number of students less than 30. D Grade The "D" grade stands for marginal performance; i.e. it is the minimum passing grade in any course. The minimum marks for award of "D" grade are 30%. However, individual course coordinators may set a higher marks requirement. F Grades F grades denote very poor performance, i.e. failing a course. A student has to repeat all compulsory (core) courses in which she/he obtains "F" grades, until a passing grade is obtained. For the other (elective) courses in which "F" grades have been obtained, the student may take the same course or any other course from the same category. W Grade The "W" grade is awarded to a student if he/she is allowed to withdraw for an entire Semester only if he/she has been on authorized absence from the University on medical grounds for a period exceeding five weeks. X / 1 Grade The "X"/"I" grade is awarded for incomplete project work/course, at the end of a semester. Subsequently, it is converted into a regular grade upon completion of the project work /course and its evaluation. EVALUATION OF PERFORMANCE The performance ofa student will be evaluated in terms of two indices, viz., the Semester Grade Point Average (SGPA) which is the Grade point Average for a semester and Cumulative Grade Point Average (CGPA) which is the Grade Point Average for all the completed semesters at any point in time. The SGPA is calculated on the basis of grades obtained in all courses, except audit courses, registered for in the semester. where Ci = Credits of the registered subject Gi Grade point awarded to the student in the registered subject 58 s Total number ofregistered subjects in the semester, except audit Courses The overall Grade ofa student in the program of study upto the end of a particular semester shall be called Cumulatiue-.Gcade Point Average (CGPA). CGPA shall be calculated on the basis of all grades, except audit courses, obtained in all completed semesters as follows: where Ci = Credits of the registered subject Gi= Grade point awarded to the student in the registered subject n Total number of registered subjects, except audit Courses. An Example of these calculations is given below: Semester-I Subject Code (l) Credits (2) 4 4 4 3 4 1 3 Grade Awarded Earned Grade Point Secured (3) c A+ Credit Points (4) 4 4 4 3 1 3 Credits Registered in the I semester (total of column 2) Earned Credits in the I semester (total of column 4) Point secured in the I semester (total of column 6) SGPA (I semester) CGPA (I semester) (5) 6 5 10 8 0 4 9 23 19 139 6 6 Semester-II Subject Code (l) Credits (2) 3 1 1 3 4 4 Grade Awarded (3) c A+ Earned Grade Point Secured Credit Points (4) 3 1 1 3 4 (5) 6 5 10 8 4 (6) 24 20 40 24 4 27 (6) 18 5 IO 24

16 59 07 X??ECXXX 4 Credits Registered in the 11 semester (total of column 2) Earned Credits in the 11 semester (total of column 4) Point secured in the 11 semester (total of column 6) SGPA (11 semester) CGPA (1 & 11 4 3 9 5 23 19 124 5.4 5.7 36 15 CONVERSION OF GRADES INTO PERCENTAGES The performance of the student is measured in terms of CGPA (on a 10 point scale) as defined above. However, on request from the Indian Industry and oversees Universities querying on percentage obtained by students, a mathematical formula for conversion of GPAs to equivalent percentage has been adopted and same is approved by the Academic Council of the University. This chart is applicable till the admissions of academic session 2012. Further, it has been decided to modify the system of calculation of CGPA from admission session 2013 onwards in that the equated percentage shall be equivalent to CGPA x 10. IMPROVEMENT OF GRADES 1. The following procedure and conditions will be followed: (i) Student desirous of improvement of grade in particular course(s) must register at the time of registration for the semester as a regular student. Registration after the last date of registration will not be permitted. (ii) The registration for improvement must be in the succeeding year only. (iii) Student cannot exceed more than 32 credits in the semester. (iv) Dropping of regular courses in the semester is not permitted. (v) Attendance in the course registered for improvement is compulsory. (vi) After the final result of the course taken for improvement, the grade obtained will replace the grade earned earlier. (vii) For project grade improvement only final semester project part will be allowed for improvement and resubmission. For this a student will be registered for full semester after paying full semester registration fee. The grade of seventh semester project will be retained as such. (viii) Any student having undertaken improvement of grades will not be eligible for award of any Medal/Merit position. th 2. Students shall be allowed to register for grade improvement before passing the 8 semester examination for B.Tech. RULES, REGULATIONS AND PROCEDURES nd st 1. Conditions for Pass and Progression (1 to 2 year only). Students Admitted in or After Academic Year 2011 60 (i) A student must have a CGPA ofat least 3.5 to be declared promoted to the next class. (ii) Maximum duration permitted for completion of B.Tech program is six years. (iii) No relaxation in credit limit beyond 32 credits will be allowed. Further, such cases will be closely examined before approval by the VC to register for 32 Credits taking into consideration past performance of the students

2. Conditions for Award ofa Degree (i) Secures a CGPA equal to 4.5 or more (ii) Earning a minimum of 195 credits (pre 2018 batch) / 160 credits (post 2018 batch) respectively. (iii) Completing the degree requirement in a maximum duration of six years. This includes the period of rustication/expulsion but excludes the semester withdrawal. (iv) Successfully completing the Industrial Internship. (v) No failure in the core courses

3. Award ofa Degree with Hons, fulfilling the following requirements.(i) Secures a CGPA equal to 8.0 or higher (ii) Earning a minimum of 195 Credits (pre 2018 batch) / 160 credits (post 2018 batch) respectively in first attempt. (iii) Successfully completing the Industrial Internship within the minimum period of 4 years. (iv) Completing all the requirements ofa degree in the minimum period of 4 years. (v) No act of indiscipline with Discipline grade maintained A+ throughout 4 years of study. nd rd 4. Provisions for fast learners to register for extra credits starting from 2 / 3 year of study including registration for MOOCs/SWAYAM courses for award of Degree with Hons. Cumulative Grade Point Average to be equal to 7.0 or higher. LATERAL ENTRY IN THE 3RD SEMESTER FOR FILLING THE VACANT SEATS IN THE RESPECTIVE DEPARTMENT FOR THE B.TECH PROGRAM INBI, BT, CE, CSE, ECE AND IT 1. Eligibility criteria (i) Three Years Diploma in respective discipline with CGPA not less than 6.0 or aggregate of 60% and above. (ii) Successfully completed 1st year (two semester) of B.Tech/BE program from a UGC recognized University with CGPA not less than 6.0 or aggregate of 60% and above. (iii) Having no backlog in theory/practical course(s)

2. Will be required to submit NOC from Institution where the candidate is pursuing B. Tech/BE program

3. Will be required to earn 149 credits during the remaining 3 years (minimum)/ 5 years (maximum) of study at JUIT,Waknaghat.

4. Option of bridge course(s) for subject(s) not studied during the 1st year of B. Tech/BE program during summer semester. Maximum number of credits to be allowed for registration during summer semester for such candidates are not to exceed 12

5. Submission of Migration Certificate in original 6. Lateral entry admission will be subject to submission of Transfer & Character certificates in th original. Submission of 10+2 or 10 original mark sheet for verification whichever is applicable. 62 Annexure-Vllla STANDING ORDERS ON CONDUCT AND DISCIPLINE IN ACADEMICS PROCEDURE ON CASES OF INDISCIPLINE BY STUDENTS The welfare and discipline of students are two integral parts of an Institutional behaviour. Student's behaviour and discipline will therefore be assessed and will receive the same attention as the academic work. The discipline of the students will therefore be closely monitored in the campus, class rooms, laboratories, play grounds, Annapurna and in the hostels in respect of residing students and outside the campus for both residing and non-residing students. Adherence to discipline norms will be evaluated at the end of each academic year and will be reflected as proficiency grade

1. PROCEDURE FOR PROCESSING CASES OF INDISCIPLINE (i) A student shall be guilty of misconduct and breach of discipline if he or she violates any of the provisions of the standing orders issued by the University.(ii) Any case of indiscipline received / observed shall be referred to Dean of Students Welfare (DoSW) who after considering the case may decide as under: A) Dispose of the case, depending upon the nature of indiscipline/ misconduct, at his own level. B) Refer the case to Proctorial Board/Enquiry Committee constituted by the Vice chancellor. C) Forward the case to the Vice Chancellor with his detailed comments. The Vice Chancellor may suspend student(s), for an act of indiscipline which is detrimental to healthy atmosphere / law & order in the campus, if in his judgment a prima facie case of breach of discipline exists against the student(s). An inquiry by Proctorial Board/ Enquiry Committee as deemed fit may be ordered to ascertain facts for necessary corrective action

2. PROCEDURE FOR ENQUIRY (i) Proctorial Board/ Enquiry Committee on receipt of the case, shall issue a notice containing the substance of charge/imputation or misconduct against the student(s) concerned and requiring the student(s) to submit statement of defence within a specified period. This notice shall also specify the date on which the student(s) will appear before the committee in person to answer the charges. (ii) The committee will, after examining the charged student(s) and such other persons whose testimony may have bearing on the incident, submit its report detailing findings and fixing responsibilities to the DoSW/Vice Chancellor

3. PROCEDURE FOR AWARD OF PUNISHMENT.(i) The DoSW/ Vice Chancellor shall consider the report of the enquiry committee and decide upon the quantum of punishment to be awarded. This shall be promulgated by the Registrar. 63 (ii) In case of proposed punishment of rustication or expulsion from the University, the Registrar shall inform the student in writing of the charges, the proposed penalty and the clauses under which the University proposes to take action. The student will be given one week notice to "Show Cause" why the proposed penalty should not be imposed. (iii) The reply if any, received shall again be placed before the DSW/ Vice Chancellor who after due consideration shall award the final punishment. In Case no reply is received by the stipulated time, it will be presumed that the student has nothing to offer in his defense and the punishment proposed shall be imposed. (iv) Final decision on acts of indiscipline would be communicated in writing to the concerned student with an entry in his/her personal record

4. GUIDELINE FOR PUNISHMENTS FOR ACTS OF INDISCIPLINE (i) The following punishments may be imposed for acts of indiscipline / misconduct for good & sufficient reasons. The list is not exhaustive. A) Written Warning. B) Imposition of suspended monetary fine and warning. A suspended fine becomes operative if the concerned student is found guilty of another act of indiscipline during the remaining period of his/her study in the University. C) Imposition of monetary fine. D) Deduction of marks from the discipline group of marks. E) Any combination of (i), (iii) and (iv) above. F) Rustication from the University G) Expulsion from the University. (ii)Any student who is expelled from the hostel on disciplinary ground shall forfeit the amount deposited by him/her towards the hostel charges for the semester. No refunds on pro-rata basis, shall be entitled under any circumstances irrespective of the date of expulsion. Student expelled for the complete semester or more shall be required to apply afresh for the hostel accommodation

5. COMPETENT AUTHORITY TO AWARD VARIOUS PUNISHMENTS (i) For punishments at D above, from (i) to (vi), the competent authority shall be DoSW/ Vice Chancellor.(ii) For punishments at D(vii), the competent authority shall be the Pro-Chancellor only. (F) PROCEDURE FOR AWARDING GRADES FOR THE DISCIPLINARY GROUP OF MARKS (i) The disciplinary grade awarded at the end

of each Academic Year will be reflected on the Grade Sheet. (ii) Computation of yearly Discipline Grades. (iii) A student shall automatically get A+ grade, if no act of indiscipline is 64 decided by the Competent Authority. OFFENCE/PUNISHMENT AWARDED Written Warning Mass bunking of class Visiting socially unacceptable web site Violation of hostel rules Suspension from hostel/campus Violation of academic rules Indulging in violence Damage to Institutional property Expulsion from Hostel/University recorded against him/her. As a guideline maximum marks to be deducted for offences/punishment awarded are given in the table below. The list is neither comprehensive nor complete as each case shall be dealt with on its own merit and 00-10 11-20 21-30 41-50 51-60 61-80 MAX MARKS TO BE DEDUCTED 05 05 10 15 15 25 60 80 80 (iv) The deduction in marks from the disciplinary grade shall be cumulated over the academic year, the events and the acts, the commensurate grades are as follows:- Range of Deduction of Disciplinary Marks >80 Grade to be Awarded c D (v) Annual computation of discipline grades shall be carried out by a committee constituted by the VC. The committee will review the grades based on overall adherence to discipline and conduct by the affected students and make recommendation 65 to Vice Chancellor through DSW for his approval. (vi) The discipline grades at the end of the programme may be revised by a committee comprising DSW as chairperson and two Professors to be nominated by the by the Vice Chancellor. The committee will make suitable recommendation based on overall adherence to discipline and conduct by the students during the entire programme. 66 Annexure-Vlllb STANDING ORDERS ON CONDUCT AND DISCIPLINE IN ACADEMICS General Rules, Conduct and Behaviour 1. General (i) Students of the University must study the Standing Orders carefully and also make themselves familiar with these instructions, pertaining to their academic, co-curricular and other activities. (ii) Any amendments/additions to these Standing Orders will be notified through notices displayed on notice boards and circulated in the usual manner. The plea of ignorance will not be entertained for any breach of orders in force from time to time. Therefore, students must see the notices on the Notice Boards/Website/Web Kiosk regularly. (iii) The schemes for all academic works and for the Examinations will be notified to the students separately by the Registrar/Academic Departments. (iv) The Vice Chancellor assisted by Director & Academic Head is overall in-charge of the academic activities including attendance and leave of students. Any complaint within the jurisdiction of the concerned section will be dealt-with by the Director & Academic Head in consultation with the HOD. (v) Dean of Students Welfare (DS W) will deal with the welfare and discipline of all students in the campus including Hostel and also outside the campus and will ensure maintenance of good conduct. DSW will be assisted by other members of faculty

2. Conduct and Behaviour (i) Students should attend all their classes and strictly observe class timings. They should likewise carry out other out-door and extra-curricular duties assigned to them. Their attendance will be within 20% relaxation available and leave is governed by the regulations pertaining to them. (ii) Students must give their undivided attention to their academic work and must be respectful to their teachers and supervisors. (iii) All students must carry Identity card (I-card), issued to them by the University, with them at all times. Identity card can be asked to be shown by the student by any competent authority including security guards at the entry gate of the University as well as hostel. I- card is an important document. Loss of I-card may invite fine in disciplinary grade or monetary fine as decided from time to time. (iv) Students must conduct themselves with due decorum in the classes, laboratories, etc. and move in an orderly and disciplined manner. They must conduct themselves in a manner worthy of great traditions. (v) Students, who fail to make sufficient progress in their studies and also do not maintain the required attendance in the classes, are liable to be debarred from appearing in the final Examination and will be awarded Fail grade. (vi) If in a particular class/period all students are absent, it would be regarded as mass absenteeism and an act of indiscipline. Disciplinary action will be taken on the students indulging in mass absentees.

23. Students will be charged for Boarding and Lodging beyond the semester at the rates as decided by the management

24. All students staying in the hostels during summer vacations shall have to abide by the Hostel Rules in vogue

25. Students are required to observe the mess timings religiously. They will not get entry & food beyond the prescribed timings in the mess

26. Provision items of daily use including bread, butter, biscuits etc.are available on payment at the Tuck shop which is open as per times specified

27. Ragging in any form is unlawful and strictly prohibited. Student found to have indulged in ragging may be expelled from the Hostel as well as the University. FIR will also be lodged against student indulging in ragging

28. Students not returning back to their hostels within the prescribed time without the permission from the Warden may attract disciplinary action including deduction of disciplinary marks. The student will be expelled from the Hostel in case of repeated offences

29. All the students are charged Hostel fee for the semester, as such they must completely vacate their rooms within three days of conclusion of the semester. Any stay beyond that without written permission of a competent authority shall attract disciplinary action and payment at enhanced rates or on rates as specified by the authority for both boarding as well as lodging

30. Students violating any of the above guidelines will face disciplinary action in which case the decision of Competent Authority is final and binding.1

2. Annexure-X PROCEDURE AND PENALTIES FOR USE OF UNFAIR MEANS The salient instructions for the conduct of a student in the Examination Hall shall be intimated through notice boards prior to all examinations. Any contravention of these instructions and the use of any unfair means will render the student liable for punishment. (i) Actions by the Invigilator's on Detecting Unfair Means Case A) As soon as a student is suspected by the invigilator or any other authorized person of having resorted to unfair means he/she shall immediately take possession of the answer book along with the relevant material found with the student. The papers, notes, books, electronic devices etc. found in possession of the student shall be duly signed by the student and the invigilator, sealed and attached with the seized answer- book in presence of the student. In case student is found to have written something on the body part a photo of same may be taken on the webcam available with the server room/mobile etc if possible. B) The Invigilator in charge shall get the prescribed form (attached) for unfair means filled and signed by the student and give his/her comments on the same, in prescribed place. C) After completing all the above formalities, a fresh answer-book shall be given to the student for completing the examination. D) If the student does not hand over the relevant material and/or refuses to fill up and sign the prescribed form, the same shall be recorded on the prescribed form. In this case, other Invigilator may sign as a witness to the event. E) No extra time will be given for completing the Examination as a result of this exercise. F) After Examination is over, these answer books duly marked as I (confisticated copy) and 11 (freshly issued copy) along with the material found in possession and the prescribed

form duly filled and signed by the Invigilator in charge shall be delivered separately to the COE. (ii) COE will inform course coordinator of the subject(s) about the number of copies withheld on account of Unfair Means case(s). Convening of Committee on Unfair Means (i) A Committee (Standing Committee) appointed by the Vice-Chancellor shall enquire into cases of unfair means in the Examination. Composition of the committee shall be: A) Dean (A&R) - Chairman B) Two faculty (at least one lady faculty) nominated by the VC- Members C) COE (Member Secretary) (ii) The Committee shall thoroughly examine the cases on the basis of the material/documents placed as evidence and give hearing to the student and the concerned Invigilator. It shall submit its recommendations after laying down clearly the nature of the offence to the Vice Chancellor for consideration and necessary action

3. Categories of Offences and Punishments For a student whose guilt is established, following actions may be taken for different categories of offences enumerated below: (i) CATEGORY 1: A) A student is found talking in the Examination Hall to another student.B) A student is found to be talking to a person outside the Examination-hall before submission of the answer sheet e.g. while going to the wash room etc. C) A student has deliberately changed his/her seat in the Examination-hall without the permission of invigilator. D) Punishment may range from warning to imposition of disciplinary marks/fine. (ii) CATEGORY 2: A) A student is reported to have appealed to the Examiner in the answer-book (Examiners should report such cases to the COE as they may arise during evaluation exercise). B) Writing the solutions of the questions on the question paper/electronic device etc. during the Examination. C) A student is found possessing cell phone or any other item of such type or communication gazette in the Examination hall. D) The punishment may range upto cancellation of the concerned paper and awarded zero l/arks. (iii)CATEGORY 3: A) A student is found possessing any notes or printed unauthorized material or notes written on anypart of the body-clothes or instruments such as set square, electronic device etc. or having notes written on chair, table, desk or drawing board etc. during the Examination. B) A student tries to/or appeals to the Invigilator for help during the Examination. C) Cheating in the evaluated answer book (Examiners to report such cases if detected). D) Disrupting the smooth conduct of Examination in any way. 74 E) Punishment to the extent of awarding F grade in the concerned subject and will not be allowed to appear in supplementary exam. (iv) CATEGORY 4: A) A student is found to be making use of unauthorized material like written/photocopied note/written on the body parts, on the clothes or the desk or calculator or box. etc./ by himself /herself or through assistance of others. B) Is found to be consulting notes or books while being out-side the Examination hall during the Examination hours. C) Is found to be passing on a copy of question(s) set in the paper or solution thereof to anyone. D) Is to have received help from other students or giving help to other students through passing some written material/electronic device pertaining to the questions set in the paper concerned. E) Found to be allowing other student's to copy from his/her answer book. F) Communicating or attempting to communicate directly or through someone else with the examiner or anybody connected with the University Examination for influencing them in the award of marks. G) Found to be guilty of swallowing or destroying any note or paper or any other material found with him/her. H) Punishment to the extent of cancelling the concerned examination and ALL registered courses, and debarred from appearing in the supplementary examinations. (v) CATEGORY 5: A) A student is found to be in possession of a solution of a question set in the paper through the help of any student, supervisory or ministerial staff or some other agency/person. B) Is guilty of having made previous arrangement to obtain help in connection with the question paper in cases not covered by the above provision. C) Punishment to the extent of cancelling examination of ALL registered courses and debarring the student from appearing in any University examinations for the next one semester. (vi) CATEGORY 6: A) B) C) D) E) F) G) H) (vii) A) B) (viii) A) B) Smuggling in an answer-book, taking out or arranging to send out an answer-book. Writing deliberately another students' roll no. in his/her answer-book. Found in possession of answer-book not his/her own Impersonating another candidates Allowing impersonation in any Examination. Guilty of serious misconduct in the Examination Hall or non-compliance with the instructions of the superintendent or any of the invigilators in the Examination hall. Using threatening or foul language etc. during the Examination. Punishment to the extent of cancelling examination of ALL registered courses and debarring the student from appearing in any University examinations for the next two/three semesters or expulsion from University depending on gravity of the offence. CATEGORY 7: Any person who is not a candidate for any Examination found committing or abetting in committal of any of the offences mentioned above.

Punishment: To be dealt with the Vice-Chancellor in an appropriate manner including expulsion from the University if he/she is the student of this University. CATEGORY 8: Second/subsequent case(s) of UFM reported against a student in the same academic year. Punishment: One step higher punishment than the most severe punishment awarded so far in all the UFM cases against him/her including the action corresponding to present UFM case (assuming it is not a second/subsequent UFM case against him/her). (ix) CASES NOT COVERED BY THESE REGULATIONS. To be decided by the Vice-Chancellor

4. Unfair means / Plagiarism in Class Work 76 Any case pertaining to purported resorting to unfair means plagiarism during the Class Work / Quizzes / Submission of Seminar Report/ Dissertation/ Practical's/ Laboratory Classes/ Projects etc.shall be dealt with by the appropriate committee/ persons of the concerned Department as nominated by the HOD with information to Dean (A&R). In cases of serious nature/grave offence in opinion of the Dean (A&R) /Departmental Committee/ HOD, the matter shall be referred to the Vice Chancellor for investigation through a Constituted/Standing Committee of the University. These offences could be: (i) Which have occurred before or after the Examination, or partly before and during or during and after the Examination; (ii) Which have been detected after the Examination/declaration of the result/award of the degree; (iii)Which has been reported or detected after a research paper report/note/communication has been published in a Research Journal widely circulated magazine/Proceedings of conferences/seminar or a monograph/ book, and or any electronic device. (iv)The penalty in such cases of unfair means/plagiarism which have been found to be true and shall be recommended by the appropriate constituted committees of the Department/ University Standing Committee, as the case may be. (v) The imposition of any such penalty shall be at the discretion of the Vice Chancellor, who, after considering the full facts and the report on the matter A) may impose the same penalty, B) may reduce the penalty, or C) may enhance the penalty as recommended by the committee. FORM FOR UNFAIR MEANS l. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11

12. Enrolment No. Name of Student Programme/Branch/Specialization Year of Admission Venue of Examination (e.g. LT-1) Date of Examination Time Subject Code Subject Name Name of Invigilator(s) Course Coordinator Mobile no of student From DETAILS OF SEIZED MATERIAL (Pl. Attach): (All these materials should be signed by the Invigilator of the Examination and the student) 1. 2

3. STATEMENT OF STUDENT: Date S ignature of Student Time STATEMENT OF INVIGILATOR: (Record circumstances of offences in brief the statement should be definite and unambiguous. Certified that the statement by the student was made in my presence or the student declined to give any statement. (cutwhichever not applicable). Name: Signature of Invigilator Date: Time 78