

FIRST ORDINANCE OF ETERNAL UNIVERSITY

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 Programmes (11) (111) Bachelor of Technology in Electronics and Communications Engineering (ECE)
 Akal College of Engineering and Technology Bachelor of Technology in Computer Science Engineering
 (CSE) Akal College of Engineering and Technology Bachelor of Nursing Akal College of Nursing
 Bachelor of Music Akal College of Divine Music and Spiritualism Bachelor of Science (Honors School) in
 Economics Akal School of Economics 3 | Page (VI) 4 Bachelor of Arts and Bachelor of Science Akal
 School of Arts and Humanities 3. Schedule of Admission and Prospectus The schedule of admission will
 be given in the admission notice to be published in May June every year. The admission procedure, details
 for counseling, basis of admission, reservation criteria, courses, fee structure etc. for different academic
 programmes will be duly reflected in the Prospectus to be made available also in May - June. The
 Prospectus including Application Form for Admission could be obtained from the office of the Registrar,
 Eternal University, Baru Sahib, Himachal Pradesh or from other places given therein or from [www. eternaluniversity.edu.in](http://www.eternaluniversity.edu.in) at a price as notified

4. Admission Criteria and Admission Procedure (iii) Admission will be made as per provisions of the relevant Statutes by an Admission Committee. Before the start of admission process the Vice Chancellor will constitute an Admission Committee and an Appellant Committee. A compartment candidate will not be normally admitted. However, the candidate could be given provisional admission against a vacancy. The candidate must clear the compartment in the first available chance and that too before the commencement of classes. A student shall be refused admission if his conduct has been found unsatisfactory. Such a student has a right to appeal to the Appellant Committee whose recommendation will be put before the Vice Chancellor and his decision shall be final. 41 Page 5 5. Scheme for Registration Numbers In an allotted registration number, (AIA2a1a2BCDID2b1b2b3), first two letters shall stand for the location of the programme, next two digits for the year of admission, next one letter for the level of programme, next one letter for the faculty of programme, next two letters for the programme / main courses and the last three digits for the Roll No. of student as per following notation. Location of

Programme (AIA2) for Baru Sahib BS Year of Admission (al@2) for Year like 08 for 2008, 09 for 2009 and so on Level of Programme (B) B c D M for for for for Bachelor Degree Certificate Course Diploma Course Master Degree Ph.D. Degree Faculty of Programme (C) A E s for for for for Faculty of Divine Music & Spiritualism Faculty of Education Faculty of Health and Allied Sciences/College of Nursing Faculty of Pure and Applied Sciences Faculty [College of Engineering & Technology Programme/Main Course (DIQ2) cs EC IT for for for for Computer Science Electronics and Communication Engineering Electrical and Electronics Engineering Information Technology 5 | Page NS PH for for for 6 Music Nursing Public Health Roll Number (bib2b3) 123 for Roll Number 6. Course Coding and Course Credits (I) A Course Code, (AIA2B b2), consists of 5 letters (AIA2BIB2C) and 3 digits (alb1b2) . First two letters (AIA2) stand for programe , next two letters(BiB2) stand for discipline/subject and the last one letter (C) for type of the course. First digit(al)among the digits stands for the year of the programme and the last two digits(b1b2) for number given to the course as per following notation. PROGRAMME B.Tech M.Tech B.Sc M.Sc M.Phil PHD TYPE OF COURSE Theo Lab Pro •ect/Trainin CODE AIA2 MT BS MS CODE c DISCIPLINE/SUBJECT CODE BIB2 Com uter Science Electronics & Communication Nursin Ph rsics Chemist Com uterA lication YEAR OF PROGRAMME First Year Second Year Third Year Fourth Year (11) COURSE CREDITS cs EC CH CA CODE Ell) 1 2 3 4 61 Page 7 Credits for a course are given in its syllabus. Lecture of one hour per week per semester is assigned one credit whereas Laboratory of two hours per weak per semester is assigned one credit and so on

7. Decisions of Deans/Principals/H.O.Ds All the decisions taken by Deans/Principals/H.O.Ds will be subject to approval of the Vice Chancellor

8. Security Deposit (ii) (iii) (iv) Security deposit is realized from the students to cover risk of hostel dues, library books and fines etc.and to ensure their good conduct. The security deposits will be of three types: (a) Hostel Security (from all students) (b) College Security (from all students) (c) Library Security (from all students) The amount of security deposits will be given in the prospectuses. The security amount will be realized from every student at the time of admission. The students can claim refunds after the completion of the programme. They will be required to obtain 'No Dues Certificate' from the HOD/Dean /Principal, Hostel Warden and the Librarian before any refund is granted. 9. .Refund of Fees The University will refund the entire fee collected from a student/ candidate after a deduction of processing fee not more than Rs.1000/- (Rupees one thousand only) to the student/ candidate who withdraws from any academic programme before the start of classes. If a student leaves after joining the programme and if the seat thus vacated is filled by another candidate before the last date of admission, the university will return the collected fee after proportionate deductions of monthly fee and proportionate hostel rent. 7 IP age 8 The University will not retain the original certificates of a student/candidate

10. Semester System and Semester Rules: A semester consists of 17 weeks, a minimum of 90 working days.There is a continuous assessment of students performance all along the semester. At the end of a semester an examination is held where evaluation is done by external examiners. The reports indicating the performance of the students, based on various tests and examinations, are prepared by the Controller of Examination office and sent to students/parents and Dean / Principal at the end of the semester. The academic year will be divided into two regular semesters of 17 weeks each. The academic calendar for each academic year shall be issued by the Registrar's office by the end of the second semester of the previous year. In addition to the two regular semesters in a year there will be one condensed semester of about 8-10 weeks called "Summer Semester". It can have credit as well as non credit courses. The summer session will be utilized for:- a) Introduction of new enrichment programmes. b) Dual Degree programmes. c) Professional development of in service faculty. d) Offering of additional and condensed new courses. The teaching load of a course offered in the summer session will be equivalent to that of a full semester one. (iii) (iv) 9 Admission to a programme shall include selection as per criteria of admission and other requirements, payment of the prescribed fees for two semesters and registration for first semester. A selected candidate shall pay his fees for admission get himself registered within the prescribed date and at least one day before start of classes. However, the Dean / Principal may permit the late admission of the candidate up to the working day immediately following the expiry of one week from the date of the commencement of course work. Provided that if a student after registration fails to attend the classes without written permission of the Dean/Principal for seven consecutive calendar days of twelve calendar

days commencing from the date of registration, his registration shall stand automatically cancelled and the seat vacated will be offered to the next candidate on waiting list. Unauthorized absence from the registration for a programme at the time of admission shall be treated as a serious lapse and for this lapse, a fine as prescribed will be charged. Registration for the first semester of a programme is a part of the admission procedure and is governed by the admission rules. Registration for the subsequent semester shall be governed by the following schedule. (a) Registration without late fee - on the prescribed one/two days prior to the commencement of the course work. (b) Registration with late fee - up to the working day immediately following the expiry of three days from the date of commencement of the course work. Under exceptional circumstances, the Dean may waive off the late registration fee. The Vice Chancellor on the recommendations of the Dean concerned may allow a student to register after the last date fixed for registration. 91 Page (v) (vi) 11. 10 Application for change of course including any addition or withdrawal shall be made in the prescribed form along with prescribed fee. However, the exemption from the fee may be granted by the Dean when change of the course is necessitated by administrative considerations. The last date of adding a course shall be the working day immediately following the expiry of two weeks in the semester from the date of commencement of the course work. The last date for the withdrawal of a course shall be the working day immediately following the expiry of six weeks from the date of commencement of the course work for the semester. If a student adds a course after the start of the semester he will not be allowed to withdraw from that course. The university will follow a mix of Internal Evaluation and External Evaluation. Both the evaluations will be given equal weightage. Internal evaluation will include two tests in theory and one in practical for every course. The final examination of the semester will be external and conducted by the University. It will cover the entire subject matter of the course. The same system of examination will be followed for summer semester except that instead of two midterm tests for theory, only one test will be conducted for internal evaluation. Grading System & Assessment of Performance (I) GRADING SYSTEM (a) As a measure of students' performance a grading system given in Table 1 shall be followed. TABLE -I Letter grades and corresponding performance, grade point and marks. Column IV, Marks, is only for cases where excessive bunching occurs. 10 | Page 11 Letter Grade c 11 Performance Outstanding Excellent Very Good Good Average Fair Fail Grade Point 10 9 8 7 6 5 0 Marks < & <50* *40 for Theory and 50 for Laboratory/Practical In addition there shall be three other grades, X for project not-completed, S for Satisfactory and U for Unsatisfactory Performance in ESS, Yoga, Educational Tour, Training etc. S and U grades are not given grade points and are not included in SGPA/CGPA. (b) A semester grade point average (SGPA) and a cumulative grade point average (CGPA) will be evaluated. SGPA is for first semester and CGPA for all the semesters since the start of the programme up to and including the last semester. SGPA or $C_j G_j / i C_j$ Where C_j denotes credit(s) assigned to the j th course taken and G_j indicates the grade point equivalent to the letter grade obtained in the j th course. Both SGPA and CGPA will be rounded off to the second place of decimal. (c) When a student gets the grade F in any subject during a semester, the SGPA and CGPA from that semester onwards will be tentatively calculated, taking only 'zero point' for each such F grade. After the F grade(s) has/have been substituted by better grades during a subsequent semester, the SGPA and the CGPA of all the semesters, starting from the earliest semester in which the F grade has been updated, will be recomputed and recorded to take the change of grade in to account. 11 IP age 12 (d) For converting grade point averages in to per cent marks, SGPA/CGPA is to be multiplied with 10. (11) ASSESSMENT OF PERFORMANCE (a) There will be continuous assessment of a student's performance throughout the semester and grades will be awarded by the subject teacher/University Examination Result Committee(s)-UERC formed for this purpose by the Vice Chancellor. (b) (i) For arriving at a grade obtained by a student for a particular subject/paper, initially a numeric mark obtained by the student out of 100 (hundred) is to be determined. For subjects where the Laboratory Component is non zero, separate marks, each out of 100(hundred), in the Theory Component and the Laboratory Component are to be ascertained first. A composite mark for the subject out of 100 is then to be computed by taking appropriate contribution of Theory Component and the Laboratory Component. (ii) Once the numeric mark is obtained, the same is to be converted into a letter grade. (iii) In theory course for assigning marks in Teacher/Internal Assessment, performance in home assignments, class tests, tutorials, viva-voce, attendance etc. are to be considered. At least two class tests are to be conducted for a subject. The weights of different sub-components of this assessment are to be announced by the teacher at the beginning of the semester. (iv) In a laboratory course or part of a course

for assigning marks, the relevant sub-components that are to be considered are day-do-day work, regularity, tests, assignments, viva-voce etc. (c) In general there shall be no rigid marks —to-grade linkage. Difficulty levels of the examinations, tests, assignments, viva-voce and other factors that contribute to the final marks are to be considered by the teacher of a subject /UERC while converting marks into letter grades. 121 Page (d) 13 (i) The grades F and A+ are to be considered as bench mark grades. (ii) For subjects which have a Laboratory Component, to secure any grade higher than F a student has to achieve individually more than the cutoff marks in both the Theory Component and the Laboratory Component alone. (iii) The cutoff mark below which a student would be assigned F grade is 40 for the theory and 50 for the laboratory, the exact cutoff marks are to be decided by the teacher/UERC. (iv) The exceptionally brilliant performance is to be assigned an A + grade. Even the best student of any class needs to be good enough to be awarded the A+ grade. (v) The average performance (around mean value of marks) is to be assigned B grade. However, if by teacher / UERC perception the general level of the class is considered to be appreciably higher, the average performance may be assigned a higher grade. (vi) All other marks to grade conversions are to be done relatively with respect to the average performance in between (but excluding) the F and A + grade, which have already been assigned by choosing appropriate boundary marks between grades. (e) In the case where a student appears in the supplementary examination or attends summer quarter, the conversion from marks to grade would be done applying the same norm as was framed for the original class. (f) For classes where excessive bunching occurs resulting in almost all the marks tending to cluster in to same category, conversion from marks to grade may be done using the data given in Table I. However, the teacher/UERC may, on the basis of perception of the difficulty level of assessment process undertaken, alter the boundary cutoff marks by +/- 5 marks. (g) UERC would moderate the results of the different sections of a class if wide disparity in performance across sections is observed. 13 | Page 14 (h) There is no provision for supplementary examination or summer quarter in the Laboratory Component. If a student cannot clear the Laboratory Component of a particular subject, he/she will be assigned grade F in that subject. Re-evaluation 12. (a) A student may apply for re-evaluation with a fee as laid down by the University within ten days of declaration of the result in a prescribed Performa available in the office of the Registrar/Principal. The Controller of Examinations shall get the re-evaluation done by an examiner other than the one who has already marked the answer book. (b) Only marking of unchecked/unmarked question and recounting of the marks awarded and the total of marks will be done

13. Supplementary Examinations: Supplementary examinations may be allowed to the students who have appeared in the end semester examination and failed in theory securing not less than 20% marks in the end semester examination (including internal assessment) provided they have secured a pass grade in the practicals of that course. In case the course comprises only practicals, no supplementary will be given in practicals. The student will have to appear in the examination only and their internal marks will be counted as previously received from the Principal/Dean. The student who fails to obtain prescribed grade/grade point in the supplementary examination of odd semester shall have to pay prescribed fees and other charges and register for the same course (s) on regular basis with the odd semester of subsequent academic session and in case of an even semester the student will repeat the course in the even semester of the following academic session. If the student fails in that too, no other chance will be given

14. Make up Test If a student misses a short test on account of illness or some other valid reason, the student may petition through the instructor to the Head of Department or to the Principal/Dean concerned within four working days from the completion of 14 | Page 15 the test. Medical certificate for sickness and hospitalization has to be issued by the medical officer of Akal Hospital, Baru Sahib. If the Principal/Dean is satisfied that the student was prevented from appearing in the examination for valid reason, he/she may direct the instructor to hold a special make-up test, for the student. It will be responsibility of the student to get in touch with the instructor and have a date fixed for the make-up test. Such a student will be required to take up the make-up test within eight working days from the completion of test. There will be no make-up test for the end semester examination; however, such a student can appear in supplementary examination with the permission of the Vice Chancellor

15. Repeating Courses to Fulfill Minimum Requirement A student getting a grade point less than 5.0 (failing) in a course may repeat that course with the prior permission of the Principal/Dean concerned on payment of prescribed fees and other charges subject to the following conditions: (a) The repetition shall

be permitted only to enable the student to fulfill the minimum grade point average requirement and not for the improvement of his grade point average or for enabling him to qualify for the award of a scholarship / fellowship or for competing for a Certificate of Merit or for a position in the University. (b) When a student repeats a course, credits corresponding to that course shall be counted only for the graduation requirements

16. Dropping a Student Those students who fail to achieve the minimum CGPA of 5.0 at the end of four semesters i.e. after two full academic years for a four year degree programme will be given two chances (2 years) to obtain the required minimum CGPA, if the student fails to do so, the student shall be dropped from the University by the Registrar, automatically. A student who obtains the minimum CGPA after four semesters but fails to maintain it in the subsequent semesters, the student may be allowed to continue till completion of eight semesters to obtain the minimum CGPA = 5.0 requirement. If the student still fails to attain the requirement the student 15 | Page 16 will be allowed to repeat the courses in which he/ she failed but will have to attain the minimum CGPA at the completion of maximum of four more semesters after which the student will be dropped from the University permanently. Normally a student will be allowed to continue in a programme at the maximum of additional half of the normal time prescribed for the completion of an academic programme i.e. four more semesters for an eight semester programme, three more semesters for a six semester programme and two more semesters for a four semester programme

17. Attendance Requirements All the students are expected to attend 100% lectures and practicals scheduled in each course. However, the student must have attended at least 90% of lectures and practicals in each of the courses, failing that he/ she will not be allowed to appear in the end of semester examination in theory or practical of the courses in which his/her attendance falls short. The Principal/ Dean when sending the list of candidates for final examination will give certificate to the effect that the students have attended the required number of lectures. The Principal/Dean may condone the requirement of lectures by 5% on individual basis. If a student (ails to meet the stipulated requirement of attendance of lectures due to some compelling circumstances (like hospitalization) the Vice-Chancellor may further condone the requirement to the extent of 10%

18. Courses Load in a Semester A student must take minimum 40 hours of course load per week in a semester

19. Discontinuation of Studies A student who leaves the college under compelling circumstances with the permission of the Vice-Chancellor on the recommendation of the Principal/Dean concerned shall be eligible for re-admission if he/she seeks re-admission within a period of two semesters (excluding the semester in which the student leaves).A 16 | Page 17 student who leaves without the permission of the Principal/Dean concerned shall not be eligible for re-admission

20. Coverage of Course Contents The Head of the Department concerned will ensure that each instructor actually completes the entire course (s) that he/she was required to teach during a semester and will send a report to the Principal/Dean that he/ she has satisfied himself about it. To ensure that requirements for the award of a degree have been completed by a student the Registrar will keep a record of the courses completed by students and other requirements

21. Unfair Means in Examinations (i) The Principal/ Dean of the college shall be responsible for proper conduct of all tests and dealing with all cases of use of unfair means/indiscipline in the semester tests and examinations. (ii) The instructor/ invigilator concerned shall report to the Principal/ Dean through the Center Superintendent/ Head of the Department concerned within two days of the occurrence of each case of unfair means with full details of evidence and the explanation of the student, if any. (iii) All cases of use of unfair means will be referred by the Dean [Principal to a committee constituted by the Vice-chancellor for the purpose. The matter will be examined by the committee and the committee will send its recommendation to the Vice Chancellor for approval. (iv) The Principal/Dean shall take appropriate action as per approval of the Vice Chancellor and the penalty may be as follows:- (a) Student found using unfair means during a short test end term Examination may be required to withdraw from the course in that semester. (b) If a student is found in the possession of copying material or found using unfair means for the second time, in any of the examinations, 171 Page 22. 18 he/she may be deemed to have failed in all courses taken by him/her in the relevant semester and also debarred from the College /

University during the second subsequent semester. If a student still repeats the action in any subsequent test/examination, he/she will be dropped from the university. Conduct Probation Any student involved in violation of rules and regulations or act of indiscipline, may be placed on conduct probation by the Dean/ Principal. Such student will not represent College/ University in any team/ forum and shall lose any office that he may be holding in any student organization. If a student who is on conduct probation or who was on conduct probation on two previous occasions commits an act of indiscipline, shall be dropped from the rolls of the university

23. Maintenance of Discipline (i) These rules are in continuation of the provisions of the Statutes,

Section 34.(ii) All the students are expected to maintain discipline and proper academic atmosphere. The students indulging in acts of indiscipline and misdemeanor, such as taking processions, holding demonstration in the Baru sahib Complex and threatening the University officers, interfering with the functioning of the University, defacing the buildings by writing slogans, damaging the buildings, disturbing classes in session, assaulting teachers, staff, students etc will be liable for severe disciplinary action. (iii)The Vice Chancellor may, in exercise of his powers, by order direct that any student be expelled or rusticated for specified period and not admitted to course or courses of study in the University for a stated period, or be punished with a fine for an amount to be specified in the order, or debarred from an examination or examinations conducted by the University. 18 | Page 19 (iv) All cases of indiscipline will be placed before the disciplinary Committee constituted by the Vice- Chancellor. The committee will decide the quantum of punishment which may range from putting the student on conduct probation to expulsion. The recommendation of the committee will be put to the Vice- Chancellor by the Registrar for final decision. 24. (iii) (iv) (v) (vi) (vii) (viii) (ix) Migration Rules Migration will be allowed if the system of education in the institution from which the student is seeking migration and that of Eternal University is the same including the medium of instruction i.e. English. Inter College/ University migration will be allowed only if Principals/Directors/Deans of the two institutions agree for migration. Migration will not be allowed in the middle of any year and in no case before the completion of one year of the study in the institution where the student has been studying before seeking migration. The student seeking migration must have good academic standing. The student should not be on scholastic / conduct probation. The student must have cleared the required number of credits and courses. The migration into the University may be allowed. only against the vacant seat {s}. If the Number of students seeking migration is more, the migration will be allowed strictly on merit. The student may apply for migration at least one month before the start of a semester. Migration fee as prescribed by the University will be charged from the student

25. AWARD OF DEGREE (i) A student must obtain a minimum CGPA of 5.0 to be eligible for the award of a degree. 19 | Page 20 The Registrar shall, from time to time, report to the Academic Council the names of all such persons as have fulfilled the requirements prescribed for various degrees of the University and have become qualified under the regulations for admission to such degrees. When the Academic Council has sanctioned the admission of such person to the degree to which he/ she become qualified for admission, he [she becomes eligible from the date at which the Academic Council has sanctioned the admission of that person to that degree

26. AWARD OF GOLD MEDALS (i) The Gold Medal will be awarded to the students who get the highest cumulative grade point average {CGPA} in a degree programme but not less than 9.0{10.0 basis}. (ii) The students must have graduated in 8 semesters in a 4 years programme, in six semesters in a three years programme, in four, semesters in a two year programme. (iii)The Award shall be decided each year in the month of August / September from amongst those who have completed the programme in the Academic year. (iv) In case where two or more candidates obtain the same highest CGPA, the candidate with highest number of credits earned among them shall be entitled to the award of Gold Medal. If more than one candidate has the same number of credits and also the same CGPA, they shall be bracketed and each will be awarded the Gold Medal. (v)The students who improve CGPA through repeating a course shall not be considered eligible for the award of Gold Medal. (vi)The medal shall be made of silver weighing 50 grams with superior and lasting Gold Plating. (vii)The name of the Student, the name of the programme and the year of successfully completing the programme shall be inscribed on one side of the Gold Medal and the seal of the University on the other side

27. Library Rules 201 Page (ii) (iii) (iv) (v) (vi) (vii) 21 Library use is restricted to members only. Under-graduate Students are entitled to a loan of three books and Post-graduate students five books for a period of two weeks. The loan is not renewable ordinarily. The books may however be renewed if not in demand at the discretion of the Librarian. Any damage, marking, misplacing of pages etc. should be brought to the notice of the Librarian at the time of issuing, otherwise the person who got it issued last time will be responsible. An overdue charge of Rs. 2/- per volume per day will be realized for the books kept beyond due date. Books lost or damaged will be paid for or replaced to the satisfaction Librarian. Readers and borrowers shall not write upon, damage or mark, any book, periodical or magazine. Infringement of this may require replacement. The Librarian may recall any books at any time, if necessity arises. Students are instructed not to write anything on library furniture or damage it in any way. If found guilty, disciplinary action will be taken against them. (viii) Any kind of indiscipline in Library may invite suspension of Library Membership

28. Hostel Rules These Rules are in conjunction with and in continuation of the rules regarding Student Discipline and Behavior provided elsewhere in the Statutes and Ordinances. Students are advised to read very carefully the Rules contained in succeeding paragraphs. A student who violates any of these Rules will make himself / herself liable to strict disciplinary action. All the parents / guardians of the students are also advised to go through the Hostel Rules carefully before applying for a seat to be allotted for their ward in the Hostel, for these Rules are to be followed very strictly by the students. Boarders must maintain perfect discipline and congenial atmosphere for studies in the Hostel. Any student who breaks 21 | Page (ii) (iii) (iv) (v) (vi) (vii) (viii) (ix) (x) (xi) (xii) 22 Hostel discipline will invite punitive action which may result in expulsion from the Hostel or even the University. All kinds of shouting, hooting, violent knocking or any other act of movement or behavior that is liable to cause disturbance or annoyance to the residents is prohibited. No student will keep any unauthorized person in his/ her room. If any such person is found in the room of any student, such defaulting student will be liable to be summarily expelled. Students found misusing electricity will be fined heavily in addition to the cost of repairs, if any, and the matter will be reported to the Dean/Principal for disciplinary action as he/she deems fit. Air Conditioners, Coolers, Refrigerators, Electric Stoves or any other electrical appliance needing heavy electricity consumption are not allowed. Television, Tape recorder, Audio or Video CD player, Video Cassette Recorder / Player are also not permitted to be held / used in Hostel rooms / anywhere else in the Complex. Dealing in general and especially with fellow students should be courteous and polite. All quarrels and disputes with fellow boarders should be avoided. Residents must not take law into their. Teasing, maltreating or indulging in any ragging is prohibited. Residents are strictly forbidden to utilize Hostel staff for personal work or interfere with their work or maltreat them or use abusive language for them in any way. No excuse whatsoever will be accepted for a breach of this rule. All complaints against Hostel staff should be brought to the notice of the Hostel superintendent/ Warden who will investigate the matter and take appropriate action. Boarders should not keep fire arms, lethal weapons, poisonous materials or intoxicants of any kind in the Hostel. Students will not stay back in the Hostel during college working hours without written permission of the Principal/Dean Student welfare or Medical Officer when placed sick in quarters. No visitor shall be allowed to enter the Hostel under any circumstances. Male officials or other male staff members, working anywhere in Baru Sahib Complex is not permitted to enter the Girls Hostel at any time. (Whenever any type of maintenance is required to be carried 221 Page 23 out in the girl's hostels, the lady Hostel Superintendent / Warden must keep a close watch over the activities of the maintenance staff until they leave the Hostel). (xiii) In the event of any suspected mischief or foul play or accidents etc. inside the rooms the Warden and the Hostel Superintendent are authorized to break open the affected room for investigations. (xiv) It is mandatory for all students to be dressed up properly at all times as per the prescribed dress code while moving out of their respective Hostels for any purpose whatsoever. However, once they are inside their respective Hostels, students may change in to a casual dress. (xv) No money or article or gift is permitted to be received from or to be given to the staff or other persons located in the campus. (xvi) In order to maintain security of the residents and their property, all belongings of Hostel residents can be subjected to security check whenever required. Similarly materials being brought in or taken out of the Hostel may also be checked by Hostel Security Staff for the same reasons. (xvii) The Hostel gate shall remain locked between 8.30 p.m. to 4.50 a.m. every day for Boys' Hostel and between 8.00 p.m. to 4.50 a.m. for Girls' Hostel. (xviii) In order to ensure their safety, honor and security, whenever girl students leave the Hostel, during authorized timings, it should not

be in one's or in two's but in groups of three or more. (xix) Any sudden illness, even minor ailment, must be reported to the Hostel superintendent/ Warden by the student or friends concerned at once. (xx) In case a student is sick, he I she should report at the Akal Hospital and obtain a 'Sick- in Quarter Slip' which would be shown to the Warden and Hostel Superintendent who in turn will inform the Principal. (xxi) Each student must occupy the room allotted to him / her for the Academic /session by the Warden and no change of room will be made without permission of the Hostel Superintendent. (xxii) All resident students are responsible for proper up-keep of the rooms allotted to them. They will be held responsible for any damage done to furniture and fixtures if any in the room. 23 | Page 24 *Yiii) If any student leaves the Hostel and fails to hand over to the Hostel Warden all the items of furniture and fixtures provided by the Management in the room in good condition, he / she will be liable to be fined, apart from being required to pay for any damages done. (xxiv) At the end of each Academic Session and before leaving the Hostel, each student must obtain from the Superintendent, a certificate to the effect that the furniture / fixtures lent to him / her has been returned in good condition. (xxv) Water, electricity and generator charges will be as per actual. This will be revised as and when diesel price or electric tariffs are revised. (xxvi) No student will be allowed to stay in the Hostel after the termination of the Academic Session or during the period of Holiday Breaks except with the prior approval of the Vice Chancellor

29. Remuneration to External Examiners, Paper Setters, Experts and others The External Examiners, Paper Setters and Experts will be provided transport by the University and a daily allowance of Rs.500/- per day. In case the University Vehicle is not available, the University may pay for taxi/ own car @ Rs. 10/Km. In addition we may pay remuneration at the following rates:- Experts Paper Setters Answer Sheet Evaluation Examiner (Practical) : Rs. 2000/- per day (for sitting day only) : Rs. 3000/- per set of paper. Rs. 50/- per answer sheet with minimum of Rs. 1500/- Rs. 50/- per student with minimum of Rs. 1500/-. 24 | Page