

# THAPAR UNIVERSITY, PATIALA

## ACADEMIC REGULATIONS (updated October 2014)

1. The provisions contained in this set of Regulations govern the policies and procedures on the admission of students, imparting instructions of courses, conducting of examinations and evaluation and certification of students performance.
2. This set of Regulations, on approval by the Board of Governors, shall supercede all the corresponding earlier set of Regulations of the University, with all the amendments thereto, and shall be binding on all students.

However, the effect of year-to-year (periodic) refinements in the Academic Regulations & Curriculum, on the students admitted in earlier years, shall be dealt with appropriately and carefully, so as to ensure that those students are not subjected to any unfair situation whatsoever, although they are required to conform to these revised set of Regulations and Curriculum, without any undue favour or considerations.

3. Any legal disputes arising from this set of Regulations shall be limited to the legal jurisdiction determined by the location of the University and not that of any other parties.
4. All the programmes offered by the University, either at campus or through off campus shall be governed by these Academic Regulations.

### 5 Abbreviations used in Regulations:

AGPA	means	Annual Grade Point Average
BE	means	Bachelor of Engineering
BoG	means	Board of Governors
BTech	means	Bachelor of Technology
CGPA	means	Cumulative Grade Point Average
CPUM	means	Committee for Prevention of Unfair Means
CoE	means	Controller of Examination
DoAA	means	Dean of Academic Affairs
DoPA	means	Dean of Partnership and Accreditations
DoRSP	means	Dean of Research & Sponsored Projects
DoSA	means	Dean of Student affairs
DoFA	means	Dean of faculty Affairs
DoRM	means	Dean of Resource Mobilization and Organization Effectiveness
ADoRM	means	Associate Dean of Resource Mobilization and Organization Effectiveness
ADoS	means	Associate Dean of Strategy
DSc	means	Doctor of Science
LEET	means	Lateral Engineering Entrance Test
MBA	means	Master of Business Administration
MCA	means	Master of Computer Applications
ME	means	Master of Engineering
MPhil	means	Master of Philosophy
MSc	means	Master of Science
MTech	means	Master of Technology
PG	means	Post-graduate
PhD	means	Doctor of Philosophy
SPGC	means	Senate Post-graduate Committee
SUGC	means	Senate Under-graduate Committee
TU	means	Thapar University
UG	means	Under-graduate

## PART - C: ACADEMIC REGULATIONS

### C-1 MODE OF DELIVERY

TU, Patiala shall offer the programmes in the following two modes.

- (i) On-Campus Mode
- (ii) Distance Mode

The programmes of study in these modes are as below.

<b>On-Campus Mode</b>				
<b>(A)</b>	<b>UG Programmes</b>	<b>Normal Duration</b>	<b>Maximum Duration</b>	<b>Credits Range</b>
	BE/BTech	8 Semesters	12 Semesters	184-194
	BE/BTech under Lateral Entry Scheme	6 Semesters	10 Semesters	137-147
<b>(B)</b>	<b>Master Programmes</b>			
	MBA	6 Trimesters	12 Trimesters	115-120
	MBA (with bridge course)	6 Semesters	10 Semesters	160-170
	MCA	6 Semesters	10 Semesters	115-120
	ME/MTech	4 Semesters (Full Time) 6 Semesters (Part Time)	6 Semesters (Regular) 10 Semesters (Part Time)	60-66
	MSc	4 Semesters	6 Semesters	75-85
	MPhil	2 Semesters	4 Semesters	30-40
<b>(C)</b>	<b>Dual Degree Programmes</b>			
	BE-MBA (Single exit)	6 Semesters+ 6 Trimesters	8 Semesters+ 9 Trimesters	145-155 for BE + 82-90 for MBA
<b>(D)</b>	<b>PhD</b>	Two and half years (Full Time) Three and half years (Part Time)	Five years	
<b>(E)</b>	<b>DSc</b>	Not Applicable		
<b>Distance Mode</b>				
<b>(A)</b>	<b>UG Programmes</b>			
	BTech	6 Semesters	12 Semesters	
<b>(B)</b>	<b>PG Programmes</b>			
	MCA	6 Semesters	12 Semesters	



- Department/School having PhD
- c) PG Coordinator of the Department/School Member
- d) One member from outside the Member Department/School to be nominated by DoRSP.
- iii) Respective Heads shall propose the Committee for an academic year. The Committee shall be approved by Director on the recommendations of DoRSP.
- iv) Powers and duties of the Committee shall be to select the candidates for admission to PhD programmes in accordance with the approved procedure of PhD admission of the University as mentioned in prospectus.
- v) The admission of the candidates on the recommendation of Admission Committee shall be approved by DoRSP.

#### **1.1.5 General Information**

- i) Unless otherwise provided English shall be medium of instruction/examination.
- ii) Relaxation of 5% marks in qualifying examination will be allowed to the scheduled caste/tribe candidates, wherever a percentage marks in qualifying examination is fixed.
- iii) Each academic year will be divided into two regular semesters each having 90 days of instructions, including the mid semester tests and excluding the end semester examinations.  
A "Summer Term" will also be conducted in a period immediately after the completion of even semester and start of the odd semester.  
"Auxiliary Exam" shall be conducted at the end of each semester on the dates notified by DOAA.
- iv) Distribution of seats for different programmes of study in the University, including reserved category seats, shall be as approved by the BoG from time to time. 15% supernumerary seats shall be available for candidates belonging to foreign national/non resident Indians.
- v) If the candidates belonging to reserved categories are not sufficient in number, the unutilized seats will be offered to candidates in open merit on prorata basis.
- vi) Seats in all the programmes will be filled only on the basis of merit in an entrance test as specified in prospectus.
- vii) All the theses/dissertations/reports etc. to be submitted to the University for evaluation shall be written in English language only.
- viii) In case of non fulfillment of academic requirements/unauthorized absence/Indiscipline/ withdrawal on own request, Dean (R & SP) is empowered to strike off the name of the student of PhD programme and DoAA is authorized for all other programmes. The appeals, if any, can be made to Chairperson, Senate whose decision shall be final.

#### **1.2 REGISTRATION**

- i) Every student will have to register in the courses as per the approved scheme applicable to her/him after satisfying all the requirements (semester fee, no dues etc.) for registration on the date as notified by the DoAA in academic calendar.

In cases of late deposit of fee, DoAA is authorized to instruct Finance Officer regarding collection of fee in such cases with fine. DoAA can also waive off the fine in deserving cases

- ii) A student may be allowed for late registration with late registration fee as per academic calendar.
- iii) A student will be allowed to register for courses, carrying a maximum of 30 credits subject to the condition that maximum of 8 courses per semester can be offered.

- iv) The students having CGPA of less than 4.50 (10 point scale) at a given time during the first four semesters (first two semester for lateral entry students) of the BE/BTech and MCA programmes will not be allowed to register for more than the normal load (number of courses) and credits offered in that semester.

### 1.3 EXAMINATIONS

- i) The examinations in each semester will be conducted according to the syllabi prescribed by the Senate. Each course will carry credits as per the approved scheme of courses. A student must take all the courses including the 'project semester/alternative semester' given in the scheme approved by the Senate.
- ii) The examinations will be held in each semester on such dates as fixed by the DoAA.
- iii) In order to be eligible to sit for end semester examinations in course(s) of any semester, a student must have registered for concerned course(s) and must have attended not less than 75% of total classes collectively in lectures, tutorials and practicals in concerned course(s) from the date of registration as notified in the academic calendar/prospectus. If a student falls short of the required attendance in lectures + tutorials + practicals (**total contact hours**) in concerned course(s), she/he will automatically be awarded "X" grade in concerned course(s). CoE will decide the students to be detained on the basis of shortage of attendance.
- iv) The weightage of the end semester examination and other evaluations during the semester in different courses will be as approved by the Senate.

### 1.4 EVALUATION AND RESULTS

- i) An instructor-in-charge shall be designated by the Heads of Department/School for each course.

For each theory course, the Instructor(s) of the course will set the question paper for all examinations. The instructor(s) along with the tutors, if any, will evaluate the answer books

For the theory component of a course the instructor-in-charge (assisted by the team of instructors/tutors) will award the marks through continuous evaluation of the students during the semester as well as in the end semester examination.

For the practical (laboratory/design/drawing/workshop) course and the practical component of a course, the marks will be awarded by the instructor-in-charge of the course (assisted by the team of instructors/tutors) through continuous evaluation of the students during the Semester.

Project evaluation committee will do the evaluation of project semester/survey camp/vocational training/seminar/project etc. as per the guidelines issued by the University from time to time.

The instructor-in-charge will compile all the marks and will award the grades. She/he will upload the grades of a course on the webkiosk within 10 days from the day of conduct of exam of that course and thereafter the Academic Section shall prepare the result within 15 days of completion of end semester exam.

- ii) At the end of the semester, the students will be awarded a letter grade in each registered course for the semester depending on the total performance that may consist of mid-semester examinations, quizzes (announced and unannounced), laboratory evaluation, tutorial work, seminars and home assignment and End Semester Examination.
- iii) **Letter grades will be awarded to the students as indicated below. Each letter grade**

indicates the level of performance in a course and has a grade point for purposes of computing the CGPA, as given below.

Letter Grade	Performance	Grade Point
A+	Outstanding	10
A	Excellent	10
A <sup>-</sup>	Very Good	9
B	Good	8
B <sup>-</sup>	Fair	7
C	Average	6
C <sup>-</sup>	Marginal	5
E	Exposed	2
F	Fail	0
I	Incomplete	
X	Inadequate Attendance /Dropped/Unregistered	

**A+, A, A<sup>-</sup>, B, B<sup>-</sup>, C & C<sup>-</sup> grades:** These grades are the pass grades.

A<sup>+</sup> grade shall be awarded in rare cases i.e award of this grade is not mandatory and shall be awarded where performance of the student is exceptional among the students getting A grade. Even the best student of any class needs to be good enough to be awarded the 'A<sup>+</sup>' grade. CoE shall review all 'A<sup>+</sup>' grades to be awarded.

**E, F, I, X grades: If these grades are awarded in any course then that course shall be termed as backlog course.**

**E grade:** This grade is awarded when a student has attended at least 75% of the lectures, tutorials and practicals (as per the teaching load of the course) and fails in the evaluation process.

**F grade is** a fail grade and student has to register for that course again when it is offered next. A student, who even having 75% attendance and after appearing in end semester exam scores very low marks shall be awarded 'F' grade.

**X grade:** This grade is also a fail grade and is awarded as a result of detention(s) on the basis of shortage of attendance. A student, who earns 'X' grade in a course, shall register for that course again when it is offered next. A student who is allowed to drop a semester shall also be awarded 'X' grade in the courses of dropped semester.

**I grade: This grade is awarded when a student having good academic record is unable to appear in the end semester exam due to unforeseen reasons justifiable to instructor in charge. The CoE should receive the application of such cases alongwith relevant evidence before the award of grades so that if found fit, the student shall be awarded I grade by CoE.**

**CGPA** is the weighted average of all the grades awarded to a student since his entry into the University up to and including the latest semester and is computed as follows.

$$CGPA = (\sum C_i G_i) / (\sum C_i)$$

where C<sub>i</sub> is the number of credits assigned to i<sup>th</sup> course and G<sub>i</sub> is the grade point equivalent to the letter grade obtained by the student in the i<sup>th</sup> course. When a student repeats a course, the new grade will replace the earlier one in the calculation of the CGPA.

While calculating CGPA, I or X grades secured by the student shall not be taken into

account.

Formula for conversion of CGPA to percentage of marks is  $(10 \times \text{C.G.P.A.})$ .

- iv) Dean, Academic Affairs, will approve registration of students who have backlog course(s) in each semester. However, the student may be allowed to study an equivalent course (against the backlog course), if necessary, with the approval of Dean of Academic Affairs. The decision of Dean of Academic Affairs with regard to their registration of courses in each semester would be final and binding on such students.

Process to clear Backlogs:

- a) 'F' or 'X' grades: She/he may register for that course again when it is offered next in subsequent semester(s)
- b) 'E' grade: She/he may register for that course again when it is offered next in subsequent semester(s) OR shall be allowed to sit in the EST of that subject whenever it is offered next to other batch and shall be awarded 'D' grade as the maximum grade by substituting the end semester marks. The cut off limits of the exam where he/she had earned 'E' grade shall be taken while awarding grade.
- c) 'I' grade: She/he may register for that course again when it is offered next in subsequent semester(s) OR shall be allowed to sit in the EST of that subject whenever it is offered next to other batch and shall be awarded grade by substituting the end semester marks. The cut off limits of the exam where he/she had earned 'I' grade shall be taken while awarding grade OR student shall be allowed to appear for a single examination on a date as specified by the DoAA.

The student will have to pay an examination fee to be notified by DoAA.

- v) **Summer Term:** In addition to above, the final year students securing 'E' or 'F' or 'X' grade or students admitted in December or students having 'I' grade can be offered maximum of two backlog course(s) in summer term subject to availability of faculty. The schedule of summer term, the fees to be deposited and other relevant conditions will be subject to the approval of the Chairperson, Senate on the recommendation of DoAA. DoAA can also allow the final year students having 'D' grade to take courses to improve their CGPA in the summer term

During summer term, if found fit, DoAA can allocate maximum of 3 courses to the final year students. Such relaxation shall be given only in the cases where students are left with 3 backlogs for completion of degree. Further, DoAA is authorized to take final decision regarding allotment of number of courses to final year students in exceptional cases like where change of status with the declaration of result of final semester, cases where constraints regarding number of backlogs with remaining time left to complete



the degree, placement issues etc.

In the summer term, regular classes will be held if the number of students is four or more. The course will be offered as a self-study course if the number of students is less than four. The students with 'F' or X grade will not be allowed to take a course in summer term as a self-study course. An instructor will, however, be appointed and all the components of evaluation will be completed in each case. The decision of Chairperson, Senate in running these courses shall be binding on the students.

- vi) Semester examination results will be declared by Registrar's office after obtaining approval from DoAA.

Registrar shall publish the result of the students indicating their grades and the CGPA obtained, on the 10-point scale.

At the end of each semester (i.e., after end semester examination) students will be supplied a grade card indicating the grades secured in each course and up to date CGPA.

Once grades are submitted, any correction thereafter will only be made with the approval of Director on the recommendation of the CoE.

## 1.5

A student will be allowed to continue in the BE/BTech/MCA programme only if,

- (a) At the end of the first year, she/he
  - (i) Secures a CGPA of greater than or equal to 3.70.  
OR
  - (ii) Earns\* *a minimum of 50%* of the credits offered in the approved scheme of courses in the first year.
- (b) At the end of second year, she/he
  - (i) Secures a CGPA of greater than or equal to 4.50.  
OR
  - (ii) Earns\* *a minimum of 60%* of the credits offered in the approved scheme of courses in the first and second year.

**\*Only credits of those courses will be considered as earned credits in which the student has earned A or B or C or D grade.**

**Important: A student who fails to satisfy both the conditions mentioned in the above paras (i) and (ii) of sub-clause (a) or (b), as the case may be, will be required to leave the University. However, for BE/BTech lateral entry programme, clause (b) will only be applicable.**

## 1.6 Readmission in UG programmes

If a student takes a readmission in the first year of UG programmes in the immediately following year after one year of study at Thapar University, Patiala then he/she will start afresh i.e. no credits will be given for all courses in which she/he earned pass grades (i.e., A/B/C/D) during the preceding year.

- 1.7 **Admission in UG Programme in the even semester of the session:** The University, if may deem fit, can admit students in the even semester of session by conducting its own entrance test and following approved procedure, eligibility criteria as mentioned in the prospectus of that session. The admitted students shall be required to clear all the courses as per the approved scheme of discipline in which admitted.

## 1.8 **SPECIFIC REGULATIONS FOR ME/MTech PROGRAMMES**

- 1.8.1 All the ME/MTech programme offered in regular mode shall also be offered in part time mode.
- 1.8.2 The student will work for and prepare her/his Dissertation under the supervision of a teacher of the University. However, if the DoAA, on the recommendation of the Head of the Department concerned, is satisfied that the facilities for the Dissertation do not exist at the University, he may allow the student to do his Dissertation at an alternate Institution and this period will count towards the requirement for the Master's degree, but the student will spend for completing his Dissertation a minimum of one month in the University under his supervisor.  
The students may also be allowed by DoAA on recommendation of concerned head of department/school to do second year (3<sup>rd</sup> & 4<sup>th</sup> semester) in any Industry/Organisation provided such an arrangement brings in value addition to the profile of students. The Industry/Organisation shall undertake responsibility to teach 2 courses of third semester as per the approved scheme of ME/MTech. The faculty members of the concerned department shall collaborate with the counterparts in Industry/Organisation conducting courses and dissertation. The panel of experts of Industry/Organisation involved in teaching of courses and dissertation shall be approved by the Chairman Senate.
- 1.8.3 On completion, the student will submit the dissertation to the Head of the Deptt/School through the supervisor. The dissertation will present an orderly and critical exposition of the existing knowledge of the subject and will embody results of original investigations demonstrating the capacity of the student to do independent research work. While writing the Dissertation, the student will layout clearly the work done by him independently and the sources from which he has obtained other information contained in his dissertation.
- 1.8.4 If a student wishes to change his status from regular to part-time, the maximum period for such a student will be calculated on pro-rata basis.
- 1.8.5 The student will submit his Dissertation within the prescribed maximum period but not earlier than in the fourth semester for a regular student and not earlier than in the sixth semester for a part-time student. The result of the Dissertation will be declared only after the student has passed in 12 courses and has fulfilled the academic requirements of his seminar/Minor project.

The student will also submit ME/MTech dissertation in electronic form on the DSpace of the Central Library after successful defense.

- 1.8.6 If a student admitted to the ME/MTech programme is unable to attain the minimum CGPA, he may be permitted to improve his CGPA by studying up to a maximum of five courses in which he either obtained grade 'D' earlier or by taking substitute courses with the concurrence of the Head of the Department/School concerned in two semesters only in case of regular students and up to a maximum of three semester in case of part time student.

Provided that this concession of additional semester(s) will be counted within maximum duration permissible for the programme.

- 1.8.7 The ME/MTech dissertation shall be evaluated by the committee, approved by DoAA, consisting of the following persons:
- a) One faculty member from deptt/school other than the concerned deptt/school to be nominated by DoAA-----**Chairman**
  - b) 3 faculty members including Supervisor(s) from the concerned department/school-----**Members**
  - c) External Examiner-----**Member**

After evaluation, the dissertation shall be awarded grades. In case a student gets 'E' grade or 'F' grade, the student has to resubmit the revised dissertation within 6 months and if before submission of revised dissertation, next semester commences then the student is required to pay the full fee of the semester.”.

- 1.8.8 A candidate can change the status of his registration from full time to part time (or vice versa) only once on approval of DoAA on the recommendation of concerned Head of Department/School.

## **1.9 SPECIFIC REGULATIONS FOR POST-GRADUATE DIPLOMA**

- 1.9.1 A student who attains the minimum CGPA of 5.50 after having qualified in 10 courses and leaves studies thereafter will be awarded a post-graduate diploma in engineering in the appropriate branch.

Further, if a student is unable to complete his dissertation within the maximum prescribed period of the ME/MTech course, he may on request be awarded P.G. diploma in the appropriate branch provided he fulfils the requirements for the diploma. **The PG diploma shall be awarded only if the request for award of diploma is given by the student within two year of leaving the University**

While considering eligibility of a student for the award of post-graduate diploma in engineering, best performance in 10 courses will be taken into account.

## **1.10 SPECIFIC REGULATIONS FOR BRIDGE PROGRAMME OF MBA PROGRAMME**

### **1.10.1 Promotion from the Bridge Programme**

A student shall be promoted from the bridge courses to her/his regular programme if she/he attains a minimum CGPA of 4.50 in the bridge programme consisting of all the bridge courses.

1.10.2 No relaxation in the maximum duration of the programme shall be given to a student in case she/he repeats the bridge courses.

1.10.3 The CGPA obtained in the MBA Programme while studying bridge courses shall not be taken into account for calculating the final CGPA of his/her MBA programme.



## ACADEMIC REGULATIONS FOR THE DEGREE OF DOCTOR OF PHILOSOPHY

## 1.0

## Admission

1.1 A candidate seeking admission to the degree of Doctor of Philosophy must have obtained ME/MTech/MPhil/MCA/MSc/MA/MBA/CA or equivalent with minimum CGPA of 6.00 on a 10 point scale or 55% marks in aggregate where marks are awarded or NET (UGC/CSIR) qualified.

1.2 Candidates with BE/BTech degree or equivalent with excellent academic record (minimum CGPA of 9.00 on 10 point scale or 80% marks in aggregate) may be considered for admission.

Relaxation in CGPA to 7.00 on a 10-point scale or in marks to 65% for the minimum eligibility conditions may be permitted for candidates with a BE / BTech degree or equivalent who have a minimum of 3 years of professional and/or research experience in the area in which the admission is sought. However, candidates admitted with BE/BTech or equivalent qualification will be admitted for PhD after successful completion of eight Masters level courses as suggested by the PhD Admission Committee of concerned Department/School, within a period of two years from the date of admission. A minimum CGPA of 6.00 on a 10-point scale should be earned in the courses prescribed by the concerned Department/School.

1.3 Part-time studies leading to PhD degree are permitted for professionally employed personnel. Part-time studies leading to PhD shall also be permitted to persons working in Institutions with which a Memorandum of Understanding has been signed for research purposes. Such a candidate must be in employment at the time of admission and be engaged in professional work in the area to which admission is sought.

1.4 **Admission of a PhD candidate in a department/ school other than his/her basic background:** Suitability of a candidate is the purview of admission committee, if a candidate qualifies the test and interview then he/she should be allowed to pursue PhD Program. However, the admission committee may recommend additional courses for the candidate to clear.

1.5 Candidates shall be admitted on the basis of merit of Entrance Test and Interview to be conducted by the University. **The candidates who secure minimum of 20% marks in the written exam shall only be called for Interview.** During interview, a candidate is required to indicate area of research.

**Relaxation for appearing in the Entrance Test may be given by the University to those candidates who have qualified UGC/CSIR (JRF).**

**Note:**

- (i) **Part-time candidates are required to submit the “No Objection Certificate” from their parent organization/department/employer stating that the candidate is permitted to pursue studies on a part-time basis and that the candidate’s official duties permit her/him to devote sufficient time for course work and research.**

1.6 Applications for admission will be considered by the Admission Committee of the concerned Department/School.

1.7 The number of PhD admissions to be made by each Department/School shall be notified at the start of admission process. All efforts shall be made to maintain 25% SC/ST and 3% physically handicapped category students.

1.8 The supervisor(s) shall be allocated to every admitted candidate at the time of interview. The Admission committee will recommend course work to be allocated to each selected candidate.

**2.0 Registration:** It is mandatory for all the PhD students to register in the concerned Department/School at the start of each semester.

2.1 Every admitted candidate shall have to do course work for a minimum of one semester. The course work shall include at least three courses, namely, a course on research methodology (may include quantitative methods and computer Applications) or a course proposed by the Admission Committee (for those who have studied a similar course on Research Methodology at PG level), a professional course (if not offered by any Department/ School, its syllabus to be proposed by the allocated supervisor and approved by DoAA) and a seminar (Relevant in the area of research). Minimum credits for the course work shall be 11 including a seminar of 4 credits. The process of registration in the course work, examination, evaluation and grading shall be same as followed for UG/PG programmes.

Only those candidates who successfully complete the course work within one year of admission and with a minimum CGPA of 6.00 on 10.00 point scale shall be registered in the PhD programme.

Every candidate will be required to submit research proposal, duly recommended by the Supervisor(s), after successful completion of the course work ( December 31 shall be taken as date of completion of course work for odd semester and June 30 shall be taken as date of completion for even semester). The minimum time period to submit the research proposal shall be **one semester** from the date of admission **and maximum time allowed to submit the research proposal shall be one year from the date of admission.**

Research proposal will be submitted to the concerned Head of the Department/School. In case of non-submission of proposal within one year, DoRSP on the recommendations of the Supervisor and Head of the Department/School may grant an extension for a maximum period of six months.

If the candidate fails to submit the proposal even during the extended period her/his admission will be cancelled. In case the proposal is rejected by the URB, she may resubmit it within next six months starting the date of meeting of URB failing which her/his admission will be cancelled.

2.2 Only such faculty/staff members of the University will be proposed as supervisors who hold a PhD or its equivalent degree. If necessary, another

supervisor from within or outside the University may also be proposed. The maximum number of supervisors shall be three. In case, the supervisor leaves the University, the Doctoral committee should propose the name of another supervisor in consultation with the candidate. The number of PhD students that a faculty member can register shall be calculated as:

$$n \cdot \prod_{i=1}^m 1/(\text{number of guides of } i^{\text{th}} \text{ student})$$

with a condition that  $n \leq 8$  and  $m \leq 12$ . If any faculty member supervises a PhD student of another University then that will also be counted towards the total number of students being guided by the faculty. Only regular faculty members and adjunct/visiting faculty of the University can act as supervisors.

However, where the candidate is a faculty/staff member of the Thapar University, Patiala and the expertise to guide PhD in the proposed area of research work to be pursued is not available, the candidate may be allowed to have supervisor(s) from outside the University.

In case faculty/staff member doing PhD under outside expert leaves in between, she/he will be allowed to continue her/his PhD programme only if the outgoing faculty/staff member takes supervisor(s) from the University before leaving.

2.3 The Research proposal will be considered by the University Research Board (URB) consisting of the following:

- i) Chairperson, Board of Studies of Concerned Department/School  
**Chairperson**
- ii) One expert recommended by Chairperson, Board of Studies of Concerned Department/School in the cognate area from Deptt/University  
**Member**
- iii) Supervisor(s)  
**Member(s)**
- iv) One nominee of DoRSP in the cognate area from the University  
**Member**
- v) One expert\* from the approved URB panel of outside experts of concerned Department/School: **To be nominated by DoRSP**  
**Member**

The quorum for the meeting shall be four members including outside expert.

\*The supervisor shall propose names of three experts from the approved panel of outside experts. In case of non-availability of experts in the relevant area of specialization in the approved URB panel of outside experts, the supervisor may submit an additional list of experts of relevant area through Head of the Department/School to DoRSP.

- 2.4 The candidate shall be required to make a presentation on the topic of her/his proposed research. The research proposal should have **broad objectives, scope and approach** of the proposed investigation, facilities required for successful implementation and the significant contribution/advancement likely to be made. The URB will consider the proposal and decide the viability of the proposal. **The exact title, objectives and scope of the research work can be finalized by the doctoral committee at the time of Pre-Ph.D. presentation and before submission of the synopsis.**

### 3.0 Progress Monitoring

- 3.1 A doctoral committee as per the following constitution shall monitor the progress of the student as per guidelines issued by DoRSP from time to time.

- |      |  |                         |
|------|--|-------------------------|
| (i)  | Chairperson, Board of Studies                                      | Ex-officio-Chairperson* |
| (ii) | Supervisor(s)  | Member(s)               |
| (iv) | Two faculty members in the cognate area from the Department/School | Members                 |
| (v)  | One faculty member from outside the Department/School              | Member                  |

- 3.2 A candidate can change the status of his registration from full time to part time (or vice versa) only once on approval of DoRSP on the recommendation of Doctoral Committee.

**However in case of unforeseen circumstances, the Chairman-Senate can change the status one more time on the recommendation of DoRSP.**

- 3.3 The student shall be required to submit a half-yearly progress report to the Registrar through Doctoral Committee about his research work on the prescribed Performa (Annexure-I).

In cases of non-receipt of two consecutive progress reports or two consecutive unsatisfactory reports or unethical practices in research committed by the student or misconduct by the student, the doctoral committee under the chairpersonship of DoRSP can recommend any action including cancellation of registration.

- 3.4 The student shall submit a proof of acceptance/publication of at least two research papers in refereed journals of repute before submitting the synopsis  
**Note: Journals which are in SCI shall only be considered. For PhD theses relevant to Social Sciences and Humanities SSCI/AHCI (Thomson Reuter) journals shall also be considered.**

### 4.0 Submission of Thesis

- 4.1 The student shall submit her/his thesis to the **Registrar within 5 years but not earlier than 2.5 years in case of regular and 3.5 years in case of part time student from the date of her/his admission.** The student would be expected to work for her/his thesis at the University except for visits to other labs/organizations with the approval of the supervisor(s) and concerned Head of the department/School.



- 4.2 Every student shall ordinarily complete her/his research work within the normal period as provided in the regulations, but in genuine cases of hardship, DoRSP on the recommendations of the doctoral Committee may allow extension up to one year.

Provided further that if at the end of six year period, the student is found to have completed a substantial part of his thesis or has published research papers in some refereed journals, the Chairperson, Senate on the recommendation of DoRSP may allow further extension of one year recording detailed and specific reasons as to why this special extension is being allowed.

Registration of a student, who fails to submit his thesis within the stipulated period as above or who fails to apply for grant of extension, would automatically stand cancelled. No extension beyond the total period of seven years shall be granted in any case.

- 4.3 The student shall be required to intimate to the DoRSP, through Doctoral Committee, that she intends to submit the thesis within next three months time. She/he is required to give presentation of the research work before submission of the extended abstract (Synopsis) in the presence of the Doctoral Committee. The gist of the abstract should match with the approved research proposal by the URB. After the presentation, the student shall submit two copies of the extended abstract of the thesis (hard as well as soft copy of not more than 10 pages excluding references) along with list of relevant references so that these could be sent to the proposed examiners while obtaining their acceptance to act as examiners. DoRSP, on receipt of the intimation from the student, shall take the necessary steps for the appointment of examiners.

Three copies of the thesis, softbound and printed on **both sides**, be submitted by the candidate accompanied with a fee, as approved by BOG, and a certificate from the supervisor(s) in the prescribed proforma. Students required resubmitting their theses after revision will be charged full fee as prescribed for submitting the original thesis.

- 4.4 The student is required to submit one copy of PhD thesis duly corrected in electronic form and two hardbound copies duly corrected and printed on both sides to DoRSP after successful defense of the Viva-Voce Examination and before the notification of the result by the Registrar.

## **5.0 Examination**

- 5.1 The Doctoral Committee shall submit a panel of minimum of eight examiners consisting of four examiners from India and four from abroad (indicating full particulars about their designation, area of specialization etc.) to the Director through DoRSP for the evaluation of the thesis and the Director will appoint two examiners, one from India and one from abroad out of the panel. However, Chairperson, Senate may ask the doctoral committee to include additional name(s) in the panel of examiners.

At least 50% of examiners of the panel should be from the list of references given in the long abstract and the thesis.

- 5.2 The examiners shall be free to seek clarification on any matter from the student's supervisor(s) through DoRSP.

- 5.3 Each examiner shall state in his report in the prescribed proforma (Proforma attached at **Annexure-II**) indicating,
- (a) Whether the degree be awarded to the student.
  - (b) Whether the thesis be rejected.
  - (c) In case an examiner recommends revision of the thesis he shall also indicate whether the revision suggested by her/him requires:
    - i) Substantial changes in the thesis before it can be accepted for PhD degree.
    - ii) Minor additions or alterations in the thesis before its acceptance, wherever necessary.
    - iii) The examiner may indicate whether he would like to re-examine the thesis after the revision.
  - (d) Questions, if any, that she/he may like the student to answer in the viva-voce in a separate cover.
- 5.4 In the event of an examiner making recommendation for the revision/modification of the thesis, the student shall be free to defend her/his point of view through DoRSP, if she/he so desires. However, if the examiner is not satisfied with the student's defense, the student shall be required to carry out necessary revision/modification as finally suggested by the examiner before her/his case is proceeded with.
- 5.5 The student, who is required to re-submit the thesis, must do so within one year from the date of receipt of the examiner's comments by the University, unless an extension is specially given by DoRSP. A re-submitted thesis will be examined by the same examiner who has recommended re-submission unless she/he herself/ himself is unable to do so or declines to do so.
- 5.6 In the event of one of the examiners recommending the award of the degree and the second examiner recommending rejection of the thesis, the thesis shall be referred to a third examiner to be appointed by the Director from out of the original panel of examiners. The recommendations of the third examiner shall be final. This procedure shall also be followed if the examiner who has suggested revision/modification rejects the revised thesis.
- 5.7 The reports of the examiners (excluding the questions suggested for viva-voce) will be opened in a meeting of doctoral committee under the Chairpersonship of DoRSP within a fortnight of the receipt of the reports from all the examiners.
- 5.8 In case reports of both examiners are positive, the Doctoral Committee shall prepare a gist of the reports of the examiners for the consideration of the Director in order to take further decision regarding the conduct of viva-voce.

- 5.9 The viva-voce examination shall be compulsory for all the students and shall be conducted jointly by the Supervisor(s) and one of the external examiners. In case an external examiner is unable to conduct the viva-voce, a set of questions would be obtained from her/him by DoRSP, and viva-voce will be conducted by an examiner to be appointed by the Director.

There shall be an open defense of the Thesis and shall be conducted in the University.

In case where report(s) of the examiner(s) are un-satisfactory the viva-voce of the student shall not be conducted.

The report about the performance of the student in the viva-voce shall be recorded in the Performa by the supervisor(s) and the external examiner.

- 5.10 Depository with UGC: After the successful completion of evaluation process, the candidate shall submit the final thesis to the University Library for hosting the same in INFLIBNET.
- 5.11 Remuneration to be given to the Examiners: As approved by BOG.

## **6.0 Award of Degree**

- 6.1 The Doctoral Committee under the Chairpersonship of DoRSP shall give final recommendations for the award of PhD degree on the basis of examiners' reports along with the gist of reports prepared by the Doctoral Committee. The decision will be reported to the Senate.
- 6.2 The Registrar shall publish the result and issue provisional degree in accordance with the decision of the Chairperson, Senate.
- 6.3 The reports of the examiners may, on request, be supplied to the students after the award of degree.

## **7.0 Leave Rules**

- 7.1 The PhD student getting Research/Teaching Associateship through the University shall abide by the leave rules as applicable to University employees.

There will be no summer/winter vacations for such students.

**ACADEMIC REGULATIONS FOR PROGRAMMES FOLLOWING TRIMESTER SYSTEM**

- 1 Unless otherwise mentioned the provisions of Schedule C-I shall be applicable to the programmes following trimester system. The term 'semester' used in Schedule C-I will be read as 'trimester' while using the provisions of Schedule C-I for programmes following trimester system.
- 2 Each academic year will be divided into three regular trimesters. Each trimester will have 60 days of instructions, including the mid trimester tests and excluding the end trimester examinations.
- 3 In order to be eligible to sit for End Trimester Examinations in course(s) of any Trimester, a student must have registered for concerned course(s) and must have attended not less than 90% of total classes collectively in Lectures, Tutorials and Practicals in concerned course(s) from the date of registration as notified in the Academic Calendar/Prospectus.

If the attendance falls short of 90%, the student must get proper approval from the Dean of Academic Affairs for this shortfall otherwise he/she shall be awarded 'X' grade. A student will be detained and awarded 'X' grade if there is less than 75% attendance.

4 **E grade:** This grade is awarded when a student has fulfilled the attendance requirement of the Lectures, Tutorials and Practicals (as per the teaching load of the course) and fails in the evaluation process.

A student who gets E grade in the end Trimester exam shall have to register afresh for that course again when it is offered next.

5 The students securing 'E' or 'I' grade shall also be allowed to sit in summer term.

Or

The students securing 'E' grade can also appear in auxiliary exam. In a year, auxiliary exams will be conducted after 2<sup>nd</sup> and 3<sup>rd</sup> trimester. Further, the auxiliary exam after 2<sup>nd</sup> trimester shall be for the backlogs of first and second trimester and auxiliary exam after 3<sup>rd</sup> trimester shall be for the backlogs of third trimester only.

## REGULATIONS FOR DISTANCE EDUCATION PROGRAMMES

- 1.0 Admissions**
- 1.1 The degree through Distance mode will be open to candidates admitted to the privileges of the University through Entrance Test. Each academic year will comprise of two semesters.
- 1.2 Admission will be open to the candidates as per the eligibility criterion approved by the University Senate and laid down in the prospectus. The admission in BTech programmes will be offered only to the professionals who are in service in Industry/Organization/Office.
- 1.3 Distribution of seats including reservations shall be as approved by the BOG from time to time.
- 1.4 If sufficient number of candidates belonging to reserved categories are not available, the unutilized seats will be offered to candidates in open merit.
- 1.5 All seats will be filled exclusively on the basis of merit in Entrance Test of eligible candidates under each category.
- 2.0 Registration for Courses**
- 2.1 A student can opt for maximum of 32 credits in a semester. These credits can comprise of normal / backlog courses or both.
- 2.2 If at any stage, a student is having backlog of 32 or more than 32 credits, he will be required to register for the backlog courses first.
- 2.3 DOAA can consider and allow add & drop of courses after the date of registration.
- 2.4 **In case of registration for backlog course(s), the student will be allowed to exercise option as to whether she/he would like to re-submit the (assignments+Quiz) / (Lab) of backlog course(s) afresh or to retain the marks already obtained by her/him in earlier (assignments+Quiz) / (Lab).**
- 2.5 In case of backlog laboratory course(s) in BTech, the student will have to register and repeat the entire process regarding experiments during PCP.
- 3.0 Pedagogy**
- 3.1 **Self Instruction Material**  
The students will be supplied printed Self Instruction Material covering entire syllabus.
- 3.2 **Assignments**  
The students will be supplied two assignments per course which they have to return to DDE after solving, within the given time limit.
- 3.3 **Personal Contact Programme (PCP)**

Personal Contact Programme of one week duration during each semester will be organized at the centers as approved by the University.

### 3.5 End Semester Examination

The students will have to appear in end semester examination to be conducted at the centers approved by the University.

The weightage for different components of evaluation shall be as under

	Assignment-I	Assignment-II	Lab	End Semester Examination	
				Quiz	Exam
Courses with Lab	10	10	20	10	50
Courses without Lab	12.5	12.5	-	10	65
Lab Course only	-	-	-	-	100

Minimum 20% marks are compulsory in end semester examination alone to pass the course.

## 4.0 Evaluation/Results

4.1 At the end of the Semester the students will be awarded a letter grade in each of the courses taken during the semester based on the performance of student in assignments, PCP and end semester examination.

4.2 **A,B,C & D grade:** These grades are the pass grades. A student is eligible to earn these grades only if she/he has secured minimum of 20% marks in the end semester examination.

**‘E’ grade:** This grade is fail grade. E grade will be awarded to a student if she/he could not pass the course. The course(s) in which a student has earned ‘E’ grade will be termed as the ‘Backlog’ course(s) and a student shall have to register for that course again.

**‘F’ grade** is a fail grade and is awarded as a result of penalty for Unfair Means. The course(s) in which a student has earned ‘F’ grade will be termed as the ‘Backlog’ course(s) and a student shall have to register for that course again without retaining the awards earned in assignments and quiz.

4.3 A student is deemed to have completed the requirements for graduation and is eligible for the award of degree if:

- (a) she/he has satisfied all the rules & regulations.
- (b) she/he has taken all the prescribed courses.

- (c) she/he has paid all fees due from her/him.
- (d) there is no case of indiscipline pending against her/him

**5.0 Absence /Dropping of semester**

5.1 In case, a student drops a semester, he can do so by paying continuation fee as prescribed in the prospectus. This period will also be counted towards the maximum duration of the course.

The permission for dropping the semester will be granted by DOAA.

If the period of absence is more than one semester, the case will be referred to the Director through DOAA.

In no case, the total period of absence shall exceed two semesters at a stretch. In that eventuality, the student's name shall be struck off from the rolls of the Institute.

In no case, the period of unauthorized absence will exceed one semester. If the period of unauthorized absence exceeds one semester, the student's name will be struck off from the rolls of the Institute.

**Any student who drops one/ two semester(s) has to put in equivalent number of additional semesters to clear his dropped courses i.e. in no case, she/he will be eligible for award of degree in less than six semesters of study excluding the dropped semester(s).**

5.2

## GENERAL REGULATIONS

**1.1 Tuition Fee and Other Dues for the Admissions**

- i) The tuition fee and other dues will be as approved by the BoG from time to time and laid down in the Prospectus/Information Brochure of the University corresponding to session of admission.

**1.2 REQUIREMENT FOR THE AWARD OF DEGREE/**

- i) A student is deemed to have completed the requirements for a programme and is eligible for the award of degree if,
  - She/he has earned a CGPA of greater than or equal to 4.50 for UG and MCA programmes. The minimum CGPA required for the award of MPhil/MBA/BE-MBA/MSc/ME/MTech degree is 5.50.
  - She/he has satisfied all the rules and regulations.
  - She/he has taken all the required courses.
  - She/he has deposited all fees due to her/him.
  - There is no case of indiscipline pending against her/him.

**1.3 CGPA IMPROVEMENT**

Students are not allowed to improve the CGPA by appearing in the courses again in which they have already earned pass grade.

**1.4 ABSENCE /DROPPING OF SEMESTER/TRIMESTER (for MBA program)**



- i) If a student absents from the University with due permission of the DoAA (DoRSP for PhD) due to illness, she/he will be permitted to rejoin provided the period of absence does not exceed one semester/trimester (for MBA program). If the period of absence is more than one semester/trimester (for MBA program) or the absence is for reasons other than illness, the case will be referred to the Director by DoAA (DoRSP for PhD) with his recommendations. A student of MBA is allowed to drop maximum of 6 trimesters with due permission.
- ii) In case a student absents from the University without prior permission, she/he may be permitted to join back with the permission of the Director on payment of the penalty as approved by BOG, in addition to the prescribed fee for the period of absence.

In no case, the period of unauthorized absence will exceed one semester/trimester(for MBA program). If the period of unauthorized absence exceeds one semester/trimester(for MBA program), the student's name will be struck off the rolls of the University.

If a student who registers for a semester/trimester(for MBA program) but attains less than 25% of the total attendance in each registered course will be considered as unauthorized absence.

In no case, the total period of absence shall exceed two semesters/ 6 trimesters (for MBA program) during student's stay in the University. In that eventuality, the student's name shall be struck off the rolls of the University.

- iii) The total absence/dropping of semester /trimester(for MBA program) i.e.gap period will be counted towards the total duration of the Programme permissible under the Regulations.

Any student has to put in equivalent number of additional semesters/**trimesters(for MBA program)** for the gap period to clear the courses. In no case, she/he will be eligible for award of degree in less than prescribed normal duration of study excluding the gap period. It is further stated that the courses of the gap period shall be available to the student only in the parallel semester(s)/ **trimester(s) (for MBA program)** of the subsequent semesters/**trimesters(for MBA program)**.

- iv) **Continuation Fee: Students will be charged continuation fee as equivalent to the prescribed fee of the dropped semester(s).**
- v) **Appeal**  
Notwithstanding the above the Director may, on appeal, relax any of the conditions of in case of extreme hardship, at his discretion. His decision shall be final and binding.

## 1.5 SCHOLARSHIPS

### 1.5.1 MERIT SCHOLARSHIP

Three Merit Scholarships, one each of value of full, half and quarter Tuition Fee (as prescribed from time to time for general category of BE/BTech, MBA, MSc and MCA students) shall be awarded to the students in BE/BTech, MBA, MSc and MCA Programmes, admitted through entrance examinations, as per details given below:

- (a) In first, second, third and fourth year of BE / BTech programme, discipline wise in all the disciplines of the BE / BTech programme.
- (b) In first and second year of MBA& MSc programmes.
- (c) In all three years of MCA programme.

### 1.5.2 ELIGIBILITY

- i) Only those students will be eligible for the award of Merit Scholarship who have cleared all the courses prescribed for the year. Students, who have backlog courses during this prescribed year or have dropped semester/trimester or have missed courses due to late joining shall not be considered for Scholarships.
- ii) Award of Merit Scholarship in the first year of BE/BTech /MCA/MSc/MBA Programme will be based on the merit of Entrance Test. In the subsequent years, these would be based on the AGPA earned by the student during the preceding academic year.
- iii) In case of a tie at AGPA, it shall be broken by considering number of A<sup>+</sup> grades secured by the students during the period under consideration for calculation of AGPA. If number of A<sup>+</sup> grades secured by students are same then tie shall be broken by considering the students' performance on the basis of CGPA. If the CGPA is also same, the tie shall be broken using the percentage of marks obtained by the students in all the courses of last two semesters ( 3 trimesters for MBA program). If, however, the tie still exists then it will be broken by considering the merit of the entrance examination taken at entry level.

### 1.5.3 GENERAL

- i) DoAA shall announce the award of merit scholarships every year.
- ii) The Merit Scholarship shall be tenable for one academic year.
- iii) Merit Scholarships will be awarded only if the number of students registered in a discipline is at least ten and the AGPA secured  $\geq 8.00$  by the students other than that of first year of BE/BTech, MBA, MSc and MCA programme.
- iv) If a student declines the merit scholarship, the same shall be awarded to the next student in the approved list.
- v) A student who has been awarded merit scholarship by the University shall not be debarred from stipend or any other financial assistance from the sources other than Thapar University, Patiala. However, if the student is awarded any stipend or financial assistance from any other source, he shall immediately communicate the same to DoAA.

### 1.5.4 WITHDRAWAL

- i) If the recipient of merit scholarship is found guilty of gross misconduct, her/his case after due warning, shall be reported by DoAA for withdrawal of scholarship to the Chairperson, Senate.

1.6

### OTHER SCHOLARSHIPS/STIPENDS

- i) The details of other scholarship and stipends offered to the Students are published in the prospectus.
- ii) The limit of parental gross income shall not exceed Rs 5.00 lacs for merit cum means scholarship.
- iii) Depending upon availability, one scholarship each in BE/BTech & ME/MTech, out of the existing scholarships given on merit cum means basis shall be given to 'single girl child.'
- iv) For merit cum means scholarship, the student should not have earned any backlog under year of consideration.
- v) For merit cum means, student must have minimum CGPA of 6.00 to be eligible in subsequent years.
- vi) **The merit cum means shall be awarded on the basis of means/income i.e the student whose parents income is the lowest among all the eligible applicants will get first preference.** The right of awarding the merit-cum-means scholarship shall lie with the award committee.

## 1.7 AWARD OF MEDALS/PRIZES AT THE ANNUAL ACADEMIC PRIZE DISTRIBUTION FUNCTION

- i) Award of Medals/Prizes shall be based on the AGPA earned by the student during the preceding academic year. For the second, third and final year of BE/BTech programme, these will be awarded discipline wise in all the disciplines of the BE/BTech programme on the basis of AGPA of their preceding year. Medals will also be awarded to second year and third year of MCA, second year of MSc and ME/MTech/MBA regular programme in various disciplines on the basis of their AGPA of the preceding year. Students, who earn fail grade in a course(s) in the year of consideration, shall not be given any Medal/Prize.
- ii) In the eventuality of a tie for award of Medals/prizes in a class/discipline, the tie would be broken by considering number of A<sup>+</sup> grades secured by the students during the period under consideration for calculation of AGPA. If number of A<sup>+</sup> grades secured by students are same then tie shall be broken by considering the candidate's performance on the basis of CGPA. In case of a tie at highest CGPA, tie would be broken by considering the candidate's performance on the basis of percentage of marks obtained in all the courses of the last two semesters (3 trimesters for MBA program) of the preceding year. If, however, the tie still exists, then it will be broken by considering the percentage of marks obtained in the entry level qualifying examination.

Provided further, that each candidate securing AGPA of 10.00 (10 point scale) and CGPA of 10.00 (10 point scale) shall be entitled for the award of medal notwithstanding any other provisions as mentioned above.

In any case total number of prizes shall not exceed three/two (as applicable) respectively.

- iii) Medals/Prizes will be awarded only if the number of students registered in a discipline is at least five.
- iv) Medals/Prizes shall be awarded only if student has secured AGPA of atleast 8.00 on 10 point scale.

## 1.8 INSTITUTION OF SCHOLARSHIP/MEDALS AND PRIZES

There shall be three categories of the scholarship recommended hereunder at 1.8.1, 1.8.2 & 1.8.3.

### 1.8.1 Type of scholarships/medals/prizes: **To be paid every year**

The offer for instituting the scholarships/medals/prizes should be addressed to the Director of the University.

The Director shall constitute committee consisting of all deans, Registrar and Finance officer. The DoAA shall be the Chairman of the Committee.

The recommendation of the committee based on conditions imposed by donor, profile of donor etc shall be put up to the Director. The recommendations of the committee may be considered by the Director and forwarded to the Board of Governors for its approval. The acceptance of offer in each case would be decided by the BoG.

The institution of scholarships/medals/prizes shall be done through an agreement between the University and the Donor.

- For this, the donor has to donate minimum of Rs 5.00 lacs (Rupees five lacs only).
- The scholarship shall be paid on the basis of interest accrued on the donated amount in a year.
- The scholarship may be equivalent to Full Tuition fee/Half Tuition fee/Quarter Tuition fee/ amount equivalent to interest generated in a year on the donated amount.

- The donor may also specify the name of the program, discipline, year of study, mode of distribution i.e on the basis of merit or merit-cum-means.
- The donor shall specify the gender of the student.
- Such scholarships shall be reviewed after every 5 years to check the financial viability.
- After approval, these scholarships shall be published in the Prospectus/Information Brochure.
- The minimum amount for acceptance of the donation by University for instituting a medal/prize in the name of one person shall not be less than Rs.1.00 lac (Rupees one lac).
- The payment shall be made through bank draft in favor of Thapar University payable at Patiala, to be deposited in the Corpus Fund of the University.

1.8.2 Type of scholarships/medals/prizes: **To be paid as and when on the receipt.**

The offer for the scholarships/medals/prizes should be addressed to the Director of the University.

The Director shall constitute committee consisting of all Deans, Registrar and Finance officer. The DoAA shall be the Chairman of the Committee.

The recommendation of the committee based on conditions imposed by donor, profile of donor etc shall be put up to the Director. The decision of the Director shall be final. Such scholarships/awards shall not be published in the Prospectus/Information Brochure.

1.8.3 In addition to above, the “Acceptance of Voluntary Donations/Gifts” offered to Thapar University. For this, the Chairman Senate has a delegation from the Senate and Board of Governors to accept Voluntary Donations/gifts/corporate sponsorships/funds.

1.8.4 Scholarships / prizes / medals shall be reviewed after every five years. If found economically unviable then University shall stop the award of such scholarship / prizes / medals.

**1.9 COMMITTEE for PREVENTION of UNFAIR MEANS (CPUM)**

- i) Director shall appoint CPUM for each academic year to deal with the cases of alleged misconduct and use of unfair means in all the examinations conducted by the University. CPUM shall invariably have one student member.

CPUM will take all necessary steps, as deemed fit, for the prevention of unfair means. Chairperson, CPUM shall issue appropriate instructions (such as e-mails/notices to students, faculty and staff) before the examinations.

As soon as a student is identified by the invigilator or by any authorized person, of having resorted to unfair means his answer book shall be seized. The papers etc. duly signed by the invigilator and superintendent, found in possession of the student shall be tagged with her/his answer book in candidate’s presence. The superintendent shall ask the candidate to make a statement in writing, explaining his conduct. In case the candidate refuses to do so, the fact of his refusal shall be recorded by the Superintendent, which should be attested by at least one invigilator on duty. In the case of practical tests/performance tests on PCs the act of using unfair means should be recorded by the invigilator attested by at least one invigilator/witness. Evidence in form of softcopy/Photostat/photograph etc should be submitted along with the

statement of the student

After completing all above formalities, a fresh answer-book shall be given to the student for completing the examination. After a particular test/examination session is over, these answer-books, (duly marked I and II) shall be sent or delivered separately to DoAA along with the report. CPUM shall enquire into the cases of attempt of unfair means in the examinations. It shall submit its recommendations after identifying clearly the category of nature of the offence as listed in Regulations to the DoAA for consideration and necessary order.

### **1.9.1 CATEGORIES OF UNFAIR MEANS AND ACTION TO BE TAKEN**

#### **Category-I**

- i) A student found talking to another student during the examination hours in the examination hall.
- ii) If during the examination hours, i.e., after receipt of the question paper and before handing over the Answer-book, a student is found to be talking to a person/student outside the examination hall while going to the urinals etc.
- iii) Writing on any piece of paper except the answer-book during the examination.
- iv) Changing seat in the examination hall without permission.

The invigilator/authorized person will issue a warning once. If the action is repeated, the answerbook to be cancelled and a fresh answer book to be issued.

Action to be taken: Second answer book to be evaluated.

#### **Category-II**

II (a) Found in possession of relevant written or any printed material or notes written on any part of her/his body or clothing or instruments such as electronic diary, set-squares, calculator, scale etc. or having relevant notes written on chair, table, desk or drawing board or found possessing mobile phone or any other communication or storage device (that can be used for help), during the examination but student voluntarily surrendered this material to the invigilator or has not used it. However, scientific non-programmable calculator can be used in the examinations.

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**Action to be taken :** Zero marks to be awarded in the relevant exam like Quiz/ MST/EST etc.

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II (b) If during the examination hours, i.e., after receipt of the question paper and before handing over the answer-book, a student is found tampering with the answer-book.

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or

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If a student is found tampering awarded marks on an evaluated answer book / found tampering with the evaluated answer-book .

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**Action to be taken:** The student will be awarded 'F' grade in that course.

#### **Category-III**

If during the examination hours, i.e., after receipt of the question paper and before handing over the answer-book, a student is found:

- i) Attempting to copy, caught copying or having copied from any paper, book or notes written on any part of her/his clothing, body or table or desk or instruments like setsquares or mobile phone or any other communication or storage device etc.
- i) Consulting notes or books while outside the examination hall (i.e., in urinals etc.) during examination hours.
- ii) Having received help from or given help to another candidate through some written material pertaining to the questions set in the paper concerned or passing on a copy of question set in paper or a solution thereof to any other student.
- iii) Guilty of swallowing or destroying the material such as notes or paper found from her/him.

**Action to be taken:** Three to six courses (other than those the student is already getting an E or I grade or X grade), as decided by CPUM, of the current semester are to be cancelled and to be awarded 'F' grade in those courses. In case the number of courses the student getting E or I or X grade is more than two in the current semester, all the courses of the current semester are to be cancelled and to be awarded 'F' grade in all the courses.

#### Category-IV

If a student:

- iv) Leaves the examination hall / room without delivering answer-book / evaluated answer book or tears it or disposes off.
- v) Communicates with anyone by mobile phone or any other communicable device.
- vi) Student found guilty of smuggling in an answer-book, or a continuation sheet, taking out or arranging to send out an answer book or a continuation sheet. Writing deliberately another student's roll number in her/his answer book or a continuation sheet, found in possession of an answer book not her/his own or impersonating another candidate in any examination. Attaching graph or continuation sheet or relevant material written on any extra sheet, to the answer book or evaluated answer book
- vii) 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. viii) Serious misconduct outside the examination hall during the period of examination. Writing an answer book outside the examination hall for another candidate.
- ix) Use of force/threat against the supervisory staff/student.

**Action to be taken:** All courses of that semester to be cancelled and awarded 'F' grade in all the courses of that semester and may further be debarred from registration in a course(s) for a period up to two years.

#### Category-V

- i) Student found to have indulged in the case of academic plagiarism.  
Action to be taken: CPUM shall recommend action after detailed assessment of the case. The punishment in such cases may include (a) suitable fine and/or repetition of thesis/dissertation or (b) expulsion from the University.

- ii) In addition to the actions mentioned above at Categories-I to IV, the CPUM may also decide to impose a suitable fine on a student. CPUM can also consider punishing a student who was outside the examination hall and was found guilty of helping the student for using unfair means. The period of the examination for the above

Regulations extends from the time of start of the examination till the final result / marks publication, except for Category V.

- iii) While calculating the maximum duration permissible under the regulations, the period of disqualification for use of unfair means may not be counted towards her/his total stay in the University and the candidate be allowed the same period which was due to him before his disqualification as per the University regulations.
- iv) The recommendations of CPUM shall be submitted to DoAA. If DoAA finds that the recommendations need reconsideration, he may return the case(s) to CPUM for reconsideration and thereafter shall award suitable punishment as recommended after reconsideration. The appeals, if any, against such punishment(s) can be made to Chairperson, Senate whose decision shall be final.

## **1.10 PROGRAMME OF CONVOCATION**

### **1.10.1 AWARD OF DEGREES**

- i) The convocation of the University will be held on a date as fixed by the President.
- ii) Registrar shall, from time to time, report to the Senate the names of all such persons who fulfill the requirements prescribed for various degrees of the University and have become qualified under the regulations for admission to such degrees. When the Senate has approved the admission of such persons to the degree to which she/he has become qualified for admission, he shall be entitled to be formally admitted to that degree. The date of formal admission to the degree shall be the date on which Convocation is held. However, if the convocation is not held due to unavoidable circumstances it will be the date to be decided by the Senate.
- iii) A candidate who has failed to attend the convocation may obtain her/his degree in absentia by submitting an application in prescribed format to Registrar. Such application shall be accompanied with a fee, as approved by BOG, in the form of Draft payable to Registrar, TU, Patiala. On receipt of such application, Registrar shall, after satisfying himself that it is in order, issue the degree to the applicant.
- iv) If the convocation is not held due to unavoidable circumstances within one year from the passing of examination, the degrees may be awarded after completing necessary formalities.
- v) Provisional certificate may be issued by Registrar to a candidate, who has fulfilled all the requirements for the award of degree, after obtaining the approval from Chairperson, Senate.

### **1.10.2 ACADEMIC PROCESSION**

- i) Academic Procession will consist of the Chief Guest, President of the University, Chairperson, BoG, Director, Members of the BoG and Senators. Registrar will lead the procession in the following order:
  - Registrar
  - Senators in two rows
  - Deans in two rows
  - Members of BoG in two rows
  - Deputy Director
  - Director
  - Chairperson, BoG
  - President of the University
  - Chief Guest

### **1.10.3 AWARD OF MEDALS AND PRIZES**

BE/BTech/MBA/MSc/ME (Regular)/MTech (Regular) Courses

The University will award medals and prizes during convocation as per details and criteria given below:

- i) **President Medal\***  
This medal shall be awarded to the student securing overall highest CGPA in the BE / BTech courses.
- ii) **University Medal\*\***  
This medal shall be awarded to the student securing highest CGPA in each discipline at BE/BTech level, MCA and each discipline of MPhil/MSc/ME (Regular)/MTech(Regular)/MBA.
- iii) The student must have graduated in not more than 8 semesters in case of BE/BTech courses, 6 semesters for MCA course, 4 semesters for MSc Courses, 4 semesters for MBA courses (excluding the semesters for bridge courses) and 4 semesters for ME (Regular Course)/MTech(Regular). In other words the students must have graduated in the normal stipulated duration of the course.
- iv) The students must have obtained a minimum CGPA of 8.50 (10.00 point scale).
- v) The award shall be decided each year in the month of September from amongst those whose results have been finalized and have qualified for graduation as on 31<sup>st</sup> August of the academic year.
- vi) In case of a tie at highest CGPA, it shall be broken by considering number of A<sup>+</sup> grades secured by the students during the whole period of study at the University. If number of A<sup>+</sup> grades secured by students are also same then tie shall be broken by considering the candidate's performance on the basis of percentage of marks obtained in all the courses offered to them during their stay in the University. If, however, the tie still exists, then it will be broken by considering the percentage of marks obtained in the entry level qualifying examination. Thus only one candidate is expected to qualify for the award of medal in a particular discipline/programme.
- vii) Medal will be awarded only if the number of students registered in a discipline is at least five. The particulars of the medals are given below.  
 \* By Weight    Gold - 2 grams                      Silver - 120 grams  
 \*\* By Weight    Gold - 500 milligrams                      Silver - 60 grams  
 In addition to the above, the students will be awarded such other Medals as approved by the BOG from time to time.

#### 1.10.4 PROGRAMME OF PRESENTATION AND CITATION

- i) The convocation will be declared open and closed by the President of the University. ii) The degrees will be conferred by the Chairperson, Senate. The Medals will be awarded by the President of the University.
- iii) The programme of presentation of award of Degrees and Medals will be as under:

<b>LEVEL</b>	<b>PRESENTATION BY</b>
DSc	Registrar
PhD	DoRSP
MPhil	DoAA
ME/MTech	DoAA
MBA (including BE-MBA)	DLMTSOM
MCA (Regular & Distance Mode)	HSMCA
MSc	Respective Heads
BE/BTech	Respective Heads

Awards of Medals & Prizes                      DoSA

- ii) Chairperson, BoG, will sign the scroll containing the record of Degrees. iii) Director will read the exhortation.

#### 1.10.5 ACADEMIC COSTUMES/ROBES



- i) In these regulations 'Ordinary' academic costume includes a black cap and gown without hood or sash and full academic costume, which includes in addition a hood or sash.
- ii) Members of the Senate and BoG of the University and all those persons who will be receiving their degrees shall wear their full academic costumes in convocation of the University.
- iii) The Chief Guest, Officers and Graduates of the University are entitled to wear Academic Costumes as follows:

**(A) CHIEF GUEST'S GOWN**

Superior maroon velvet with 4" golden lace on front folds, bottom of sleeves. On shoulders with zari work fronts and tufts and zari work on the sleeves with tufts, without monogram, Cambridge style, fully interlined special padding and material, Special Academic Cap of Superior Maroon Velvet with 1" golden lace and with golden tassel, mortar band and with special material.

**(B) PRESIDENT'S GOWN**

Superior Maroon Velvet with 3" Golden Lace on front folds, bottom of sleeves. On shoulders with zari work fronts and tufts and zari work on the fronts with tufts and on the sleeves with two University Monograms, fully interlined with ½" Green strips of silk on front folds and on sleeves. Oxford style. Special Academic cap of superior velvet 1" golden Lace and with Golden Tassel, Mortar band and with Golden Tassel.

Sash: Maroon Velvet with ½" Golden Lace on the bottom and with golden jhallar.

**(C) CHAIRPERSON'S GOWN**

Pure silk, hand woven, hand spun in Maroon colour with 3" Golden Lace on the front folds, bottom of sleeves, with ½" strip of green silk on the front folds and 3 strips on the sleeves in green silk. Oxford style, with two University Monograms, fully interlined and with special padding and material. Cap of superior silk, Hand woven, hand spun, with 1" golden lace. mortar band with golden tassel.

Sash: Pure silk, Hand woven, hand spun in Maroon Colour ½" Golden Lace on the bottom and with Golden jhallar.

**(D) DIRECTOR'S GOWN**

Maroon silk with 2" Golden Lace on the front folds, round the neck and on bottom of sleeves, with two strips of ½" wide of green silk on the front folds and 3 strips ½" width of green silk on the sleeves with two University Monograms in golden zari work on the fronts with hand made fluting; Oxford style, fully interlined with special padding and material. Academic cap of pure silk in maroon colour with 1" Golden Lace. Mortar band with Golden Tassel.

Sash : Pure silk, hand woven, hand spun in maroon colour ½" golden lace on the bottom and with golden jhallar.

**(E) REGISTRAR'S GOWN**

Black heavy silk with 2" silver lace on the front folds, round the neck and on bottom of sleeves, bottom of sleeves with ½" wide of green silk on the front folds and two strips ½" wide of green silk on the sleeves with two University Monograms in silver zari work with hand made fluting with special padding and material. Cap of black velvet mortar band ½" lace and material

**(F) SENATE MEMBERS GOWN**

Superior silk in golden yellow colour with lacing of 3” green silk on front folds and with strips of green silk 1” wide on the sleeves with one University monogram on the left front with hand made fluting, Oxford style and with special padding and material. For PhDs pure red silk will be used.

Caps of superior golden yellow velvet, Mortar band with 1” wide green silk border with golden yellow border with golden silk tassel. For PhDs red velvet will be used.

**(G) DEPUTY REGISTRARS AND ASSISTANT REGISTRARS**

Whatever they are entitled by virtue of the degrees they hold or if they are non graduates, black gown only.

**FOR BACHELOR’S DEGREE (BE / BTech ) STUDENTS**

Gown - Black

Hood - White with scarlet lining

**FOR MPhil DEGREE STUDENTS**

Gown - Black

Hood - White with golden lining

**FOR MBA DEGREE STUDENTS**

Gown - Black

Hood - White with brown lining

**FOR ME/MTech/MCA DEGREE STUDENTS**

Gown - Black

Hood - White with Orange lining

**FOR MSc DEGREE STUDENTS**

Gown - Black

Hood - White with magenta lining

**FOR POST GRADUATE DIPLOMA IN ENGINEERING STUDENTS**

Gown - Black

Hood - White with red lining

**FOR PhD DEGREE STUDENTS**

Gown - Black with golden facing

Hood - Red and silver grey

- iv) At the convocation, all candidates shall wear the academic costume according to the degree to which they have been admitted in the University,

**1.11 CONFERMENT OF HONORARY DEGREES**

- i) A professor of the University or a member of the BoG may suggest the name of a person along with complete biodata for consideration by the University for the award of an honorary Degree of Doctor of Science/Doctor of Engineering. Such nominations will be put up to the Chairperson of the Board for consideration. If the Chairperson is satisfied then he may appoint an expert committee to submit its recommendations in the matter.
- ii) The expert committee may recommend to Senate that an honorary degree of Doctor of Science/Doctor of Engineering be conferred on the person on the ground that he is in their opinion, by reason of eminent position and academic and professional attainments, a fit and proper person for the award. The recommendations of the expert committee may be considered by the Senate and forwarded to the Board. The Board may consider the recommendations of the Senate and forward the same to the President for approval. After the approval of the President is received, the Director as Chairperson of the Senate may confer on such person the honorary Degree so recommended, without requiring him to undergo any examination.
- iii) The honorary degree shall be conferred by the University either at convocation or in absentia.
- iv) **Recipient of Doctor of Science (Honoris Causa)’s Gown**

Superior Maroon velvet with 3” Golden lace on with ½” green patti with 1” lace on sleeves and front and Zari work on sleeves and front. Fully interlined marking with material.

**Sash**

Maroon velvet 6” with two monograms one on each side with golden jhallar and 1” Golden lace on the bottom.

v) **Academic Cap**

Superior velvet with 1” Golden lace mortar band and with golden tassel.

*DoAA shall look into all academic problems of the students, other than those affecting the University rules and Regulations framed from time to time.*

## THAPAR UNIVERSITY, PATIALA

**HALF YEARLY PROGRESS REPORT OF RESEARCH WORK FOR Ph.D STUDENTS**

Department \_\_\_\_\_ REGN No. \_\_\_\_\_ DATED: \_\_\_\_\_

1	Name of the student (in block letters)	
2	Period of the Report	
3	Title of Research Proposal	
4	Date of URB meeting:	4 (a) Date of admission:
5	Extension availed, if any	
6	Publications during the period under report (a list may be attached separately)	
A	Title of Paper/article/Conference	
B	Name of Journal/Conference (a list may be enclosed)	
7	Teaching work, if any, done during the period under report	
A	PG level	
B	UG level	
	Place _____	Signature of the student
	Date _____	
8	Brief comments, along with signatures, of the Members of the Doctoral Committee	
Quantum of Progress w.r.t. Previous review in % (Last Semester + This Semester = Total)		
Overall Performance: Satisfactory/Not Satisfactory		
Chairperson Doctoral Committee		

*(Detailed report of the progress during the period under report should be attached separately)*

Date of report submission in the Department/School \_\_\_\_\_

**(To be filled by the Academic Section)**

Date of receipt in the Academic section \_\_\_\_\_

Discrepancies, if any:  
\_\_\_\_\_

Dean (Research and Sponsored Projects)

Deputy Registrar (Academic)

**THAPAR UNIVERSITY**  
**Post Box No. 32, PATIALA - 147 004 (INDIA)**

Report of the Thesis Examiner for the award of PhD Degree

1.	<b>Name of the student</b>	
2.	<b>Department/School</b>	
3.	<b>Title of the thesis</b>	
4.	<b>(a) Date of submission of the thesis (originally)</b>	
	<b>(b) Revised submission</b>	

**5. Recommendation of the examiner**

Detailed remarks corresponding to your recommendations as per options A, B, C or D may be given on the separate sheet. Please tick any one of the following four options and strike out the remaining three.

- A. The thesis is satisfactory for the award of the PhD Degree.
- B. The thesis is approved for the award of PhD Degree subject to the clarifications sought hereafter.
- C. The candidate is allowed to resubmit her/his thesis in a revised form, as per suggestions made.
- D. The thesis is rejected.

Signature of the Examiner



**THAPAR UNIVERSITY, PATIALA**  
**Declared u/s 3 of UGC act, 1956 vide Notification No. F-9-12/84-U.3 of GoI**  
**(Formerly Thapar Institute of Engineering and Technology, Patiala)**

*Proforma to be filled by each proposed Supervisor for guidance of PhD thesis.*  
 (To be attached with URB proposal)

**A) To be filled in by the candidate**

Date of Admission \_\_\_\_\_

Name of the candidate \_\_\_\_\_ Regn No. \_\_\_\_\_

Department \_\_\_\_\_

CGPA secured on successful completion of course work \_\_\_\_\_

Title of the PhD Thesis (Proposed) \_\_\_\_\_

Address for correspondence \_\_\_\_\_

Telephone \_\_\_\_\_ Mobile \_\_\_\_\_ email \_\_\_\_\_

(Signature of the candidate)

**B) To be filled by the Supervisor from TU**

Name	Designation	Deptt/School	Total No. of PhD students under guidance at TU (Including this applicant)		Total No. of PhD students under guidance outside TU	
				No.		No.
			Individually guided		Individually guided	
			Shared with 1 other supervisor		Shared with 1 other supervisor	
			Shared with 2 other supervisors		Shared with 2 other supervisors	

(Signature)  
Supervisor

(Signature)  
Head of concerned Deptt./School

**C) To be filled in by the Supervisor from other institution**

Name	Designation	Name of the Institution	Address for correspondence	Contact No(including STD code)
				Mobile
				Off
				Res
				Email

“ I agree to supervise the above candidate for PhD programme”

(Signature)

We have no objection if Professor / Dr. \_\_\_\_\_ of our University/Institute is involved in the supervisory work of the above candidate pursuing his doctoral research at Thapar University, Patiala.

Date \_\_\_\_\_

(Signature of the competent authority with seal)

Registrar /DR(Academic)

Comments of Dean, RSP

**THAPAR UNIVERSITY, PATIALA**  
**Declared u/s 3 of UGC act, 1956 vide Notification No. F-9-12/84-U.3 of Gol**  
*(Formerly Thapar Institute of Engineering and Technology, Patiala)*

Dean(R&SP)

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

Sub: Constitution of University Research Board.

Mr./Ms. \_\_\_\_\_ Regn.No. \_\_\_\_\_ was admitted to PhD Programme in the Deptt./School of \_\_\_\_\_ from the \_\_\_\_\_ Semester of the Session \_\_\_\_\_. He/She has successfully completed course work with CGPA \_\_\_\_\_ and submitted a Research Proposal as required under Clause 2.1 of schedule C-II of the Academic Regulations of the Degree of Doctor of Philosophy. According to Clause 2.3 of the Academic Regulations, this proposal is to be considered by the University Research Board (URB) consisting of the following:

- |   |             |
|---|-------------|
| 1. Chairman, Board of Studies of the concerned Deptt./ School.  | Chairperson |
| 2. One nominee of the DoRSP in the cognate area from the University.  | Member      |
| 3. One expert recommended by Chairman Board of Studies of concerned Deptt./School in the cognate area from the Deptt./School. | Member      |
| 4. One Expert from the approved URB panel of outside experts of concerned Department/School to be nominated by the DoRSP      | Member      |
| 5. Supervisor(s)  | Member(s)   |

A list of 3 outside experts proposed by the supervisor from the duly approved panel by the Senate is attached herewith.

- i) One expert recommended by Chairman, Board of Studies of the concerned Deptt./School in the cognate area from the \_\_\_\_\_ Deptt./School.
- ii) One nominee of the DoRSP in the cognate area from the University \_\_\_\_\_
- iii) One expert from the approved URB panel of Outside Experts of the concerned Deptt./School to be nominated by the DoRSP. \_\_\_\_\_

The DoRSP may, therefore, approve the names of the members so that University Research Board is constituted for the above candidate.

**HEAD OF THE DEPTT/  
SCHOOL CONCERNED.**

**Table-1: Remuneration/Fee/Penalty applicable in the University**

<b>S. No.</b>	<b>Item</b>	<b>Amount</b>
1.	Penalty for dropping a semester without permission	Rs. 5000/- in addition to the prescribed fee for the period of absence.
2.	PhD thesis submission fee	Rs. 5000/-
3.	Remuneration for PhD thesis Evaluation	
	Indian Examiner	Rs 2500/-
	Foreign Examiner	US \$200
	Honorarium for conduct of Viva-Voce	Rs 2500/-