ADESH UNIVERSITY, BATHINDA

ACADEMIC MANUAL
FOR
PROGRAMMES UNDER
CHOICE BASED CREDIT SYSTEM

PREFACE

The Choice Based Credit System (CBCS) is an internationally accepted system of education that allows the students to choose courses for completion of their study programme from an array of inter and intra-disciplinary, skill developing and ability enhancing courses depending upon their interest. The students have the flexibility to take as many courses as they can cope with in a semester. The choice of courses from unrelated disciplines widens their horizon of understanding for best application of the knowledge acquired during a study programme to real life situations. Uniformity in curriculum among institutions and adoption of same assessment criteria enables inter-institution transferability of students with provision of completing the programme in more than one institution. The Choice Based Credit System, by all means thus, is a student friendly system of education.

Implementation of a system of education providing immense flexibility to students has to be implemented with great caution to ensure high standards of learning without compromising on the quality of training provided to the students. This academic manual containing rules for implementation of CBCS at Adesh University has been prepared by taking guidance from the premier educational institutions of the country like Punjab Agricultural University, Indian Agricultural research Institute, New Delhi, Delhi University and Mumbai University who were the leaders in introducing CBCS in their educational programmes.

During preparation of the Academic Manual I was overwhelmingly supported by the Dean Academic Affairs, Adesh University, faculty and students of all the constituent colleges/institutions of Adesh University. I gratefully acknowledge their help and advice in completing this manual. The support provided by the management of Adesh University, the Vice Chancellor, Registrar, Deputy Registrar and their supporting staff is also gratefully acknowledged.

The assistance provided by Ms. Priyanka Goyal, Computer Operator in typing and editing of the document is also acknowledged.

Dean Post Graduate Studies & Research
Nodal Officer on Implementation of CBCS
Adesh University

Part A: Implementation of Choice Based Credit System

1. GENERAL INFORMATION

1.1 The Choice Based Credit System (CBCS) recommended by the University Grants Commission was introduced at Adesh University from the academic session 2016-17. The University Grants Commission has recommended this system because it offers enhanced learning opportunities, match the learners scholastic needs and aspirations, inter-institutional transferability of learners, improvement in educational quality and standards, flexibility for learners to complete the programmes over extended time span and relative comparability with other national and international institutions. In this system, the annual centralized examinations are substituted by the teaching of subjects (called courses in CBCS) spread over a period of 16 weeks, called a semester. Every semester has 90 teaching days for each course. It is the teacher who grades his students on the basis of surprise tests, pre-announced tests, practical work, term papers, seminars, field work, assignments and the end semester examination. This system inculcates the habit of punctuality and hard work among the students and reduces the percentage of failures in the examinations, as it divides the courses of study into smaller units which can be cleared by the students easily during a semester. The Choice Based Credit System allows great flexibility for choice of courses, particularly the interdisciplinary courses also called supporting courses.

1.2 At the end of semester, the credit point sheets indicating performance of the students in their courses registered during the semester received from different departments are compiled as semester reports by the office of Controller of Examinations for distribution to the students, Deans/Principals and the supervisors concerned. A copy of the semester report is also sent to the parents of every student after the declaration of result for each semester. The system of grading students on the basis of a ten point scale is followed and the performance of students is reported as Cumulative Grade Point Average (CGPA) and letter grades. This system of grading facilitates mobility of students across the institutions in India and abroad.

1.3 The Choice Based Credit System (CBCS) is followed for all under graduate and post graduate programmes offered by the university other than those governed by national regulatory bodies Medical Council of India, Dental Council of India, Pharmacy Council of India and the Indian Nursing Council. This academic manual has primarily been developed to outline the procedures for offering different programmes and evaluation of learners under Choice Based Credit System (CBCS).

2. GENERAL TERMS

2.1 Academic year: Two consecutive (one odd + one even) semesters constitute one academic year.

2.2 Choice Based Credit System (CBCS): The CBCS provides choice for students to select from the prescribed courses (core, elective or interdisciplinary or minor or soft skill courses etc.).

2.3 Credit Based Semester System (CBSS): Under the CBSS, the requirement for awarding a degree or diploma or certificate is prescribed in terms of number of credits to be completed by the students.

2.4   Credit Point: It is the product of grade point and number of credits for a course.

2.5   Credit: A unit by which the course work is measured. It determines the number of hours of instructions required per week. One credit is equivalent to one hour of teaching (lecture or tutorial) or two hours of practical work/field work per week.

2.6   Cumulative Grade Point Average (CGPA): It is a measure of overall cumulative performance of a student over all semesters. The CGPA is the ratio of total credit points secured by a student in various courses in all semesters and the sum of total credits of all courses in all the semesters. It is expressed up to two decimal places.

2.7   Grade Point: It is a numerical weight allotted to each letter grade on a 10-point scale.

2.8   Letter Grade: It is an index of the performance of students in a said course. Grades are denoted by letters O, A+, A, B+, B, C, P and F.

2.9   Semester Grade Point Average (SGPA): It is a measure of performance of work done in a semester. It is ratio of total credit points secured by a student in various courses registered in a semester and the total course credits taken by him during that semester. It is expressed up to two decimal places.

2.10   Course: Usually referred to, as 'papers' is a component of a programme. All courses need not carry the same weight. The courses define learning objectives and learning outcomes. The courses are designed to comprise lectures/ tutorials/ laboratory work/ field work/ outreach activities/ project work/ vocational training/ viva-voce/ seminars/ term papers/ assignments/ presentations/ self-study etc. or a combination of some of these.

2.11   The courses in a programme may be of three kinds: Core courses, Elective courses and Foundation courses.

> **2.11.1 Core Course:** There may be a Core Course in every semester. This is the course which is to be compulsorily studied by a student as a core requirement to complete the requirement of a programme in a said discipline of study.
>
> **2.11.2 Elective Course:** Elective course is a course which can be chosen from a pool of courses which may be:
> - Supportive to the discipline of study
> - Providing an expanded scope
> - Enabling an exposure to some other discipline/domain
> - Nurturing student's proficiency/skills.
>
> An elective may be "Generic Elective" focusing on those courses which add generic proficiency to the students. An elective may be "Discipline Centric" or may be chosen from an unrelated discipline. It may be called an "Open Elective."
>
> **2.11.3 Foundation Course:** The Foundation courses may be of two kinds: Compulsory foundation course and elective foundation course. "Compulsory foundation" courses are the courses based upon the content that leads to Knowledge enhancement. These are mandatory for all disciplines. Elective foundation courses are value-based and are aimed at man-making education.

2.12   Programme: An educational programme leading to award of a degree, diploma or certificate.

2.13   Semester: Each semester will consist of 16 weeks of academic work equivalent to 90 actual teaching days. The odd semester will be scheduled from July to December and even semester from January to June.

2.14   Transcript or Grade Card or Certificate: Based on the grades earned, a grade certificate shall be issued to all the registered students after every semester. The grade certificate will display the course details (code, title, number of credits, grade secured) along with SGPA of that semester and CGPA earned till that semester.

3.   ACADEMIC YEAR AND CALANDER

The academic year consisting of 180 working days shall ordinarily be from July to June every year. It shall be divided into two semesters of 16 weeks each. Each semester will have 90 working days and there will be a summer session for graduating students also during which, the students can register for a credit course of maximum 3 credit hours or 3 research credit hours. The academic calendar for each academic session shall be issued by the Registrar during the second semester of the previous year.

4.   ADMISSION PROCESS

4.1   Admission to a programme, which shall be made by the Registrar, shall include selection on the basis of merit in the qualifying examination/after entrance test and/or interview/counseling, payment of the prescribed fees and registration for first semester.

4.2   Admission to all programmes of the university shall ordinarily be made in the beginning of the first semester of the academic year only except for the Ph.D. programme admission to which may be done in even semester also depending on the availability of seats.

4.3   A selected candidate shall pay his/her fees for admission and get himself/herself registered within the prescribed date which, normally, shall not be later than seven working day immediately preceding the date of commencement of course work. However, the Registrar may, on the recommendation of the concerned Dean/Principal, permit late admission of a candidate up to another seven working days immediately following the expiry of one week from the date of commencement of the course work.

4.4   Registration is the process of recording all the proposed academic activities of a student on the first day of beginning of every semester which will include courses the student will study, the quantum of research work, practical training or any other such activity which the student will undertake during current semester towards completion of his programme of study.

4.5   The academic calendar is announced by the Registrar well before the start of the new academic year in which every date for the various time-bound activities required by the students is mentioned. It is compulsory for a student to be personally present on the day of registration. The provision for late registration is only for exceptional circumstances and it is at the discretion of the Principal or Institutional head whether or not to permit a student to register late because every day of delay means loss of lectures and practical exercises which have to be made up by arranging extra classes by the respective teacher.

## 5.	STUDENT ORIENTATION, ADVISEMENT AND REGISTRATION

**5.1	Advisory system:** The advisory system is an essential feature of the semester system of education without which neither the students can comprehend the fast speed of imparting instructions in various programmes nor the mistakes and lacunae in running the semester system can be corrected. On day one after registration every undergraduate student is advised and guided by a pre identified teacher called Advisor by the Principal/Head of the Institute who is appointed when a student joins the university and he/she continues to advise the student throughout the course of studies. At the undergraduate level the Advisor generally has a group of 10 students from the same batch to advise them in their day-to-day progress and the students are expected to meet him formally and informally at any time they find any difficulty relating to their academic programmes, financial position or even personal and family problems. The Advisor maintains a file of every student in which he/she keeps the registration cards, the semester reports (results) or any other information relating to student's academic, sports and co-curricular activities, and also acts of his misbehavior and indiscipline, if any. An Advisor can call the student or his guardian any time in case he/she feels that a student is not putting in his best in the studies and is not regular in attending the classes. All the students are supposed to meet their respective Advisor regularly during their study period. The meetings may also be arranged as bigger group meetings which may be department-wise, class-wise or may be for the entire College. Due notices are given for all such formal meetings in which prominent speakers are invited to address the students and the faculty. In these meetings, the students are also invited to express their difficulties or give suggestions for improving the educational programme.

5.2	All postgraduate students admitted to various programmes are allotted to an advisor who will prepare the Programme of Study of the student as per Annexure I and guide him for all his/her academic activities with the help of an advisory committee to be constituted by the advisor within six weeks of admission of the candidate to a postgraduate programme.

On showing the cash receipt of having paid the dues, all the new and old students can collect from the office of Registrar four blank registration cards (Annexure II) of various colors meant for different offices indicated as under:

(a)	Registrar	Blue
(b)	Principal of the College/Institution	White
(c)	Advisor	Pink
(d)	Student	Yellow

5.3	The old students can then meet the Advisor, who after consulting his/her previous results and performance from his/her file, advises the student to take the appropriate teaching load which the student can handle. If a student has failed in a subject and that course is offered in that semester, he/she is advised to clear that course first as his Cumulative Grade Point Average (CGPA) would fall below the minimum required which is 5.00 out of a maximum of 10.00 for undergraduate programmes and 5.50 for post graduate programmes. If his Cumulative Grade Point Average is below the minimum required, a student is automatically placed on Scholastic Probation which is indicated on his semester report issued before the registration and which is available with the advisor of the student. The student is also advised to study the pre-requisite courses in time, otherwise he/she would not be allowed to study the higher courses in subsequent semesters. The Advisor on seeing the Commutative Grade Point Average works out the strategy for the student as to

how he/she can improve his credit points so that he/she does not fall below the absolute minimum at which a student is automatically dropped from the university at the end of the first year (two semesters) and again at the end of the second year (four semesters). An undergraduate/postgraduate student, who obtains Commutative Grade Point Average of less than 5.00/5.50 respectively, at the end of 4 semesters, is automatically dropped from the university.

5.4 Unauthorized absence during the registration for a programme at the time of admission and subsequent semesters shall be treated as a serious lapse and for this lapse, fine as prescribed will be charged.

5.5 The students joining Post Graduate/Ph.D. programme after completing their graduation/Master degree from an Institution other than a constituent college of Adesh University shall submit a Migration Certificate issued by the Registrar/competent authority of the university/college last attended by the candidate.

6. REGISTRATION FOR SUBSEQUENT SEMESTERS

6.1 Registration for the first semester of a programme is a part of the admission procedure and is governed by the clause of semester rule 4 noted above. Registration for the subsequent semesters shall be governed by the following schedule:

6.1.1 Advisement and registration on the date of registration

6.1.2 Registration with late fee up to seven working days from the date of registration with payment of late fee to be fixed by the university.

6.2 Under exceptional circumstances, the Registrar on recommendation of the Dean/Principal concerned may allow late registration up to seven more working days from the date of registration with payment of fine. Provided that the Registrar, on the recommendation of the Dean/Principal concerned, shall not register a student after the last date for adding a course in each semester.

6.3 Unauthorized absence from the advisement and registration programme will be treated as a serious lapse and for this lapse, a late fee will be charged. If during the day of registration, a student happens to be outside the University in connection with his/her studies, field work, research or due to other unavoidable and legitimate circumstances, he/she may be permitted to register himself/herself in absentia through his/her supervisor by submitting registration cards and paying fees with the prior approval of the Dean/Principal concerned.

7. THE REGISTRATION PROCESS

7.1 Having obtained general guidance as to the courses which a student should study in that semester, he/she is asked to meet the respective teachers who are to offer the courses. The courses to be offered in the semester, their codes, titles, credit hours and the name of the teacher (s) are announced by all Heads of Departments (Annexure III) and listed before the start of the semester and these lists are available with the advisors, who may also themselves be teachers for certain courses.

7.2. The student enters the particulars of the courses he/she is going to study in the semester in the registration cards and gets the signatures of the advisor and the teachers at appropriate places on the cards. Having entered all the courses and obtained the

signatures of all the teachers, the student brings the cards to the Accounts Officer who then signs at the appropriate place verifying that the dues have been paid, and the student is then directed to go to the Principal/head of the Institution or his representative for checking all the entries for their correctness and he/she then puts the signatures on the cards. In large classes, the advisement and entries of courses on the cards are arranged in the Auditorium or a large lecture room where all the advisors and the teachers are present, which facilitates quick registration.

7.3 The student is then directed to go to the office of the Registrar or meet the representative of the Registrar in the Auditorium or the Lecture room where all students are gathered. After having checked the receipt for the payment of dues, all the entries of the courses and signatures of the teachers, advisor, Accounts Officer and the Principal/head of the Institution, the Registrar or his representative, puts the signatures and affixes the stamp and the student is registered. The yellow card is given to the student and the remaining cards are retained by the Registrar for further checking, data entry and subsequent distribution to the respective offices, namely, the Principal/Head of the Institution and the Advisor. The student must retain his yellow card with him all the time because only on showing this card he/she will be allowed to sit in a given class. If there are more than one section of a class, the student cannot, on his own, shift from one section to the other. He/she has to get permission from the teacher and the Principal/head of the Institution before he/she is allowed to sit in that section.

8. CURRICULUM DEVELOPMENT, TEACHING OF COURSES AND INTERNAL/EXTERNAL EVALUATION

8.1 Progressive development of the curricula for various programmes is followed. The overall responsibility of developing new programmes, courses and revision of existing courses is vested with the Curriculum Development Cell (CDC) which is lead by the Dean Post Graduate Studies and Research. The proposal on what is to be taught in a particular course is initiated by the teacher who may teach the course. This is discussed by the members of the faculty in the department concerned with respect to the subject matter. The recommendations of the department are then discussed in the Board of Studies of the College/Institution concerned, where the relationship of the proposed course with other courses/programmes and the time that ought to be given to a topic in the context of the total programme, are discussed and finally the proposal is discussed in the Academic Council. The curriculum duly approved by the Academic Council of the university normally comes into force with immediate effect. The medium of instruction for all degree programmes in the university is English.

8.2 Another important feature of the university is that within an overall framework of academic requirements, the teachers are encouraged to tailor the Programme of Study to the needs of individual students, who are continually evaluated by the teachers on the basis of their day-to-day performance. This system called Continued Internal Assessment of UGC under Choice Based Credit System is followed for programmes offered by the university. The education is imparted in the form of courses comprising lectures, practical exercises, tutorials, assignments, field visits, seminars etc. in a semester of about 16 weeks each, spread over several semesters as decided by academic council. In an academic year, there are two semesters. In each semester, depending upon individual capacity, a student may take 4 to 6 courses of 15 to 30 credit hours in undergraduate programmes and 12 to 24 credit hours in postgraduate programmes. One credit hour involves one lecture or one tutorial per week or two contact hours of practical exercises. A less capable undergraduate student may take one or two courses less than the prescribed

load but not below 15 credit hours in order to be able to devote more attention to fewer courses. A more intelligent student may take one or two additional courses but not more than 34 credit hours and thereby qualify himself for the degree at an earlier date. During the course of 16 weeks there will be at least four examinations and some assignments in each course. Each of the examinations and assignments will count towards the final grade a student will earn. The question paper pattern for each of these four examinations is fixed and the question paper contains both objective and subjective type questions (Annexure IV a – IV e). Each answer sheet of the examinations and assignments except that of End Semester Examination (ESE) is returned to the student and the student is free to discuss his answer/evaluation with the teacher. After the End Semester Examination, the student may see the answer sheet within 15 days of the start of the following semester. Thus the student remains aware of his/her status in the class and teacher remains in the know of the performance of the student. The answer sheets of the End Semester Examination are kept by the concerned teacher for full one semester following that in which the examination is conducted. After that the teacher can dispose of all the answer books.

8.3 With a view to improve the quality of system of internal evaluation of all programmes, following general guidelines have been laid down:

8.3.1 Where courses are offered to more than one section, a common question paper may be set up in order to ensure uniformity in the standards of assessment.

8.3.2 Two sets of question papers each for Mid Semester and End Semester Examination are passed on to the Controller of Examinations in the beginning of the semester in order to ensure that contents of a particular course are covered to the desired level. One of these two sets is passed on to the head of concerned department/teacher a day before the examination. The received question paper is opened only at the time of examination.

8.3.3 The outline and lecture schedule of every courses is prepared (Annexure V) and distributed to students registered for the course in the beginning of the semester.

8.3.4 Apart from these general guidelines, the university has also prescribed the following guidelines regarding internal evaluation by the close relatives of the students:

8.3.4.1 As far as possible a teacher, who has a son or a daughter or a relative studying in a particular class, should on his own refrain from teaching that course and making assessments for the credit points. Some other faculty members may be asked to teach that course in that semester.

8.3.4.2 If the course is so highly specialized, particularly at the postgraduate level, that no other teacher is available for teaching, an exception may be allowed by the Dean/Principal concerned on the recommendation of the Head of the Department. In that case the Head of Department will himself supervise the assessment for the award of credit points.

8.4 The external evaluation system has preferably to be followed for the End of Semester Examination for all courses of the undergraduate programmes. The external evaluation system is however restricted to the final theory examination of only credit

courses, while the practical is always evaluated internally. The weightage of final examination of each course is normally not less than 50% of the total marks.

8.5 A salient feature of the instruction at the university is its integration with research. One purpose of educational programmes is also to train the students to be good researchers having innovative thoughts. Therefore, all programmes have a sizeable component of research/project work covering credit hours as prescribed by UGC and their respective board of studies.

8.6 All required courses shall normally be offered in the semester indicated, unless the Dean/Principal of the College (for undergraduate courses) and the Dean, Postgraduate Studies (for postgraduate courses) for special reasons to be recorded, gives the permission not to offer those courses in the semester shown. Similarly the courses to be offered in alternative years, may also be offered compulsorily unless the Dean/Principal concerned gives permission to change the semester in which they should be offered.

8.7 If a course, after having been approval by the academic council is not offered in four consecutive years for one reason or the other, it would be considered to have been deleted, unless it is revised and modified and is reapproved by the respective Board of Studies and Academic Council.

8.8 Ordinarily, no course shall be offered to a single student.

9. CHANGE OF COURSE

9.1 Unlike the traditional annual system of examination in which each programme has fixed number of courses to be studied, the CBCS allows flexibility in the choice of courses for a programme. Following general guidelines shall be followed for change of courses listed in the Programme of Study:

> **9.1.1** Application for change of course including any addition and withdrawal shall be made in the prescribed form (Annexure VI) along with prescribed fee in accordance with the instructions given on the back of the form provided, however, the exemption from this fee may be granted by the Dean/Principal when the change of course is necessitated by administrative considerations.

> **9.1.2** The last date for 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.

> **9.1.3** The last date for 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.

Note: Student who adds a course after the start of the semester will not be allowed to withdraw that course.

10. Change of Programme

10.1 The shifting from one programme to another shall be permitted during first year of the programme provided that the eligibility for both the programmes is same.

10.2   Shifting will be allowed against available vacant seats only on recommendation of respective head of the institution (s).

10.3   The students shifting the programme of study will be exempted for courses already cleared by them during earlier study.

10.4   Administrative charges as fixed by the University for shifting the programme shall be charged.

11.   EXAMINATIONS

11.1   When the teacher meets the class for the first time, he/she gives an outline of the course work along with the lecture and practical schedule to be followed (Annexure V). The teachers are expected to give references to the chapters of various books and the other reading material, relevant to the various lectures. The teacher also announces in the class, the approximate date when he/she would be giving the first-hourly test. He/she might decide that instead of the first-hourly test, he/she will given assignment only. The dates for all the four examinations for a course are fixed and these are given in the Academic Calendar of the university. All the teachers are required to adjust their examinations within those dates and are advised not to prolong the period of examinations so that it does not interfere with the actual imparting of the instructions. Both the hourly examinations will be held in the regularly period fixed for the course.

11.2   The final examinations of the practical are held in the 15th week of the semester in the regular period meant for the practical class. The date-sheet for the Mid Semester and End Semester Examinations in theory are announced by the Controller of Examinations and the schedule has to be strictly followed to avoid clashes or two examinations on a given date.

11.3   In the Choice Based Credit System of education, the evaluation for postgraduate programmes is internal by teachers themselves.   The Heads of Departments are empowered to ask the teachers to set the final examination paper in the beginning of the semester and keep it in his safe custody. The practical is conducted internally and the weightage of courses where practical is a part of the course is normally 25 % of marks allocated to theory portion. If the practical is a separate independent course, the evaluation of such courses shall be done for 100 marks. The allocation of marks for both the types of practical examination will be for performance of a student in each practical, a short written examination on topics related to the practical, performance of the student in actual conduct of experiments in the final examination, practical record, viva voce and any other criteria decided by the teacher. An external examiner may also be invited to conduct End Semester Practical Examination of undergraduate courses.

11.4   A mid semester report on the performance of each student covering marks obtained in first hourly examination and mid semester examination for each course is submitted by the respective teachers to Controller of Examinations through Head of the Department in a prescribed format.

11.5   The credit point sheets are prepared on the basis of cumulative marks of all the tests obtained by a student in a given course. In the master-sheet, marks for each test are recorded which are kept in the office of the Head of the Department.

11.6   Before the Head of the Department forwards the results to the Controller of Examinations, he/she is expected to thoroughly scrutinize the credit points and also to check some of the   answer-sheets at random in order to satisfy himself that the marking has been fair. The percentage of marks obtained in each course are converted to credit points.

11.7   The Head of the Department, after signing the credit point sheets, sends them to the Controller of Examinations who compiles the semester reports based on these sheets during inter-semester break. It is essential in this system of education that the semester reports are ready before the next registration. The Controller of Examinations prepares five copies of the semester report for each student which indicates not only the result of the courses studied by the student in current semester, but also the Commutative Grade Point Average and the credits cleared till date and the scholastic standing of the student. One copy of the semester report is sent to the parents/guardians of the student at their permanent home address, one copy is meant for the Principal/Dean for maintaining the file of the student, one is sent to the Advisor of the student and one is for the student himself.

12.   EVALUATION

Evaluation of Course Work

12.1   The evaluation of student's achievements in a course shall be based on his/her performance in various kinds of tests, laboratory and library assignments, special problems, seminars and other types of exercises. The relative weightage to be given to these shall not be rigid and shall be determined by the teacher in consultation with the Head of the Department.

12.2   The scheme of examinations must include the mid-semester examination; the end of semester examination and at least one short test/written test/assignment before the mid-semester examination the result of which shall be declared within a week after the examination. The external evaluation system of the end semester examination for all the undergraduate programmes is preferred. Some of the different types of tests which may be employed by the teacher are described below:

> **12.2.1 One Hour Test** This is a written test lasting for about an hour. The date of holding the test and the subject matter to be covered in the test shall be announced at least one week in advance. Two such tests should be held during a semester with most of the objective type/multiple choice questions.

> **12.2.2 Mid-Semester Examination** During the 8th week of each semester, there shall be an examination in each course lasting for at least 90 minutes. This examination for all undergraduate programmes shall be scheduled by Controller of Examinations during each semester. The probable date of examination and the subject matter to be covered therein shall be announced by the teacher to the students. However, the make-up examination (if any) shall be completed by the end of 10th week of the semester.

> **12.2.3 End-Semester Examination** Towards the end of the semester, there shall be one examination in each course which shall last for at least two hours and shall cover the entire syllabus of the course. A student must appear in the end of semester examination failing which he/she will be failed in that particular course.

The examination shall be scheduled by the Controller of Examinations keeping in view that no student shall be required to appear in more than one examination in one day. The weight age of End Semester Examination of each course shall not be less than 50 per cent. The percentage of marks for different examinations/components may be as given below:

Examination	Percent marks
First hourly	10
Mid semester	20-25
Second hourly	10
Attendance	05
End semester	50
Assignment/special exam.	05

12.2.4 For appearing in the End Semester Examination the student must have obtained 50% marks in the first hourly, second hourly and mid semester examinations and attended 75% of the lectures. Students having attendance shortage up to 10% may be allowed to appear for the End Semester Examination on payment of fine.

12.3   Make-up-Examination: If a student misses an examination (other than the End of Semester Examination) on account of illness or some other valid reason, he/she may file petition through his/her advisor and the teacher to the Head of the Department concerned within three working days from the completion of the examination. The examination on medical grounds should be allowed after certification by a Medical Officer of Civil Hospital or a University Medical Officer. If the Head of the Department is satisfied that the student was prevented from appearing in the examination for valid reason, he/she may direct the teacher to hold a special make-up examination for the student and endorse copy of his/her order to the Controller of Examinations with a copy to the Dean/Principal concerned for being included in the student's personal file. It will be the responsibility of the student to get in touch with his/her teacher and have a date fixed for the make-up examination. Such a student shall be required to take the make-up examination within 7 working days from the completion of examination.

12.4   The students who are deputed by the university to participate in various sports activities/cultural activities at Zonal/National or International level as authenticated by the Dean Students Welfare and also those students who are hospitalized during examination days as authenticated by a Medical Officer of Civil Hospital, or the University Medical Officer be given special examination (theory or practical or both) in lieu of final examination missed, to be conducted along with supplementary examination of that course (s). If no supplementary examination is being held for that course, even then special examination has to be conducted for that course for these students.

12.5   Supplementary Examination

12.5.1 Supplementary examination may be allowed to the students who have appeared in the End Semester Examination and failed in theory securing not less than 25% marks in the End Semester Examination provided their attendance requirements have been duly met with, and they have secured pass marks in the practical examination, if a practical is a part of theory course. In case the course comprises only practical (say 0+2) or an assignment, or a seminar no supplementary examination will be given for such courses. The students who fulfill

these conditions shall be eligible to appear in the End Semester Examination in not more than three courses irrespective of the number of courses they have failed in the previous semester. The concerned Deans/Principals shall display the list of students eligible for appearing in supplementary examination in various courses on the college notice board on receipt of the result from the Controller of Examinations. The students shall apply for appearing in the supplementary examination to the Controller of Examinations through their Advisor/Supervisor and Head of Department by filling the examination form and paying the prescribed examination fee, within 3 working days of the display of list of eligible students.

12.5.2 The supplementary examination shall be held within six weeks of the declaration of the result by the Controller of Examination. The result of the supplementary examination shall be submitted by the teacher to the concerned Deans/Principal within three days of holding the supplementary examination for a particular course. The student who fails to obtain prescribed grade/credit points in the supplementary examination also shall have to register for the same course (s) on regular basis. No more chance to clear the supplementary examination is permitted. Provided that if the supplementary examination course is a pre-requisite for another course being offered in the same semester, the student may register for the latter course on provisional basis subject to the condition that the registration shall be regularized provided if the supplementary examination is successfully cleared.

12.5.3 The candidates who have to appear in supplementary examination will appear only in final examination. The marks for hourly examination (s), mid-semester, practical (if a part of the course) and marks for any other type of evaluation done by the teacher, already obtained by the candidate will be counted.

12.5.4 Answer sheets for all the tests and examinations except that of End Semester Examination shall be returned to the students by the instructors. After the End Semester Examination, students may see the answer-books of the End Semester Examination up to 15 days of the start of the next semester.

12.5.5 The answer sheets of the End Semester theory Examinations should be kept by the concerned teachers for two semesters following that in which the examination is conducted. After that period, the teacher may dispose off the answer books.

13. **Re-evaluation:**

13.1 The re-evaluation is applicable only for final theory examinations conducted under External Examination System. If the student is eligible for supplementary examination, he/she can either opt for re-evaluation of the final paper or request for supplementary examination. Only one of these two options shall be considered by the Controller of Examinations. Once the student appears in the supplementary examination then only, the paper of supplementary examination can be considered for re-evaluation if desired by the student.

13.2 The number of courses for re-evaluation in a semester can be availed up to 50% of the number of courses registered or three, whichever is less, even if a candidate has passed the course in the final examination while considering eligibility for re-evaluation,

based on 50% of registered courses, the fraction of 0.5 and above will be rounded off upwards. The student may apply for re-evaluation with prescribed fee within fifteen working days of declaration of the result in a prescribed performa available in the office of respective Dean/Principal. The re-evaluation will be done by an examiner other than the one who has earlier marked the answer book. The re-evaluation result will be submitted to the Controller of Examinations through the teacher concerned for revision of the result, if need be.

14. **AWARD OF GRADES AND CREDIT POINTS**

14.1   At the end of each semester, the teacher in each course shall, in consultation with the Head of the Department, grade the students on the basis of the cumulative results of different kinds of tests, examinations and on the basis of performance in the laboratory and the library assignments, special problem and seminars and other types of exercises. The semester grade point for each course shall be calculated up to two decimal places based on the marks obtained by a student out of 100 as shown below:

Percent of marks obtained in course	Corresponding credit point
100.0	10.00
99.00	9.90
98.00	9.80
97.00	9.70
96.00	9.60
95.00 and so on	9.50

14.2   From the credit points for different courses taken by a student in a semester, the Semester Grade Point Average (SGPA) of the semester shall be calculated taking into consideration the credit hours of different courses. Similarly, the Cumulative Grade Point Average (CGPA) of the student shall be calculated taking into account the accumulated credit hours and the accumulated credit points. If a student obtains less than 40.00/50.00 per cent marks in an undergraduate and postgraduate theory as well as practical of a particular course respectively, he/she shall be awarded 'F' grade. No credit points shall be awarded for a course in which the student obtains 'F' grade. The student shall be required to repeat all the courses in which he/she has obtained 'F' grade for successful completion of the degree programme.

14.3   The Head of the Department concerned shall submit the credit points earned by the students to the Dean/Principal of the College which has offered the course. The Dean concerned shall discuss the credit points with respective Head of the Department and finalize the result. It shall be the responsibility of the Dean/Principal concerned to send the credit points award sheet to the Controller of Examinations.

14.4   If the credit point (s) of course (s) is/are not received by the Controller of Examinations in respect of a student up to the end of the subsequent semester, the student shall be automatically awarded 'F' grade in that/those course (s) and the result declared accordingly unless intimation is received within this period from the concerned Dean/Principal that a particular result has been held up for reason to be specified in the communication.

14.5   The credit points award sheet for a particular course shall be kept as permanent record of the teacher of the Department and of the college by the Controller of Examinations for future reference.

14.6 Significance of grades

14.6.1 Based on the credit points earned by a student in a particular course, the student shall be awarded letter grade according to the following scale:

Sr. No.	Credit points	Letter grade	Description*
1.	10	O	Outstanding
2.	9	A+	Excellent
3.	8	A	Very good
4.	7	B+	Good
5.	6	B	Above overage
6.	5	C	Average
7.	4	P	Pass
8.	0	F	Fail
9.	0	Ab	Absent

*= An undergraduate student securing 4 credit points and a postgraduate student securing 5 credit points in a course will be considered PASS.

14.6.2 In addition to the letter grades against credit points earned, the significance of various letter grades shall be as follows:

- I - Incomplete
- S - Satisfactory
- US - Unsatisfactory
- W - Withdrawn
- NC - Non-Credit Course

14.7 In order to complete a course and earn the credit points corresponding to that course, a student is required to pass in theory and practical separately (Where the practical is a part of the course) and must get a minimum of 4.00 (10.00 basis) and 5.00 (10.00 basis) credit points for undergraduate and postgraduate programmes, respectively.

14.8 A student who has failed in a particular course but has attended the requisite number of classes may register for the same course (s) when it is offered as regular course (s) to the next class. It will be compulsory for such students to meet attendance requirements along with regular class in this repeat course. Such students will be required to appear in all the examinations/assignments etc. along with regular class.

14.9 When a student gets grade 'F' in a course, the credit points corresponding to that course shall not be counted for graduation requirements but the credits and credit points shall be taken into account for computing the grade point average subject to the provision of rule 13.1 only.

14.10 An instructor shall award 'W' in his course only to a student who has been permitted to withdraw from a course under rule 9.1

14.11 Pending the evaluation of thesis and the final oral examination, the progress of research work made during each semester shall be graded as 'S' or 'US'. If a student does not put in the required effort for the credits for which he/she was registered, the supervisor may either give him/her unsatisfactory (US) grade for all the credits for which

he/she was registered or may give satisfactory (S) grade for the reduced number of credits. Credits corresponding to research for the semester shall count towards graduation requirement only, if the student gets 'S' grade for research for that semester.

14.12 'S' and 'US' grades will also be awarded to indicate that a student has successfully completed the programme of practical/field work/project or training, when it has been prescribed as a part of the graduation requirements.

14.13 Incomplete grade: When a student cannot complete the special problem/project on account of a valid reason the instructor may, award him/her 'I' grade which the student must clear subsequently.

14.14 Where an instructor finds that he/she has made a mistake in reporting of the credit points achieved by a student, he/she shall immediately bring it to the notice of the concerned Dean/Principal concerned. The Dean, after going through all the documents and satisfying himself/herself that there has been a genuine mistake, shall write to the Controller of Examinations recording the circumstances and giving the correct credit points. The Controller of Examinations shall accordingly issue a revised semester report. Such corrections should be reported to the Registrar within 15 days of the issuance of the semester report.

15. INTER-CONVERSION OF THE CGPA AND AGGREGATE PERCENTAGE OF MARKS UNDER THE TRADITIONAL SYSTEM OF EXAMINATION

15.1 The following formulae will be adopted by the university to determine the equivalence of each Semester Grade Point Average and Cumulative Grade Point Average (from 1 to 10) under the semester system in terms of the percentage of marks awarded under the traditional system of examination:

> For conversion of Cumulative Grade Point Average (CGPA) into percentage of marks: $Y = 10Z$
> Where Y = Percentage of marks in the traditional system
> Z = Cumulative Grade Point Average (CGPA) in 10.0 point system of evaluation

16. GRADUATION REQUIREMENTS

16.1 The Board of Studies of respective constituent colleges of university has prescribed the minimum qualifications for admission to various programmes. But there may be candidates with qualifications similar to but not exactly the same as those mentioned in the minimum qualification but still may be considered by the university to be eligible for admission. There may also be students with pre-admission qualifications higher than the minimum prescribed. In all such cases, the pre-admission qualifications will be evaluated by a committee. In the case of undergraduate programmes, it will be Equivalence Committee of the college concerned. In the case of postgraduate programmes, it will be the University Equivalence Committee. The committee shall, after evaluating the deficiencies and/or additional attainments of the candidates (by holding a proficiency test if necessary), recommend additional courses and/or grant exemption from certain courses. The residential requirements for completion of various programmes are as under:

Sr. No.	Programme	Abbreviation	Number of semesters	
			Minimum	Maximum

1.	Bachelor of Science	B.Sc.	6	9
2.	Bachelor of Pharmacy	B. Pharm.	8	12
3.	Bachelor of Physiotherapy	B.P.T.	9	12
4.	Master of Science	M.Sc.	4	6
5.	Master of Business Administration (Hospital Administration)	MBA (HA)	4	6
6.	Master of Library and Information Science	M.Lib.I.Sc.	4	6
7.	Post Graduate Diploma programmes	-	2	4
8.	Doctor of Pharmacy	Pharm.D.	12	18
9.	Doctor of Philosophy (i) Full Time programme (ii) Part Time programme	Ph.D.	6 8	12 12
10.	Diploma in Pharmacy	D.Pharm.	2	4
11.	Diploma in Library & Information Science	D.Lib.I.Sc.	2	4
Other Diploma programmes				
12.	PG Diploma in Hospital Administration	PGDHA	2	4
13.	PG Programme in Hospital Administration for executives	PGPHA	2	4

Note: i) The residential requirement in the university shall include stay at Adesh University (ii) Period of discontinuation of study shall not be counted for calculating the maximum time limit of study period.

17.   ATTENDANCE REQUIREMENTS

17.1   All undergraduate/postgraduate students are expected to attend 100% lectures and practical sessions scheduled for each course. However, the students must have attended at least 75% of lectures and practical in each of the courses failing that, he/she shall not be allowed to appear in the End Semester Examination in theory or practical of the course in which his/her attendance falls short. This requirement of attendance is also applicable to credit hours for which postgraduate students have registered for research, failing which 'US' grade will be submitted for the total registered credit hours. The Instructors shall send the names of the students having less than 75% attendance, in their respective courses along with the Mid Semester Report of the concerned course through their Head of the Department and Principal to the Controller of Examinations. Shortage of attendance up to 10% shall be condoned by the Dean Academic Affairs on payment of fine as prescribed by the university.

18.   CREDIT REQUIREMENT FOR GRADUATION

18.1 The minimum credit requirements towards graduation for different programmes shall be prescribed by the Academic Council from time to time and published in the

Academic Manual. The credit requirements for the programmes under Choice Based Credit System are given below:

Programme	Component and Credit hours			Total Credit hours
	Theory and practical	Research	Project work/ internship	
Bachelor of Science	120	-	-	120
Bachelor of Library & Information Science				
Bachelor of Physiotherapy	224.5	-	24.5	248.5
Master of Science	66-74	16-24	-	90
Master of Business Management (Hospital Administration)	90	-	6	96
Master of Library & Information Science				
Doctor of Philosophy	16	60	-	76

18.2 Transfer of Credits

18.2.1 When a student migrates to this university in the middle of a programme from any other university, he/she shall be required to furnish a certificate regarding courses and credits taken in the previous university from the Head of the Institution in which he/she studied first. With this certificate transfer of credits will be possible.

18.2.3 The transfer of credits will be determined by the respective equivalence committee which will examine the courses/subjects already studied by the student, the examinations passed and the syllabi thereof, and also take a proficiency test, where it may be considered necessary. It should, however, be noted that while credits may be transferred, credit points shall not be. The overall credit point average of the student shall be determined entirely by the courses undertaken by him/her in Adesh University and the credit points achieved therein.

18.3 The student seeking migration shall satisfy the following conditions:

18.3.1 The system of education in the institution from which the student is seeking migration and that of the Adesh University should be the same including the medium of instruction i.e. English.

18.3.2 The student seeking migration to Adesh University must have successfully completed one year study in the institution where he/she has been studying before seeking migration. He/she must have completed 1st year of the course/programme with overall credit point average of 6.00 (10.00) basis and above. He should not be on scholastic/conduct probation in the study programme and also should not have got 'F' grade during the entire programme. The migration fee as applicable should be charged if a student is allowed to migrate from some other University to Adesh University.

18.3.3 The migration may be allowed by the Vice Chancellor against a vacant seat only.

18.3.4 If there are more than one student seeking migration, the migration should be allowed strictly on merit inter-se applicants for migration subject to fulfillment of prescribed conditions.

18.3.5 The student should apply for migration at least one month before the start of a semester.

18.3.6 The student (s) admitted in this university will not be allowed to migrate to other institution/university unless he/she paid full tuition fees (except miscellaneous university charges) for the entire programme in one installment.

18.3.7 The status of NRI student (s) will remain unchanged at the time of migration to this university. Such student (s) will have to pay the fees prescribed for NRI candidates for the programme of this university in which they are admitted. He/she will produce a certificate from his previous institution regarding the period he/she has studied along with details of fees paid. He/she will also produce 'No Dues' and 'No Objection' certificate along with his/her request for migration at this university. The university will charge fees prescribed for NRI candidates for the subsequent period along with other dues of the university being collected from the students of general category.

18.4   **Normal, Maximum and Minimum Credit Load in a Semester**

18.4.1 In an undergraduate programme, the normal full-time programme of work in a semester shall be 24 credit hours. A maximum of 30 and a minimum of 15 credit hours may be taken by a student. The undergraduate students on 'Good Standing' may be allowed to register a maximum of 34 credit hours (4 extra credit hours) during their last two semesters by the Dean Academic Affairs provided these courses registered have been offered on regular basis.
18.4.2 The normal full time credit load for postgraduate programmes shall be 20 credit hours. The students may take a minimum of 12 and maximum of 24 credit hours on recommendation of supervisor.

18.5   **Requirement of GOOD STANDING for Graduation**

18.5.1 The minimum Cumulative Grade Point Average (CGPA) requirement for all undergraduate programmes shall be 5.00 (out of 10.00) provided that the student must have taken minimum of 30 and 60 credit hours of courses at the end of 2nd and 4th semester, respectively. A student, who has achieved this minimum requirement, shall be deemed to be on GOOD STANDING. For postgraduate programmes the CGPA requirement for graduation shall be 5.50 (out of 10.00) and the condition on credit hours will not apply.

18.6   Scholastic Probation

18.6.1 If a student fails at the end of a semester to achieve the minimum standard prescribed under Rule 17.5 above, he/she shall be placed on SCHOLASTIC PROBATION during the immediate following semester.

18.7   Repeating Courses in order to fulfill the Minimum Requirement

18.7.1 An undergraduate student getting 4.50 to 4.99 credit points and a postgraduate student getting 5.00 to 5.49 credit points in a course may repeat that course with the prior permission of the Dean Academic Affairs subject to the following conditions:

18.7.2 The repetition shall be allowed only once.

18.7.3 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/her Grade Point Average or for enabling him/her to qualify for the award of a scholarship/fellowship or for competing for a certificate of merit, distinction or for a position in the University.

18.7.4 When a student repeats a course after getting grade 'F' or if permitted to repeat a course to fulfill the minimum Cumulative Grade Point Average requirement, as the case may be, credits corresponding to that course shall be counted only once for the graduation requirements.

18.7.5 A student on scholastic probation may be allowed to repeat a course only once and revised credit points shall be mentioned if there is improvement in the credit points, otherwise the original credit points shall stand. But in the official record of the student maintained in the office of Controller of Examinations, both the earlier and the credit points obtained after repetition or otherwise, shall be mentioned and the fact that he/she repeated the course shall be indicated by the letter 'r' written above the credit points which he/she obtained after such repetition. But till such time as the student repeats the course, the original credit points and credits shall be used to compute the Cumulative Grade Point Average.

18.7.6 If an undergraduate student, even after repeating a course with 4.50 to 4.99 credit points and a postgraduate student after repeating a course with 5.00 to 5.49 credit points after having studied all the courses prescribed for the given programme, does not obtain the minimum CGPA required under clause 17.5, the undergraduate/postgraduate student shall be allowed to repeat the other course (s) in which he/she has obtained 4.50 to 4.99/5.00 to 5.49 credit points respectively, till the student obtains the minimum CGPA required to complete the his/her degree requirement subject to provision of semester rule 17.4

18.7.7 The restriction contained in 17.7.2 of this rule shall apply in case of an undergraduate student, getting 4.50 to 4.99 credit points and a postgraduate student getting 5.00 to 5.49. An undergraduate or postgraduate student who is on Good Standing but who might get 'F' grade in a particular course, may be allowed to repeat that course without any such restriction.

18.8   Dropping a student or extension of the period of Scholastic Probation

18.8.1 If a student other than that covered in sub-rule 18.8.2 and 18.8.3, who remained on scholastic probation during a semester, fails to achieve the minimum required CGPA at the end of that semester also, the Controller of Examinations

shall bring it to the notice of the Dean/Principal concerned who shall order whether the student is to be allowed to continue on scholastic probation for one more semester or whether he/she is to be dropped from the university. On receipt of the Dean's/Principal's decision, the Registrar shall take action accordingly. A student thus dropped shall have the right to petition for re-admission.

18.8.2 Those undergraduate students who fail to achieve the Cumulative Grade Point Average 5.00/10.00 and/or also fail to take a minimum of 30, 45 and 60 credit hours of courses at the end of 2nd, 3rd and 4th semesters respectively, shall be dropped from the university by the Registrar automatically.

18.8.3 Those postgraduate students who fail to achieve the Cumulative Grade Point Average 5.50/10.00 at the end of 2nd semester shall be dropped from the university by the Registrar automatically.

Note: A semester which is cancelled on any grounds by the university shall not be taken into account for counting 2nd, 3rd and 4th semesters for the purpose of automatic dropping. Similarly, a semester for which a student is allowed to drop on valid grounds etc. or semester(s) for which he is rusticated shall not be taken into account for counting 2nd, 3rd and 4th semesters for the purpose of automatic dropping. For both the eventualities, the next semester (s) for which he/she gets registered will be counted.

18.9   Petition for re-admission. All dropped students under rule 18.8.1, 18.8.2 and 18.8.4 shall have the right for petition to Registrar for re-admission to the 1st year class only once within seven working days of the passing of such order, provided he/she is not placed on conduct probation on account of indiscipline in and outside the university. The petition shall be considered by a Petition Committee constituted for this purpose and the decision of the committee shall be final provided, however, that if the committee decides to allow his/her re-admission, the student shall continue to be on scholastic probation for another semester. On the detection of a patent error of fact, the Petition Committee may review its decision. They may be granted re-admission against additional seats subject to the following conditions:

18.9.1 The minimum requirement of CGPA for seeking re-admission should be 3.50/10.00 for undergraduate and 4.00/10.00 for postgraduate students.

18.9.2 The re-admitted students will be allotted revised admission numbers.

18.9.3 The exemption shall be granted to the re-admitted students in those courses, which they have already cleared with minimum required credit points or with 'S' grade in deficiency and non credit courses. Such students need not apply for exemption as per practice but must inform the Dean, Post Graduate Studies and Research through HOD to avail this exemption.

18.9.4 The condition of minimum 15 credit hours for undergraduate and 12 credit hours for post graduate students under Semester Rule 17.4 shall not be applicable to such re-admitted students for the first two semesters.

18.9.5 For calculation of CGPA of re-admitted students the credit hours and credit points for exempted courses shall be included in corresponding semester in which the course (s) are offered as per schedule of the programme.

18.9.6 Such re-admitted students shall have no right to petition again for re-admission.

18.9.7 The students earning 'S' grade in the research, should be exempted from the credit hours already cleared by them.

18.9.8 If a postgraduate student obtains unsatisfactory grade for all registered credit hours in research for two semesters continuously, he/she shall be dropped.

18.10 Registration of students dropped under rule 18.8.1, 18.8.2 and 18.8.3
A student who is permitted to seek re-admission under rule 18.9 shall be allowed to register for the semester without any fine for late registration within two days of the passing of the order allowing him to be so re- admitted and with a late fee for a further period of two days or up to the date for registration with late fee which is generally prescribed for all students for that programme whichever is later.

18.11 Dropping of a semester

18.11.1 Dropping of a semester: A student may drop the current semester for which he/she has registered, with the permission of the Dean Academic Affairs due to personal sickness (at least for two weeks duration)/the female students who are on the family way/suffer mis-carriage/undergo medical termination of pregnancy. The medical certificate from the Senior Medical Officer, Civil Hospital or Medical Superintendent of Adesh University Hospital or Hospitals recognized by the Adesh University will be required. The permission to drop the semester must be obtained before the start of end-of-term examination. Such a student can register for the next semester with the permission of the Dean/Principal concerned.

18.11.2 Discontinuation of study programme and re-admission: Discontinuation of a study programme shall be allowed only for such students who have secured a scholarship or jobs and want to join the same. Such students must have completed all the course work, minimum of 75 per cent of research credits in case of Master degree and Ph.D. students. Such a student may be re-admitted on the recommendation of concerned Head of the Department and Dean Academic Affairs if the student seeks re-admission and joins the programme in the following semester after the expiry of his/her two discontinued semesters or earlier. The approval of the Academic Council will be required if the period of this discontinuation exceeds two semesters but it cannot be more than 6 semesters. The request for re-admission for consideration of the competent authority should be submitted to the Dean/Principal at least 2 months before the commencement of the semester in which student intends to seek re-admission. All such students will be re-admitted against the additional seats. The students, who discontinue the study programme without permission of the Dean Academic Affairs, shall not be eligible for re-admission.

19. ROLE OF HEAD OF DEPARTMENT AND REGISTRAR

19.1 The Head of the Department concerned will ensure that each teacher actually completes the entire course during a semester and will send a report to the Dean/Principal, that he/she has satisfied himself/herself about it.

19.2 The Registrar will keep a record of the courses completed by students to ensure that requirements for the award of a degree have been completed by a student.

20. UNFAIR MEANS IN EXAMINATIONS

20.1 The Dean/Principal of the college in which the student is registered shall be responsible for dealing with all cases of use of unfair means in all the examinations. The teacher/invigilator/supervisor concerned shall report to the Dean/Principal through the Centre Superintendent/Head of Department concerned within two working days of the occurrence of each case of unfair means with full details of evidence and the explanation of the students, if any. The Dean/Principal shall take appropriate action and the penalty may be as indicated below:

20.2 Students in possession of copying material, mobile phone/blue tooth or found using unfair means during one hour test or mid-semester test will be debarred from the College/University for the unexpired portion of the semester and deemed to have failed in all the courses during the semester.

20.3 Students in possession of copying material, mobile phone/blue tooth or found using unfair means during the final semester examinations/supplementary examination will be deemed to have failed in all courses taken by him/her in the relevant semester and placed on conduct probation for two subsequent semesters. However, if a student is found in possession of copying material, mobile phone/blue tooth or found using unfair means for the second time, in any of the examination, 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 subsequent semester.

20.4 The mobile phone/blue tooth/any other device used by the student in the Examination Hall shall be confiscated and kept in a cloth bag duly sealed by the Chairman of the College Disciplinary Committee for one year from the verdict of the College Disciplinary Committee and thereafter it will be destroyed in the presence of the said committee under intimation to the Registrar.

21. IMPERSONATION IN EXAMINATION

21.1 The student who is impersonated shall be deemed to have failed in all the courses in the current semester; debarred from registration for next one semester; and placed on conduct probation for the subsequent two semesters.

21.2 If a person who impersonates a student in any examination during a semester is a student of any constituent college of the university (i) he/she shall be deemed to have failed in all the courses in the current semester; (ii) debarred from registration for the next semester; and (iii) placed on conduct probation for two subsequent semesters.

21.3 If the person who impersonates is not a student of any constituent college of the University, the case may be registered with the police.

21.4 If impersonation in the Entrance Test/Interview/Counseling is detected after the admission has been finalized, or after the candidate has registered for the programme, the admission of such candidate shall be cancelled hence forthwith and he/she shall be debarred from seeking admission to any programme of Adesh University for the two subsequent academic sessions, and the case may be registered with the local police.

21.5 In all cases of the use of unfair means/impersonation in the entrance test, the decision of Superintendent/ Controller of Examinations to expel or disqualify any candidate from the entrance test shall be final.

21.6 If any student of Adesh University impersonates in the entrance test conducted by the university action will be taken against him in the spirit of above rules. The aggrieved student may prefer appeal before the Vice Chancellor against the order of the Dean/Principal within two weeks from passing of such orders and decision of Vice Chancellor shall be final.

Note: If a case of impersonation comes to notice during subsequent semester (s), necessary disciplinary action will be taken in the spirit of the above rules. In all matters relating to admission and the operation of the semester system, the Registrar shall ordinarily act in accordance with these rules however, if he/she does not agree with such recommendations/decisions, he shall refer the matter to the Vice Chancellor whose decision would be final.

22. CONDUCT PROBATION

22.1 Any student involved in the violation of rules and regulations or an act of indiscipline, may be placed on conduct probation of the following kind by the Dean/Principal:

Placed on conduct probation with respect to academic activities.
    or
Debarred from the hostel accommodation.
    or
Placed both on conduct probation for academic activities and debarred from hostel accommodation.

22.2 Such student shall not represent the College/University team and shall lose any office that he/she 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, he/she shall dropped from the rolls of the College.

23. MAINTENANCE OF DISCIPLINE

23.1 All students are expected to maintain discipline and proper academic atmosphere. The students indulging in acts of indiscipline, such as taking out processions, holding demonstration in residential area of university and threatening the university officers, interfering with the functioning of the university, defacing of university buildings by writing slogans, disturbing the classes in session, assaulting teachers and students and other such antisocial activities etc. will be liable for severe disciplinary action.

24. RUSTICATION AND EXPULSION OF STUDENTS

24.1 The Register shall have the power to expel or rusticate a student on recommendation Dean/Principal of college for sufficient reasons including acts of indiscipline and misconduct inside or outside the college.

24.2 Cases of rustication and expulsion shall be reported to the Registrar by the concerned Dean/Principal of constituent college immediately after rustication or expulsion of a student is required.

24.3 The Registrar shall notify the orders of rustication/expulsion to the constituent colleges, Union/State Public Service Commission, State Education Board and other universities.

24.4 The minimum period of rustication shall be one semester and the maximum period of rustication shall be four semesters.

24.5 The student under rustication shall have the option of rejoining the class during the ensuing semester after the expiry of the period of rustication.

24.6 It shall be obligatory on the part of the college to re-admit a rusticated student if he wishes to rejoin after the expiry of the rustication period.

24.7 The name of the rusticated student shall not be maintained on the rolls of the college nor shall any fees be charged during the period of rustication.

24.8 A student expelled from the college shall not be allowed to seek fresh admission into the same college or into another constituent college without the approval of Academic Council. In no case such a student shall be allowed to do so before the expiry of two academic years excluding the academic year in which he/she was expelled.

24.9 When facts come to the knowledge of the Vice Chancellor which makes him think that the order of a Register requires revision, the Vice Chancellor may bring the case to notice of the Academic Council after consideration of which, the decision of the Academic Council shall be final.

PART B: POSTGRADUATE PROGRAMMES

1. OBJECTIVE:

1.1 The main objective of the postgraduate programmes at Adesh University is to develop leadership in medical education and research in the state of Punjab. Therefore, these leaders-to-be should have expertise in the known scientific fields. Another objective is to develop scientific human resource sufficiently trained with higher education, who can become specialists in various disciplines within basic as well as medical sciences. Since the problems are complex and often multidisciplinary, the specialists must have the requisite broad-based knowledge of the related fields.

1.2 Presently the university offers 44 Master degree programmes and Doctorate degree programme in 7 disciplines. At the Master degree level, the students are required to complete at least 90 credit hours in addition to the credit hours for the deficiency courses, if any. At the Ph.D. level at least 76 credit hours are required to be completed. In addition to successful completion of the course work, a student is required to conduct original research both for M.Sc. and Ph.D. programmes and a project related to the specialization of student for Master degree programmes in Business Management and Library and Information Sciences. A synopsis of research work to be accomplished/project work to be carried out is prepared by the student under the guidance and supervision of the Advisor for M.Sc. and the Doctoral Advisory Committee for Ph.D. students which is submitted in the first semester of Master Degree and in the second semester of Ph.D. programme as per approved guidelines (Annexure VII for Master degree, Annexure VIII for Ph.D. and Annexure IX for Business Administration programme). The research/project problem is expected to be related to the field of specialization of the advisor and the problems related to the state.

2. DEAN OF POST GRADUATE STUDIES AND RESEARCH

The Dean of the Postgraduate Studies and Research is the administrative officer for postgraduate studies and is directly responsible to the Vice Chancellor for the administration of all teaching programmes at the postgraduate level in the university, and for the development, evaluation and improvement of curricula and teaching procedures designed to develop professional competence, character and quality of leadership in students. **The Dean of Postgraduate Studies and Research has following responsibilities:**

2.1 He shall be responsible for the organization and conduct of postgraduate teaching in all the constituent colleges of the university and for that purpose, shall pass such orders as may be necessary in consultation with the Dean Academic Affairs, Deans of the constituent colleges and the Vice Chancellor where such consultation is considered necessary.

2.2 He shall be responsible for the coordination of research of the postgraduate students and its integration with the general research programmes of the university.

2.3 He shall maintain record of the postgraduate students of Adesh University and also supervise their progress.

2.4 He shall be responsible for maintenance of proper standards of postgraduate instructions.

2.5   He shall provide, in consultation with the Heads of Departments, guidance and leadership in the development of periodic evaluation of effective curricula within each subject-matter and integration of said curricula into appropriate instruction programme designed to prepare students for effective careers in research and teaching.

2.6   He shall provide leadership for all research activities of university.

2.7   He shall be a member of the Academic, Council of the university   and   the Chairperson of Curriculum Development Committee.

2.8   He shall perform such other duties as may be entrusted to him by the Vice Chancellor from time to time   for effective coordination of postgraduate teaching in the university.

3.   POST GRADUATE FACULTY (PG TEACHERS)

3.1   The Postgraduate Faculty consists of the Deans, Principals/Heads of Institutions, Directors, Professor and other teachers who have a Ph.D./MD/MS/MDS degree in their field of specialization. The Postgraduate Faculty shall meet at least once in each semester in their respective departments.

4.   STUDENT ADVISORY COMMITTEE AND GUIDANCE

4.1   The Head of Department himself, or the Chairperson of the Departmental Academic Committee on his behalf, shall guide all the newly admitted students in selecting the courses of study during the first semester till the advisors are assigned.

4.2   An advisor/supervisor will be assigned to each postgraduate student in the first semester by the Head of the Department concerned. Besides, there will also be an advisory committee for each student which will be constituted on the recommendations of the advisor and have nominee of Dean Post Graduate Studies & Research and Dean Academic affairs. This committee including the supervisor shall be approved by Dean Academic Affairs on recommendation of the Head of the Department.

5.   GUIDELINES FOR ALOTTMENT OF ADVISORS TO POST GRADUATE STUDENTS

5.1   The list of the eligible faculty   members to guide post graduate students who are to be allotted students during a particular semester shall be prepared along with their fields of specialization. A teacher must fill only one specialization. The list will be displayed at the notice board of the department and also be available with the office where the same can be seen by the students.

5.2   After admission of the students in postgraduate programmes, the Head of the Department along with the Chairman Academic Committee shall call a meeting of the newly admitted Post Graduate students within three weeks of the start of the semester. In this meeting, the students will be oriented regarding fields of specialization of the perspective supervisors. The students will give choice for the specialization within the discipline (if any) and the supervisor. The allotment of students will be proposed by the Head of the Department with the help of Chairman, Academic Committee. Efforts will be made to accommodate first choice of the student on merit basis. The allotment of a student to a supervisor will be approved by the Dean Academic Affairs.

5.3 A Professor shall not have more than eleven postgraduate students working with him at any time. An Associate Professor and an Assistant Professor cannot have more than eight and five post graduate students working with him at any time, respectively. No advisor shall be assigned more than three students in one academic year.

5.4 The advisor/member of the advisory committee of a postgraduate student proceeding on foreign assignment or long leave/maternity leave for a period of more than six months should request the Head of the Department at least one month before proceeding on such leave/foreign assignment etc. for appointing a new advisor/committee member. These changes in the advisory committee shall become effective only after these have been duly approved by the Dean Academic Affairs.

5.5 All the teachers in the respective disciplines employed in or outside the department, will be allotted the postgraduate students at par keeping in view his/her seniority irrespective of the placement of the teacher in a department.

5.6 Specialization within the subject shall not be considered for allocating supervisor to M.Sc./MBA/M.Lib.I.Sc. students.

5.7 Among the listed eligible teachers, supervisor will be allotted as per merit of the admitted students. For example, the student with highest merit will be the first one to get his/her supervisor as per his/her choice. The next meritorious student will be allotted advisor from the remaining eligible teachers as per his/her choice.

6.   THE COMPOSITION OF ADVISORY COMMITTEE

6.1 The Advisory Committee shall guide a student in the choice of courses for preparing the programme of study, selection of a suitable research problem for thesis/dissertation/project and in all other matters relating to the student's academic activities.

6.2 The composition of advisory committee for postgraduate students shall be strictly according to the regulations determining administration of their programmes at Adesh University.

6.3 Ph.D. students can also have scientists from abroad and other Indian Institutions as member of advisory committee in the capacity of a Co-Supervisor. Electronic media such as Skype/video conferencing may be used for holding various meetings, discussions, guiding the students, etc. The provision for Co-Supervisor from abroad shall be made only in cases where a student has to conduct a part of his/her research abroad or in the concerned institution/university and the Institution has a memorandum of understanding signed with Adesh University. A Co-Supervisor from an institution accredited by Adesh University shall be appointed for a part time external Ph.D. scholar provided the scholar is on a staff/faculty position of such an Institution.

7.   REQUIREMENT FOR TEACHING POST GRADUATE COURSES

7.1 To teach post graduate courses beyond 500-series, a teacher must belong to the Postgraduate Faculty, and must have at least Master's degree in the concerned discipline.

7.2. The teachers posted in the departments other than their parent department, may be given teaching assignments of the postgraduate students from the discipline to which they belong.

8.   REQUIREMENT FOR BECOMING SUPERVISOR

8.1   A regular Assistant Professor or Associate Professors having Ph.D. degree in the respective discipline with one year experience and three publications in indexed journals or a non Ph.D. post graduate degree holder with three years experience and three publications in indexed journals can be appointed supervisor for master degree students.

8.2   A regular Professor with at least five research publications in referred journals or an Associate Professor/Assistant Professor having Ph.D. degree and two research publications in referred journals can be appointed supervisor for doctoral students.

Note I: For any relaxation of the above guidelines, the case should be put up to the Academic Council through the Dean Academic Affairs.
Note II : For allotments of Post Graduate students to the teachers, a joint seniority list of all the teachers of a faculty/discipline, shall be prepared by including the names of teachers working in the parent department and those posted in the departments other than their parent department. The allotment of students to the supervisor shall be done from this joint seniority list. The eligibility of a teacher for becoming Post Graduate students advisor shall, of course be as per clauses 8.

9.   DUTIES OF SUPERVISOR

9.1   The supervisor shall guide the student for course work and research which a student is required to complete for becoming eligible for award of the degree.

9.2   The supervisor shall meet the students very frequently and keep in touch with their progress during informal meetings which can be in the office or laboratory or hospital where the student is working. The supervisor is supposed to maintain the attendance record of the student (s).

9.3   The supervisor shall not sign registration cards before the day of registration so that the students do not get themselves registered by proxy.

9.4   The supervisor while signing the registration cards shall ensure that the courses, for which a student is registered, are actually included in the programme of study and are offered during that semester.

9.5   The supervisor shall ensure that a student registers for two research credit hours for Masters and Three research credit hours for Doctorate degree programmes for preparing synopsis and he/she should not register for any more research credit hours until the approval of synopsis.

9.6   The supervisor shall ensure that requests for excess and less credit hours be sent for approval of Dean Academic Affairs well in advance before the start of the new semester.

9.7 The supervisor must ensure that synopsis of research and thesis/dissertation/project is written as per guidelines issued for these purposes.

9.8 The supervisor shall note that the title of the thesis/dissertation/project when submitted should be the same as of the synopsis approved earlier. If any changes are required to be made, this should be done with the permission of the Vice Chancellor well before the submission of rough draft of the thesis/dissertation/project report.

9.9 The supervisor shall recommend all the cases of his/her students by quoting rules and instructions issued by the Academic Council from time to time.

9.10 All the members of the Advisory Committee/Doctoral Advisory Committee must be present on the day of final viva-voce examinations.

9.11 It is the duty of the supervisor to guide the students regarding their day-to-day academic activities to complete the programme within stipulated time.

10. REQUIREMENTS FOR COMPLETION OF POST GRADUATE DEGREES

10.1 The programme of study (Annexure I) to be followed by a student shall be drawn by the respective Advisory Committee/Doctoral Advisory Committee of the student by the end of the first semester of the programme and five copies of the same shall be submitted to Registrar for approval. After approval, one copy each will be sent to the Registrar, Dean/Principal, Controller of Examinations, Advisor and the student.

10.2 The courses shall be according to the requirements for the particular programme to which a student is admitted. The courses required to be taken by the student in order to meet certain deficiencies shall be over and above the minimum credit requirements and these will be called deficiency courses and these are to be entered in the programme of study in the appropriate columns. These deficiency courses shall have to be completed by the student before he/she is entitled for the award of the degree and in each of these courses, he/she has to obtain satisfactory (S) grade.

10.3 The Advisory Committee or the supervisor may require a student to take some additional courses to improve understanding of a particular subject, but not as a part of his/her degree requirements. These are called non-credit courses. A student is not required to obtain marks in such courses, and grades/marks, if awarded by the teacher, shall not be either entered in the degree requirements or towards the calculation of Commutative Grade Point Average of the student.

11. CREDIT REQUIREMENTS FOR POST GRADUATE PROGRAMMES

Type of Course	Programme and Credits				
	M.Sc.	PGDHA*	MBA (HA)	Ph.D.	M.Lib.I.Sc.
1. Deficiency courses (Non Credit)	Need based	Need based	Need based	Need based	-
2. Foundation course (s)	Need based	2	6	Need based	5
3. Core courses	50-60	26	52	14	30
4. Elective courses	4-6	8	2	-	5
5. Seminar	1		1	2	1
6. Interdisciplinary courses	Need based	8	22	Need based	-

7. Supporting courses	Need based	Need based	Need based	Need based	-
8. Special assignments	Need based	Need based	Need based	Need based	-
9. Other essential courses (Non Credit)	4	4	4	2	4
10. Thesis/dissertation research project	10-24	2	6	60	5
Total Credit Hours	90-95	50	94	76	50

* Post Graduate Diploma in Hospital Administration

11.1 The course Research Methodology and Biostatistics (RMB.501 and RMB.701) shall be compulsory supporting courses for all Master degree and Ph.D. degree programmes, respectively. Exemption for these courses shall only be permitted to candidates having M.Phil. degree.

11.2. For master degree programmes specialization courses shall normally be of 500 series courses, having numbers 501 and above, whereas 400 series courses may be listed under supporting fields provided these are from departments other than the specialization of student.

11.3. For Ph.D. programme, the specialization courses shall normally be of 700 series whereas 500 and 600 series courses may be listed under supporting fields and interdisciplinary fields provided these are from departments other than the specialization. All these courses that have numbers lower than 500, shall be listed as deficiency courses and these will be non credit courses.

11.4. The programme of study once drawn shall be followed strictly by the student. Only under exceptional circumstances the programme of study may be altered by the Advisory Committee during the course of studies of the student. The programme shall not be altered to suit the convenience of the student or to facilitate his/her getting out of those courses in the programme which he/she finds difficult.

12. ADDITION AND DROPPING OF COURSES FROM PROGRAMME OF STUDY

12.1 All the specialization, interdisciplinary, supporting and deficiency courses shall be suggested by the advisory committee according to a student's requirements and according to the needs of his/her proposed specialization, particularly the research problem he/she plans to undertake subsequently. Any subsequent change in the programme of study by substitution, adding some courses and deleting others, shall be done with the approved of Dean Academic Affairs. A written request on a prescribed Performa (Annexure VI) shall be submitted for this purpose to the Dean Academic Affairs duly recommended by the concerned Head off the department in case he/she is not a member of advisory committee of the student. Following general rules will apply for adding/dropping of courses:

12.1.1 The addition and dropping of courses for current semester shall be done within two and six weeks of the beginning of semester, respectively.

12.1.2 The addition/dropping of courses shall be accepted after approval by the competent authority and on payment of prescribed fee only.

12.2.3 The changes in the programme of study of students due to addition/dropping of courses shall be notified by the Registrar.

12.2.4 The course (s) in which a student has obtained unsatisfactory grade (US) or has failed shall not be substituted or dropped from the plan of work.

12.2.5 The students will register for dropped courses only in the semester in which such courses are offered to regular students.

12.2.6 The credit points for dropped courses shall not be counted towards calculation of CGPA for that particular semester in which the course was dropped.

13. **EXEMPTION FROM COURSES**

13.1 Exemption from courses based on equivalence shall be recommended by a department level equivalence committee consisting of the following:

i)	Head of the Department	Chairman
ii)	Supervisor	Member
iii)	Chairman Academic Committee of department	Member
iv)	A specialist from interdisciplinary subject (if necessary)	Member

13.2 While considering the cases of exemption from courses, the requirement of credit hour and equivalence in terms of syllabus and level of course has to be given weightage in order to ensure quality of education. In case of any dispute, the matter shall be referred to the Vice Chancellor. The recommendation of Departmental Equivalence Committee shall be submitted to Registrar for approval by University Equivalence Committee and finally by the Vice Chancellor.

14. **SUBMISSION OF SYNOPSIS OF RESEARCH**

14.1 A postgraduate student shall submit to the Registrar through the Head of the Department, the synopsis of his/her research problem as per approved format (Annexure VII for Master degree and Annexure VIII for doctoral degree programme) before the 3rd week of second semester of his/her programme. The subject of the thesis shall, as far as possible, related to the research needs of the state identified by the university and the area of specialization of the supervisor. The synopsis of master degree students shall be approved by Vice Chancellor on recommendation of the Advisory Committee, College Research Committee and the Institutional Ethics Committee. The synopsis of doctoral candidates shall be approved by the Vice Chancellor on recommendation of the Doctoral Advisory Committee, Institutional Research Committee and Institutional Ethical Committee. The approval of synopsis shall be conveyed by the Registrar to concerned supervisor through the Head of the Department within six weeks of its submission.

14.2 Normally, the work on the research problem shall not be undertaken before its approval. The progress of research work shall be reviewed by the respective Advisory Committee during each semester and communicated to the Dean, Academic Affairs.

14.3 In all the Master degree programmes in the University where only Project Report is required to be submitted in partial fulfillment of the requirements of the degree, the synopsis of the project proposal as per approved format (Annexure IX) must be submitted

for approval before 3rd week of second semester of the programme. The late submission of project synopsis will be permitted only with payment of fine fixed by the university.

15. **SUBMISSION OF THESIS/DISSERTATION/PROJECT REPORT AND FINAL EXAMINATION**

15.1 A student for master degree and doctoral degree programme shall write dissertation/thesis as per the approved guidelines (Annexure X). The project report for all postgraduate programmes shall be prepared according to the guidelines given in Annexure XI. These formats are available at www.adeshuniversity.ac.in also. The actual procedure for the submission of the thesis/dissertation/project report is as under:

15.1.1 Completion of credits for the programme: A postgraduate student shall prepare the rough draft of his/her thesis/dissertation/project work after he/she has completed the course requirements and the required number of research/project credits successfully.

15.1.2 Pre-submission seminar: The writing of thesis/dissertation/project report shall be allowed by the advisory committee only after a pre-thesis/dissertation submission seminar is delivered by the student presenting all the data and its analysis. The pre-thesis/dissertation/project seminar, in addition to the advisory committee of the student will also be open to all the faculty of the respective department, graduate students and faculty member (s) from related department if the student work is interdisciplinary in nature. The attendance for this seminar shall be recorded in a prescribed format (Annexure XII) and submitted to the Registrar at the time of final submission of thesis for evaluation. After the approval by the Advisory Committee on the quantum and quality of work done, the writing of rough draft of thesis/dissertation/project report shall be taken up by the student. The reliability and authenticity of experimental results of thesis/dissertation/project report shall be the exclusive responsibility of the student and the supervisor, rather than any other member of the Advisory Committee.

15.1.3 Thesis/dissertation/project report writing: The student will prepare a draft of his/her thesis/dissertation/project report according to the guidelines approved by the university.

15.1.4 Approval of the thesis/dissertation project report draft: The draft of the thesis/dissertation/project report shall be submitted to the members of the Advisory Committee at least ten days before its final submission to Registrar. The members of the Advisory Committee shall return the rough draft of thesis/dissertation/project report within 10 days of its receipt along with their suggestions for corrections or improvements. After the suggestions are incorporated in the thesis/dissertation/project report to the satisfaction of the supervisor and the Advisory Committee, Certificates I and II (Annexure XIII (a) and XIII (b) respectively, shall be incorporated therein after the title page. Thereafter, the student shall be allowed to complete the writing of thesis/dissertation/project report.

15.1.5 Submission of thesis/dissertation/project report: The candidate after incorporating the suggestions of members of advisory committee, will submit within maximum of 3 months for Master degree programme and 6 months for

Ph.D. programme but not earlier than ten days, two soft bound copies of final thesis/dissertation/project report and a soft copy on a CD accompanied by thesis submission form (Annexure XIV) along with all required documents {Annexure XIV (a) to Annexure XIV (e)} to the Registrar. No fee shall be charged from a student after submission of thesis/dissertation/project report.

15.1.6 The Head of the Department shall in no case withhold the draft of thesis but can send his/her comments, if any, while forwarding the thesis to the Registrar as the case may be after which the Registrar shall settle the matter as per prescribed procedure.

15.1.7 Submission of list of examiners for evaluating thesis/dissertation/project report and evaluation: The supervisor will submit a list of six eminent scientists as per approved format (Annexure XV) for evaluating the thesis/dissertation/project report who will be the experts in the area of research of thesis/dissertation/project carried out by the candidate, to the Controller of examinations.

15.2 After approval of the name of external examiner, the Controller of Examiners will get the acceptance of the expert to be the examiner. The Vice Chancellor may also appoint any person outside the panel recommended by the Head of the Department.

15.3 The thesis/dissertation/project report shall be sent to the external examiner for evaluation by post by the Controller of Examinations. The external examiner shall send the evaluation report of the thesis/dissertation and the project report to the Controller of Examinations on a prescribed format (Annexure XVI (a) and XVI (b), respectively). If the external examiner recommends the acceptance of the thesis/dissertation/project report, then the oral examination will be arranged by the Controller of Examinations.

15.4 Oral examination and public defense: The final oral examination for thesis/dissertation shall be held by the external examiner, members of the Advisory Committee, and such other members of the postgraduate faculty and additional person (s) from outside the university, as may be nominated by the Vice Chancellor. The viva voce examination shall be followed by public defense of thesis/dissertation in which all faculty and students of the respective centre/department will participate. The final oral examination and public defense shall normally be conducted after at least 10 days of sending the thesis/dissertation/project report to the external examiner. However, the Dean Academic Affairs may relax this condition of 10 days limit to conduct the oral examination under some exceptional circumstances.

15.5 Final viva-voce examination of postgraduate students for programmes where a project report is submitted as a partial requirement for the degree will be conducted during the first week of August in 5th semester and first week of January of 6th semester of the programme every year respectively, by calling expert(s). The experts will be appointed by the Vice Chancellor from a list supplied by the supervisor through Head of Department. The viva voce committee will consist of one examiner (external or internal as decided by the Vice Chancellor) and the Advisory Committee members along with the Head of Department.

15.6   The report on successful completion of Viva Voce examination and public defense on a prescribed format (Annexure XVII a) will be sent to the Controller of Examinations duly signed by all members of advisory committee, examiner and the concerned Head of Department within 24 hours of holding the examination along with the attendance record (Annexure XVII b).

15.7   Failure to appear in the oral examination: A student who fails to appear in the final oral examination should apply for arranging a fresh examination through the Head of the Department. If the circumstances are beyond the control of the student, the Dean Academic Affairs may permit the re-examination within the same semester. If, however, the Dean Academic Affairs is not satisfied with the circumstances stated by the student, the student shall register for one more semester and the examination shall be arranged on the payment of thesis/ dissertation re-submission fee.

16.   **Procedure for submission and evaluation of project report of Master degree students:**

16.1   The project work to be undertaken by a Master degree student is aimed at providing some hands on experience to graduates to handle real time situations and not to carry out any research activity. Therefore, the execution as well as evaluation of projects and writing their reports is entirely different than writing a thesis/dissertation and its evaluation. The procedure for handling student projects is outlined below:

16.2   The Project for any Master degree programme will be completed in 4th semester and it will be submitted to the Registrar by 30th June every year along with required documents.

16.3   In case the student does not submit the project report within stipulated time, a late fee of Rs 1,000 will be charged up to 31st July. In case he/she fails to submit the project report by 31st July also, the student will have to register for the next semester. In case student registers for 5th semester, last date of submission will be 31st October with a regular submission fee and with late fee the last date would be 31st December.

16.4   The project report shall be first sent to the External Examiner for evaluation who would be a specialist in the subject and shall be chosen by the Vice Chancellor from a list of names to be submitted by the Head of the Department provided that the Vice Chancellor may appoint any person outside the panel recommended by the Head of the Department. The examiner shall submit a report commenting on the project report and indicating whether the examiner recommends its acceptance or rejection. If the Examiner recommends acceptance of project report then the oral examination would be conducted by an expert nominated by the Vice Chancellor, student's Advisory Committee and the Head of the Department. If the external examiner rejects the project report, his/her evaluation report shall be placed before the Advisory Committee and Head of the Department. If the Advisory Committee along with the Head of the Department accepts the recommendations then the project report will be rejected. If the advisory Committee along with the Head of the Department does not agree with the verdict of the external/internal examiner then the project report shall be re-examined by the next external examiner on the panel whose decision for conducting oral examination shall be final.

16.5   The oral examination will cover the entire course curriculum with special emphasis on field of specialization in which the project has been done. If a student fails in the oral examination, he/she shall be allowed to repeat the oral   examination which would be held not earlier than three months after the first examination. The performance of the candidates both in the project report and viva voce will be recorded and submitted to the Registrar.

16.6   Intellectual Property Rights on thesis/dissertation/project reports: After completion of the research work by a student, if the supervisor and the Advisory Committee is of the opinion that the thesis/dissertation/project report has IPR value, then it should be communicated to the Registrar for initiating action to protect the university interest and in such cases the thesis/dissertation/project report will be evaluated by the IPR cell of the university for its intellectual property value.

17.   SUBMISSION OF ELECTRONIC COPY OF THESIS TO INFLIBNET

After completion of Ph.D. programme, an electronic copy of the approved thesis shall be submitted to INFLIBNET for hosting under "Shodhganga" and making it available for access by other institutions and universities.

18.   Ph.D. PROGRAMME FOR INSERVICE CANDIDATES

An in-service candidate allowed to join Ph.D. programme shall be required to sign an agreement that he/she will serve the university for at least two years after completion of Ph.D. programme failing which he/she will refund salary paid to him/her during Ph.D. with on interest decided by the management.

ADESH UNIVERSITY

Programme of Study for Postgraduate Students

1.	Name of candidate	
2.	Registration Number	
3.	Father's name	
4.	Mother's name	
5.	Local Address	
6.	Permanent address	
7.	Programme	
8.	Academic session	
9.	Specialization	
10.	Department	
11.	Academic Qualifications	

Degree/Diploma	Year of passing	University	Aggregate marks	Institution	Subjects

1. **Courses studied**

Bachelor's level

Title of course	Course code	Credit hours	Percent marks obtained/Grade Point

2. **Master's level**

Title of course	Course code	Credit hours	Percent marks obtained/Grade Point

3. **He/she shall complete following courses:**

Type of course	Course title	Course code	Credit hours
A. Deficiencies:			
	Total		
B. Core courses			
	Total		
C. Interdisciplinary courses			
	Total		
D. Electives			
	Total		
Grand Total			

Signature of student

Advisory Committee

	Name	Designation & Department	Signature
1.			
	(Advisor)		
2.	……………………..		
	(Member)		
3.	……………………..		
	(Member)		
4.	……………………		
	(Member)		
5.	……………………		
	(Member)		

Certified that:

1. The titles and codes courses listed are correct
2. The advisory committee is as per regulations for Master degree/doctorate degree programme

_____   _____
(Supervisor)   **(Head of the Department)**

Forwarded to Dean Post Graduate Studies & Research,
Adesh University.

Dean Academic Affairs

Approved/Not approved

ADESH UNIVERSITY, BATHINDA.

College/Centre		Semester			Admission No.	
Programme		Academic year/sem.			Name	
Latest CGPA		Local Address				

Course Code	Course Title	Credit hrs (Th/P)	M	T	W	Th	F	S	Withdrawn/ Add./Rept.	Signature of teacher

Total credit hrs. for semster	In figures		In words	

Siganture of:	Student	Advisor	A.O.	Dean/Principal	Registrar

ADESH UNIVERSITY

NH- Barnala Road, Bathinda, Punjab-151001, India

No.
Dated:

Department of ……………………………..
Name of the college/institute

<u>NOTICE</u>

Following courses will be offered by the department during semester (I/II) …………………. of academic session…………………………………:

Sr. No.	Title of course	Course code	Credits	Name of the teacher/coordinator
Undergraduate courses				
1.				
2.				
3.				
Postgraduate courses				
1.				
2.				
3.				

The students are advised to contact the concerned teacher in room No………..of…………………for enrolment.

(ABC)
Head,
Department of………………………………………

Cc:
Registrar, Adesh University
Dean Academic Affairs
Principals/Head of Institute, Adesh University
Dean Post Graduate Studies & Research
Notice Board
Concerned teachers

Question Paper Pattern for Undergraduate and Postgraduate Programmes Offered Under

Choice Based Credit System

First Hourly Examination – Weightage 10%, Duration: 60 minutes

Question 1. Objective type multiple choice questions carrying 10 marks.
Question 2. Objective type fill in the blanks or Match the statement questions carrying 10 marks.
Question 3. Two short descriptive questions with choice carrying 10 marks each.
Question 4. Two short notes with choice carrying 5 marks each.

Second Hourly Examination – Weightage 10%, Duration: 60 minutes

Question 1. Objective type multiple choice questions carrying 10 marks.
Question 2. Objective type fill in the blanks or Match the statement questions carrying 10 marks.
Question 3. Two short descriptive questions with choice carrying 10 marks each.
Question 4. Two short notes with choice carrying 5 marks each.

Mid Term Examination – Weightage 25%, Duration: 2 hours

Question 1. Objective type multiple choice questions carrying 10 marks.
Question 2. Objective type fill in the blanks or Match the statement questions carrying 10 marks.
Question 3. Two short descriptive questions/short notes with choice carrying 10 marks each.
Question 4. One descriptive question with choice carrying 10 marks each.

End Semester Examination – Weightage 50%, Duration: 2 - 3 hours

Should have Part A for 30 marks objective type questions to be attempted in 30 minutes
Should have Part B for 70 marks all subjective questions with ample choice for attempting only five questions. Duration should be two and a half hours to three hours.

Marks for attendance: 5 (Five)

Instructions for setting question paper:

No true/false objective type question to be set for any examination.

The objective type questions for the end semester examination shall be set on a separate sheet and collected 30 minutes after beginning of the examination.

For all undergraduate courses two copies of the question paper for Mid Term and End Semester Examination shall be submitted by the teacher to the Controller of Examinations within a week of the start of the semester.

Adesh University
College of …………………….

Name of Programme	**First Hourly Examination**	**Sem I/II (Academic Session)**

Course Code: Course Title
(Question paper - cum - Answer Sheet)

Time allowed: 1 Hour.   Maximum Marks: 50
Name:
Admission No.

Note: Attempt all the questions. Cutting or overwriting is not allowed. Answer with cutting or overwriting shall be considered a wrong answer.

Adesh University
College of ………………………..

Name of Programme	**Second Hourly Examination**	**Sem I/II (Academic Session)**

Course Code: Course Title
(Question paper - cum - Answer Sheet)

Time allowed: 1 Hour   Maximum Marks: 50
Name:
Admission No.

Note: Attempt all the questions. Cutting or overwriting is not allowed. Answer with cutting or overwriting shall be considered a wrong answer.

Adesh University
College of ………………………..

Name of Programme	**Mid Term Examination**	**Sem I/II (Academic Session)**

Course Code: Course Title
(Question paper - cum - Answer Sheet)

Time allowed: Two hours   Maximum Marks: 50
Name:
Admission No.

Note: Attempt all the questions. Cutting or overwriting IN OBJECTIVE TYPE QUESTION is not allowed. Answer with cutting or overwriting shall be considered a wrong answer.

Adesh University
College of ………………………

Name of Programme	**End Semester Examination**	**Sem I/II (Academic Session)**

Course Code: Course Title
(Question paper – Part A Objective type)

Time allowed: 30 Minutes   Maximum Marks: 30
Name:
Admission No.

Course Code: Course Title
(Question paper – Part B Subjective)

Time allowed: 2 Hours.   Maximum Marks: 70

Name:

Admission No.

Note: Attempt any five questions.

ADESH UNIVERSITY

Department of _____
Name of the College/Institute
Lecture schedule

Course title	Course code	Credit hours	Teacher (s)
			1.
			2.
			3.

Lecture Number	Topic to be covered	Date
1-3.		
4.		
5-7.		

Examination dates:

1st Hourly Examination:
Mid Term Examination:
2nd Hourly Examination:
Practical (if part of the course):
End semester Examination:

ADESH UNIVERSITY

Performa for addition/deletion of courses from the Programme of Study

To
Dean Academic Affairs
Adesh University, Bathinda

Subject: Addition/Deletion of courses from the Programme of Study

The Advisory Committee of Mr./Ms_____
in the Department of _____, Master's/Ph.D. student in its meeting held has recommended
the following changes in the programme of work:

<div align="center">Courses to be added</div>

Course No.	Course title	Credit hrs	Reasons for change
1. _____	_____	_____	_____
2._____	_____	_____	_____
3._____	_____	_____	_____

<div align="center">Courses to be deleted</div>

1._____	_____	_____	_____
2._____	_____	_____	_____
3._____	_____	_____	_____

CGPA at the end of previous semester _____
    It is certified that the student has not obtained 'F' grade in the courses which are being deleted.

<div align="center">**ADVISORY COMMITTEE**</div>

Signature	Name in block letters
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____

Recommended and forwarded in duplicate to the Dean Academic Affairs, Adesh University, Bathinda.

Memo. No. _____   _____

Dated_____   Head of the Department

ADESH UNIVERSITY
GUIDELINES FOR PREPARING SYNOPSIS –Master degree programme
(other than MD/MS/MDS)

Student allotment

Within six weeks of admission to Master degree programme, every student shall be assigned to a supervisor by the concerned head of the department. The preference of student for a supervisor from amongst the faculty of respective department will be taken on a prescribed format. UGC guidelines will be followed in deciding the number of students to be allotted to a teacher at any given time. In case the teacher is already having maximum number of students permissible as per UGC guidelines, the next preference of the student will be accommodated in the order of merit. In case the research work is interdisciplinary in nature, a co-supervisor from that discipline will be recommended by the supervisor of the student. The allotment of student to a supervisor and that of a co-supervisor shall be approved by the Dean Post Graduate Studies and Research on the recommendation of concerned department/centre. In order to opt for a co-supervisor, written consent of the co-supervisor will be essential.

The preference of a student for a particular teacher as supervisor and a specific area of research shall also be considered for allotment of a student to a supervisor.

Responsibility of the supervisor

The supervisor shall be responsible for planning the Program of Study of the student including the courses to be taken by him and the schedule of research work to be followed.

In the event of supervisor proceeding on long leave/resigning from service or any other such circumstances, the concerned head of department shall supervise the work of the student till completion of the program or allotment of the student to another supervisor. This will require approval by the Dean Academic Affairs.

The student shall prepare a synopsis of the dissertation/thesis research to be undertaken by him in fulfillment of the requirements of respective program of study.

Choice of research problem

The choice of topic for dissertation/thesis work and preparation of its synopsis shall be done in consultation with the supervisor and co-supervisor (if any) based on the following criteria:

i) Thrust area of research identified by the concerned department/centre or university.

ii) Availability of funds and facilities at the department/centre to undertake proposed research/project work.

iii) Area of specialization of the supervisor.

iv) The research work related to the externally funded research project (s) with the supervisor of student.

Writing the synopsis

For writing the synopsis, the student shall review the available literature and search INFLIBNET sites Shodhganga and Shodhgangotri to confirm that no such work has been carried out earlier on the proposed topic or is being carried out.

The knowledge gaps shall be identified and the student shall submit a draft of the synopsis to his/her supervisor within first six months (First semester) of his/her admission to the program. The supervisor shall guide the student in developing the synopsis as per the format approved by the university.

Synopsis seminar

The submission of synopsis for approval shall be preceded by a synopsis seminar to be delivered at concerned department in the presence of a nominee of Dean Academic Affairs (DAA), Dean Post Graduate Studies and Research (Dean PG & R), members of Advisory Committee and the supervisor of student. The synopsis seminar shall be organized by the supervisor within six weeks of allotment of the student to him.

In case the proposed research work is interdisciplinary in nature, the head of the related department (s) shall also be invited to the synopsis seminar.

Submission of synopsis and approval

After successful presentation and defense of synopsis, the candidate shall submit five copies of synopsis prepared as per Annexure VII (a) to the Head of Department for approval of College Research Committee (CRC). After approval from CRC, eleven copies of the synopsis shall be submitted to Registrar for approval of Institutional Ethics Committee (IEC) of the university. The Institutional Ethics Committee will examine the synopsis only for the ethical issues related to the research work of the candidate. The approval of synopsis will be done by the Vice Chancellor or his nominee on recommendation of CRC, IEC and conveyed by the Registrar to concerned Head of the Department for information of the supervisor of the student. A copy of approval will be sent to Controller of Examinations for record.

The decision on approval or rejection of synopsis along with reasons for non-approval (if not approved) will be communicated to the concerned head of the department by the Registrar for information of the supervisor of the student within six weeks of submission of synopsis by the candidate. The minor changes/modifications (if any) in the synopsis suggested by the College Research Committee and Institutional Ethics Committee shall be made and the revised synopsis shall be resubmitted within two weeks of its receipt by the student.

In case the synopsis is not approved, the candidate shall resubmit the synopsis within three weeks from the date of its rejection.

DETAILS AND COMPONENTS OF THE SYNOPSIS

1.   Title

The title should be in capital letters. It should be concise, specific and reflect the proposed research program. Scientific names in the title, if any, must be written in Latin binomial or trinomial along with the authority.

2.   Introduction

This section should highlight the scope and significance of the proposed research work along with the **knowledge gaps** and **objectives** of the study under separate sub-heads.

3.   Hypothesis

Hypothesis of the proposed research work should be identified on the basis of gap (s) in scientific knowledge.

4.   Review of literature

An up-to-date and comprehensive review of literature indicating history, developments and IPR (if any) relating to the topic of the proposed research problem should be given.

5.   Program of work

This section should mention the details of objective wise experimental work to be carried out under following heads:

i)   Name and location of experiments

ii)   Materials to be used along with source

iii)   Methods or experimental approach to be followed

iv)   Observations to be recorded

v)   Statistical analysis

vi)   Ethical issues*

vii)   Special requirements like clearance from Institutional Biosafety Committee etc.

*= Proper consent form duly approved by Adesh University in a language understood by the participant in the study must be filled and got signed by the participant. Each form must be verified by the supervisor and maintained in a file by the concerned department till the results are published.

6.   **Time schedule of work as flow diagram and milestones to be achieved**

7.   **Collaboration (s)**

Consent of the head of concerned collaborating department/institution should be obtained and it should be a part of the synopsis. The extent of work to be carried out in collaborating department/ institution should be clearly mentioned including the sharing of resources, expenditure involved and Intellectual Property Rights.

8.   **References**

All the references used in preparing the synopsis should be listed at the end as per the approved style for writing the thesis to be submitted to the university (Please follow APA/Vancouver style).

9.   **Recommendations and forwarding:**

The supervisor/co-supervisor and members of advisory committee of student shall sign the synopsis with date and place before its submission to the concerned head of department for transmission to Chairman, College Research Committee for processing of synopsis for approval.

ADESH UNIVERSITY

Format for synopsis of dissertation research for Master degree programmes

(Other than MD/MS/MDS)

Name of the Student (Capital letters)_____

Registration No._____

Name of the Department/Centre: _____

Name of the Supervisor: _____

Name of the Co-supervisor (if any):_____

Name of the degree:_____

1.Title of dissertation:

(All capital letters)_____

_____

2. Introduction including objectives

3. Hypothesis

4. Review of literature

5. Program of work {If required, additional details for achieving each objective to be given experiment wise as per Annexure VII (b) }

6. Flow chart indicating activity schedule {Please see Annexure VII (c)}

7. Collaborating department/institution (s), if any.

8. References

Signatures of the collaborating teacher_____

Head of the collaborating Department/Centre/Institution _____

Signature of the student

Signature of the supervisor

Signature of co: supervisor (if any)

Date:

Place:

Forwarded five copies to the Chairman, College Research Committee.

(Signature with date)

Head of Department

Additional objective wise and experiment wise details to be included in material and methods (If required)

Setting:

Duration of experiment:

Type of study:

Details of subjects to be used:

Sample size: (including details of statistical formula/concept used for determining the sample size)

Place of work:

Inclusion criteria:

Exclusion criteria:

Method of randomization:

Process of randomization and blinding:

Stopping rules:

Procedures and conditions for breaking the codes

Intervention procedure (s):

Instruments

Frequency & duration of intervention.

Procedures and schedules

Dosage, formulations, schedules, duration of drug treatments

Withdrawal criteria

Activity Schedule

	Activity	Semester II						Semester-III*					
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
I	1.												
	2.												
	3.												
	4.												
	5.												
	6.												
II	1.												
	2.												
	3.												
	4.												
	5.												
	6.												
	7.												
	8.												
III	1.												
	2.												
IV	Dissertation seminar												
	Dissertation writing												
	Submission of Dissertation												

ADESH UNIVERSITY

GUIDELINES FOR PREPARING SYNOPSIS –Ph.D. PROGRAM

Student allotment

Within six weeks of admission to Ph.D. program, every Ph.D. student shall be assigned to a supervisor by Chairperson, Center for Interdisciplinary Biomedical Research (CIBR) on recommendation of concerned Head of the Department. The preference of student for a supervisor from amongst the faculty of CIBR/concerned department will be taken on a prescribed format. UGC guidelines will be followed in deciding the number of students to be allotted to a teacher at any given time. In case the teacher is already having maximum number of students permissible as per UGC guidelines, the next preference of the student will be accommodated in the order of merit. In case the research work is interdisciplinary in nature, a co-supervisor from that discipline will be recommended by the supervisor of the student. The allotment of student to a supervisor and that of a co-supervisor shall be approved by the Dean Academic Affairs on the recommendation of concerned department/centre. In order to opt for a co-supervisor, written consent of the co-supervisor will be essential.

The preference of a student for a particular teacher as supervisor and a specific area of research shall also be considered for allotment of a student to a supervisor.

Responsibility of the supervisor

The supervisor shall be responsible for planning the Program of Sork of the student including the courses to be taken by him and the schedule of research/project work to be followed.

In the event of supervisor proceeding on long leave/resigning from service or any other such circumstances, the concerned head of department/Chairperson CIBR shall supervise the work of the student till completion of the program or allotment of the student to another supervisor. This will require approval by the Dean Academic Affairs.

The student shall prepare a synopsis of the thesis research to be undertaken by him in fulfillment of the requirements of respective program of study.

Choice of research problem

The choice of topic for thesis work and preparation of its synopsis shall be done in consultation with the supervisor and co-supervisor (if any) based on the following criteria:

    v)   Thrust area of research identified by the concerned department/centre or university.

    vi)   Availability of funds and facilities at the department/centre to undertake proposed research/project work.

    vii)   Area of specialization of the supervisor.

    viii)   The research work related to the externally funded research project (s) with the supervisor of student.

Writing the synopsis

For writing the synopsis, the student shall review the available literature and search INFLIBNET sites Shodhganga and Shodh gangotri to confirm that no such work has been carried out earlier on the proposed topic or is being carried out.

The knowledge gaps shall be identified and the student shall submit a draft of the synopsis to his/her supervisor within first six months (First semester) of his/her admission to the program.

The supervisor shall guide the student in developing the synopsis as per the format {Annexure VIII (a) } approved by the university and its submission to Chairperson CIBR for approval. The process of approval of synopsis should normally be completed by the university within one month after its submission by the candidate.

Synopsis seminar

The submission of synopsis for approval shall be preceded by a synopsis seminar to be delivered at CIBR in presence of concerned Head of the Department, Dean Academic Affairs (DAA), Dean Post Graduate Studies and Research (Dean PG & R) or their representatives, members of Doctoral Advisory Committee (DAC) and the supervisor of student.

In case the proposed research work is interdisciplinary in nature, the head of the related department (s) shall also be invited to the synopsis seminar.

The synopsis seminar shall be organized by the supervisor within one month from the date of submission of draft synopsis by the candidate.

Submission of synopsis and approval

After successful presentation and defense of synopsis, the candidate shall submit through the Chairperson, CIBR five copies of synopsis (Prepared as per Annexure VIII a) to Registrar for approval of Institutional Research Committee (IRC). After approval from IRC, eleven copies of the synopsis shall be submitted to Institutional Ethics Committee (IEC) of the university which will examine the synopsis only for the ethical issues related to the research work of the candidate. The minor changes/modifications (if any) in the synopsis suggested by the College Research Committee and Institutional Ethics Committee shall be made and the revised synopsis shall be resubmitted within two weeks of its receipt by the student.

After approval from these committees, the synopsis will be sent to Dean Academic Affairs for comments on the suitability of synopsis for approval. The final approval of synopsis shall be given by the Vice Chancellor and it shall be conveyed to the supervisor of the student through concerned head of department by the Registrar. A copy of approved synopsis will be sent by the Registrar to the Controller of Examinations for record.

The decision on rejection of synopsis along with reasons for non-approval will be communicated to the concerned head of the department by the Registrar for information of the supervisor of the student within six weeks of its submission by the candidate. In case the synopsis is not approved, the candidate shall resubmit the synopsis within three weeks from the date of its rejection.

<center>**DETAILS AND COMPONENTS OF THE SYNOPSIS**</center>

1. Title

The title should be in capital letters. It should be concise, specific and reflect the proposed research program. Scientific names in the title, if any, must be written in Latin binomial or trinomial along with the authority.

2. Introduction

This section should highlight the scope and significance of the proposed research work along with the **knowledge gaps** and **objectives** of the study under separate sub-heads.

3.Hypothesis

Hypothesis of the proposed research work should be identified on the basis of gap (s) in scientific knowledge.

4.Review of literature

An up-to-date and comprehensive review of literature indicating history, developments and IPR (if any) relating to the topic of the proposed research problem should be given.

5.Program of work

This section should mention the details of objective wise experimental work to be carried out under following heads:

viii)	Name and location of experiments
ix)	Materials to be used along with source
x)	Methods or experimental approach to be followed
xi)	Observations to be recorded
xii)	Statistical analysis
xiii)	Ethical issues*
xiv)	Special requirements like clearance from Institutional Biosafety Committee etc.

*= Proper consent form duly approved by Adesh University in a language understood by the participant in the study must be filled and got signed by the participant. Each form must be verified by the supervisor and maintained in a file by the concerned department till the results are published.

6. Time schedule of work as flow diagram and milestones to be achieved

7. Collaboration (s)

Consent of the head of concerned collaborating department/institution should be obtained and it should be a part of the synopsis. The extent of work to be carried out in collaborating department/ institution should be clearly mentioned including the sharing of resources, expenditure involved and Intellectual Property Rights.

8. References

All the references used in preparing the synopsis should be listed at the end as per the approved style for writing the thesis to be submitted to the university (APA style).

9. Recommendations and forwarding:

The supervisor/co-supervisor and members of DAC shall sign the synopsis with date and place before its submission to the Chairperson, CIBR for onward transmission to Registrar for approval.

ADESH UNIVERSITY

Format for synopsis of thesis research for Ph.D. degree students

Name of the Student (Capital letters)_____**Registration No.**_____

Name of the Department/Centre:

Name of the Supervisor:

Name of the Co-supervisor (if any):

1. Title of thesis :_(All capital letters)_____

2. Introduction including objectives

3. Hypothesis

4. Review of literature

5. Program of work {If required, additional details for achieving each objective to be given experiment wise as per Annexure VIII (b)}

6. Flow diagram indicating activity schedule {Please see Annexure VIII (c)}

7. Collaborating department/institution (s), if any.

8. References

Signatures of the collaborating teacher_____

Head of the collaborating Department/Centre/Institution _____

Signature of the Student

Signature of the supervisor

Signature of co: supervisor

Date:

Place:

Forwarded five copies to the Registrar for onward transmission to Chairman, Institutional Research Committee. After approval from Institutional Research Committee (IRC), 11 copies shall be submitted to the Chairman, Institutional Ethics Committee (IEC) for approval. In case there is a need to use any Recombinant DNA molecules, Genetically Modified Organisms (GMOs) or any Hazardous organism for research by the candidate, he/she shall make a presentation to Institutional Biosafety Committee (IBSC) and seek approval from this committee also.

Chairperson, CIBR

Additional objective wise and experiment wise details to be included in material and methods (If required)

Setting:

Duration of experiment:

Type of study:

Details of subjects to be used:

Sample size: (including details of statistical formula/concept used for determining the sample size)

Place of work:

Inclusion criteria:

Exclusion criteria:

Method of randomization:

Process of randomization and blinding:

Stopping rules:

Procedures and conditions for breaking the codes

Intervention procedure (s):

Instruments

Frequency & duration of intervention.

Procedures and schedules

Dosage, formulations, schedules, duration of drug treatments

Withdrawal criteria

Activity Schedule

	Activity	Semester II						Semester-III*					
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1	1.												
	2.												
	3.												
	4.												
	5.												
	6.												
II	1.												
	2.												
	3.												
	4.												
	5.												
	6.												
	7.												
	8.												
III	1.												
	2.												
IV	Thesis seminar												
	Thesis writing												
	Submission of thesis												

To continue……….

ADESH UNIVERSITY
GUIDELINES FOR PREPARING SYNOPSIS FOR PROJECT WORK–Master of Business Administration (Hospital Administration) programme

Student allotment

Within six weeks of admission to MBA (HA) programme, every student shall be allotted to a supervisor by the concerned head of the department. The preference of student for a supervisor from amongst the faculty of respective department will be taken on a prescribed format. UGC guidelines will be followed in deciding the number of students to be allotted to a teacher at any given time. In case the teacher is already having maximum number of students permissible as per UGC guidelines, the next preference of the student will be accommodated in the order of merit. In case the research work is interdisciplinary in nature, a co-supervisor from that discipline will be recommended by the supervisor of the student. The allotment of student to a supervisor and that of a co-supervisor shall be approved by the Dean Post Graduate Studies & Research on the recommendation of concerned department/centre. In order to opt for a co-supervisor, written consent of the co-supervisor will be essential.

The preference of a student for a particular teacher as supervisor and interest for a specific area shall also be considered for allotment of a student to a supervisor.

Responsibility of the supervisor

The supervisor shall be responsible for planning the program of work of the student including the courses to be taken by him and the schedule of project work to be carried out.

In the event of supervisor proceeding on long leave/resigning from service or any other such circumstances, the concerned head of department shall supervise the work of the student till completion of the program or allotment of the student to another supervisor. This will require approval by the Dean Academic Affairs.

The student shall prepare a synopsis of the project work to be undertaken by him in fulfillment of the requirements of respective program of study.

Choice of project

The choice of topic for project work and preparation of its synopsis shall be done in consultation with the supervisor and co-supervisor (if any) based on the following criteria:

    ix)   Thrust area identified by the concerned department/centre or university.

    x)   Availability of funds and facilities at the department/centre to undertake proposed project work.

    xi)   Area of specialization of the supervisor.

Synopsis seminar

The submission of synopsis for approval shall be preceded by a synopsis seminar to be delivered at concerned department in the presence of a nominee of Dean Academic Affairs (DAA), Dean Post Graduate Studies and Research (Dean PG & R) or their nominees, members of Advisory Committee and the supervisor of student. The synopsis seminar shall be organized by the supervisor within six weeks of allotment of the student to him.

In case the proposed project work is interdisciplinary in nature, the head of the related department (s) shall also be invited to the synopsis seminar.

Submission of synopsis and approval

After successful presentation and defense of synopsis, the candidate shall submit five copies of synopsis {Prepared as per Annexure IX (a)} to the Head of Department for approval of College Research Committee (CRC). After approval from CRC, eleven copies of the synopsis shall be submitted to Registrar for approval of Institutional Ethics Committee (IEC) of the university. The Institutional Ethics Committee will examine the synopsis only for the ethical issues related to the project work of the candidate. The approval of synopsis will be done by the Vice Chancellor or his nominee on recommendation of CRC, IEC and conveyed by the Registrar to concerned Head of the Department for information of the supervisor of the student. A copy of approval will be sent to Controller of Examinations for record.

The minor changes/modifications (if any) in the synopsis suggested by the College Research Committee and Institutional Ethics Committee shall be made and the revised synopsis shall be resubmitted within two weeks of its receipt by the student.

The decision on approval or rejection of synopsis along with reasons for non-approval (if not approved) will be communicated to the concerned head of the department by the Registrar for information of the supervisor of the student within six weeks of submission of synopsis by the candidate.

In case the synopsis is not approved, the candidate shall resubmit the synopsis within three weeks from the date of its rejection.

DETAILS AND COMPONENTS OF THE SYNOPSIS

1.   Title

The title should be in capital letters. It should be concise, specific and reflect the proposed project to be undertaken. Scientific names in the title, if any, must be written in Latin binomial or trinomial along with the authority.

2.   Introduction

This section should highlight the scope and significance of the proposed project work along with the **knowledge gaps** and **objectives** of the study under separate sub-heads.

3.   Review of literature

An up-to-date and comprehensive review of literature indicating history, developments and IPR (if any) relating to the topic of the proposed project should be given.

5.   Program of work

This section should mention the details of the work to be carried out under following heads:

        xv)   Location of project

        xvi)   Materials to be used along with source

        xvii)   Methods to be followed

        xviii)   Observations to be recorded

        xix)   Statistical analysis (if any)

        xx)   Ethical issues*

        xxi)   Special requirements like clearance from Institutional Biosafety Committee etc.

*= Proper consent form duly approved by Adesh University in a language understood by the participant in the study must be filled and got signed by the participant. This must be verified by the supervisor and maintained in a file by the concerned department till the results are published.

6.   Time schedule of work as flow diagram and milestones to be achieved

7.   Collaboration (s)

Consent of the head of concerned collaborating department/institution should be obtained and it should be a part of the synopsis. The extent of work to be carried out in collaborating department/ institution should be clearly mentioned including the sharing of resources, expenditure involved and Intellectual Property Rights.

8.   References

All the references used in preparing the synopsis should be listed at the end as per the approved style for writing the thesis to be submitted to the university (Please follow APA style).

9.   Recommendations and forwarding:

The supervisor/co-supervisor and members of advisory committee of student shall sign the synopsis with date and place before its submission to the concerned head of department for transmission to Chairman, College Research Committee for processing of synopsis for approval.

APPROVAL OF THE SYNOPSIS

The synopsis shall be considered for approval by Vice Chancellor or his nominee on the basis of recommendations of College Research Committee, Institutional Ethics Committee (If required) and Institutional Biosafety Committee (If required).

 The decision on approval or rejection of synopsis along with reasons for non-approval (if not approved) will be communicated to the concerned head of the department for information of the supervisor of the student within six weeks of submission of synopsis by the candidate. A copy of approved synopsis will be sent to the Registrar by the DAA for use by the Controller of Examinations.

The minor changes/modifications (if any) in the synopsis suggested by the College Research Committee and Institutional Ethics Committee shall be made and the revised synopsis shall be resubmitted within two weeks of its receipt by the student.

 In case the synopsis is not approved, the candidate shall resubmit the synopsis within three weeks from the date of its rejection.

PROCESS OF APPROVAL

After approval from College Research Committee (CRC), 11 copies of synopsis shall be submitted to the Registrar for approval of Institutional Ethics Committee (IEC)/IBSC by the Chairman College Research Committee. The Chairperson, Institutional Ethics Committee (IEC)/Chairperson Institutional Biosafety Committee (IBSC) will examine the synopsis and send the synopsis to DAA for final approval after its review by the respective committee. In case the Head of the Department considers that no ethical issues are involved in the proposed project, this may be recorded while forwarding the synopsis to Chairperson of College Research Committee for approval. Under this situation, the Chairperson CRC shall send the synopsis direct to DAA for approval under intimation to Chairperson, IEC/IBSC.

ADESH UNIVERSITY

Format for synopsis of project work for Master of Hospital Administration degree programme

Name of the Student (Capital letters)_____

Registration No._____

Name of the Department/Centre: _____

Name of the Supervisor: _____

Name of the Co-supervisor (if any):_____

1. Title of project:
(All capital letters)_____

_____

2. Introduction including objectives

3. Hypothesis

4. Review of literature

5. Program of work including the experimental approach to be followed

6. Flow diagram indicating activity schedule {Please see Annexure IX (b)}

7. Collaborating department/institution (s), if any.

8. References

Signatures of the collaborating teacher_____

Head of the collaborating Department/Centre/Institution _____

Signature of the student

Signature of the supervisor
Signature of co: supervisor (if any)
Date:
Place:
Signature of Head of Department

Forwarded five copies to the Chairman, College Research Committee.

Activity Schedule

	Activity	Semester II						Semester-III*					
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
I	1.												
	2.												
	3.												
	4.												
II	1.												
	2.												
	3.												
	4.												
III	1.												
	2.												
	3.												
	4.												
IV	Project seminar												
	Project report writing												
	Submission of project report												

Guidelines for preparing dissertation/thesis

Components of dissertation/thesis

All dissertation/thesis will have components given in the Appendix I and following instructions must be followed while preparing the dissertation/thesis:

1. Preliminary pages

The preliminary pages must include the title page, the certificates, acknowledgements, abstract, table of contents, list of tables, list of figures, list of appendices and list of abbreviations used in the dissertation/thesis. These should be numbered using lower case Roman numerals (i, ii, iii,…).

a. Title page

The title page should be printed exactly in accordance with the sample [Annexure X (a)]. The date appearing on the title page must be the year in which the dissertation/thesis is submitted.

b. Certificates

Certificates regarding originality of the work from supervisor (s) and student should be included in the preliminary pages. These certificates must be included on two separate pages exactly as given in Annexure X (b) and X (c).

c. Acknowledgments

Acknowledgment (S), if any should be brief, not exceeding one page {(Annexure X (d)}.

d. Abstract

The abstract should not exceed two (2) pages, it has to be typed single space in the format given in Annexure X (e) and it must be signed both by the student and the supervisor.

e. Table of contents

Except the title page, certificates, acknowledgements and abstract, all other major divisions of the dissertation/thesis should be listed in the table of contents. These divisions and sub-divisions, If any, must agree in wording and style with the text.

List of tables, list of figures, list of appendices and list of abbreviations should be typed separately on a page in the same style {Annexure X (f)}as for the text.

2. **Main body of the dissertation/thesis text**

The detailed organization of the text may vary with the dissertation/thesis in different disciplines, but a consistent style must be followed within discipline. In general for all disciplines in science the text is divided in to various parts as per Annexure X (g).

The text of the dissertation/thesis may also include certain materials such as tables, illustrations, photographs, chemical and mathematical formulae and footnotes. The text may be arranged under primary, secondary, tertiary (and so on) titles and subtitles.

a. **Tables, figures, illustrations, photographs and appendices in the dissertation/thesis**

The tables, figures, illustrations and photographs (plates) should be self explanatory. The headings and the column/row entries of tables should be clearly related. Tables, figures, illustrations and plates less than half a page may be centered on the page with text above and below. The tables, figures, illustrations and plates should be numbered using Arabic numerals as Table 1., Figure 1., Illustration 1., Plate 1., respectively throughout the thesis. The appendices should be numbered as Appendix A, Appendix B etc.

b. **Formulae**

Mathematical and chemical formulae should be carefully done on computer. Complex mathematical formulae if two or more lines should not be included in text lines, but these should be placed in proper position in the centre of the page between lines of text.

c. **Scientific names**

Give technical name of living organisms in full in italics at the first mention, e.g. *Homo sapiens*. Thereafter, abbreviate them in the text, e.g. *H. sapiens.*

d. **Abbreviations of weights, measures calendar and time**

The standard abbreviation of weights, measures, calendar and time should be followed as given in Annexure X (h).

e. **Illustrations**

Illustrations used in the dissertation/thesis must appear in all the copies at appropriate places.

f. **References**

1. For life science subjects list all the references in APA style.
2. For details of reference writing follow instructions attached as Annexure X (i).

3. **Instructions for typing and printing of thesis/dissertation**

a. **Paper quality**

The original dissertation/thesis as well as the photocopies should be prepared on a high quality white paper of A4 size. All pages must have at least 4 cm margin on the left 1.5 cm on right and 2.5 cm on the top and bottom.

b. **Typing**

The dissertation/thesis must be typed on computer. The general text of the manuscript should be typed in 1.5 line space in Arial font, size 12 with one side printing for post graduate programmes and both sides printing of the paper for Ph.D. except illustrations, figures, photographs and tables which can be on one side of the paper. The text of the manuscript should be justified.

c. **Pagination**

Certificates of approval, little page, acknowledgements and abstract should be given page number in lower case Roman numerals (i, ii, iii, ….). For text, Arabic numerals (1, 2, 3, …) should be used beginning with the first page of the text and continued throughout the rest of the dissertation/thesis including the references. The page number should be at bottom and right aligned. Suppress the page number on first page of each chapter.

d. **Number of copies to be submitted and other requirements:**

After completion of all prescribed requirements of the programme, two soft bound copies of dissertation/thesis in high quality covering research work carried out by the candidate will be submitted for evaluation. After evaluation of dissertation/thesis by external examiner and the candidate having been declared successful in the viva-voce examination and public defense of the dissertation/thesis submitted by him/her, five hard bound copies of dissertation/thesis using high quality Rexene with printing in golden letters on the front cover as well as on the spine shall be submitted for stamping by the Registrar. A soft copy of dissertation/thesis on a CD in the format recommended by UGC will be submitted for uploading at INFLIBNET website under Shodhganga.

A student approval form attached as Annexure X (j) must be signed by the student and submitted through his/her supervisor along with the dissertation/thesis in public domain. The university logo

is to be printed on the front cover as well as the title page of all five copies of dissertation/thesis submitted by the candidate. A certificate to the effect that changes suggested by the external examiner has been incorporated in the text {Annexure X (g)} must be submitted by the candidate along with five hard bound copies of the dissertation/thesis. The spine should carry the title of dissertation/thesis, name of the student and year of final submission.

The colour of Rexene to be used for binding will be as given below:

Name of programme	Colour
Master of Science (M.Sc.)	Brown
Master of Pharmacy (M.Pharm.)	Maroon
Master of Business Administration (MBA)	Light Green
Doctor of Pharmacy (Pharm.D.)	Sky Blue
Doctor of Philosophy (Ph.D.)	Black

Components of dissertation/thesis

1. Title Page {Annexure X (a))

2. Declaration {Originality certificate from student –Annexure X (b) and originality certificate from supervisor –Annexure X (c)}

3. Dedication (Optional)

4. Acknowledgement {Annexure X (d)}

5. Abstract {Abstract X (e). Signed by student and supervisor with at least 5 key words}

6. Table of contents {Annexure X (f)}

7. List of tables {Annexure X (f)}

8. List of figures {Annexure X (f)}

9. List of appendices {Annexure X (f)}

10. List of abbreviations {Annexure X (h)}

11. Introduction and objectives (Chapter - I)

12. Review of literature (Chapter – II)

13. Material and methods (Chapter – III)

14. Results (Chapter – IV)

15. Discussion (Chapter – V)

16. Summary

17. References {Annex X (i)}

18. Appendices (Appendix A, B, C, …)

Instructions for title page

[TYPE DISSERTATIONS/THESIS TITLE HERE – Font 18]

Dissertation/thesis submitted to Adesh University (Font – 14)

towards partial fulfillment of requirement

For the award of

[Name of the degree]

In

[Name of discipline]

Under the faculty of [Name of faculty]

By

[Name of the candidate]

Supervisor

[Name of Supervisor]

(University logo, to be put only after the acceptance of dissertation/thesis for award of degree. The logo should not be more than 4.5 cm^2 area)

Department of………..

Institute/Centre/Collage of………..

Adesh University, Bathinda

[Year with month]

Certificate

I declare that the dissertation/thesis entitled "TYPE DISSERTATION/THESIS TITLE HERE" has been prepared by me under the guidance of [Name of the supervisor], Professor/Associate Professor/Assistant Professor, [Department of …………………………..], Institute/Centre/College of ……………………… , Adesh University].

No part of this dissertation/thesis has formed the basis for the award of any degree or fellowship previously.

[Name and signature of candidate],

[Centre for Interdisciplinary Biomedical Research],

Adesh University, Bathinda – 151101.

Date:

Certificate

I certify that [NAME OF CANDIDATE] has prepared his/her dissertation /thesis entitled "TYPE DISSERTATION/THESIS TITLE HERE " , for the award of [Name of degree], degree of the Adesh University, under my guidance. He/She has carried out this work at the Department of ……………, Institute/Centre/College of …………………, Adesh University.

[Name and signature of supervisor],

[Department of ……………………….],

Institute/Centre/College of …………………………,

Adesh University, Bathinda – 151001.

Date:

Signature of Head of the Department and seal

ACKNOWLEDGEMENTS

Type your acknowledgements here

(one page only)

Name and signature of student

ABSTRACT

[Type title of dissertation/thesis here]

Name of student:

Registration number:

Degree for which submitted:

Name of supervisor:

Name of Department:

Name of Institute/Centre/College:

Key words (Five minimum):

Type your abstract here in single space

(Name and signature of student)   **(Name and signature of supervisor)**

Details of content, list of different tables, list of figures, list of appendices and list of abbreviations should be as given below and each table must start from new page:

TABLE OF CONTENTS (Font 14)

[Type your table of contents in the following format]

Sr. No.	Content	Page number

LIST OF TABLES

[Type your list of tables here]

Table number	Table description	Page number

LIST OF FIGURES

[Type your list of figures here]

Figure number	Description of figure	Page number

LIST OF APPENDICES

[Type your appendices here]

Appendix number	Description of appendix	Page number
A.		(in lower case Romans)

LIST OF ABBREVIATIONS

[Type your list of abbreviations here]

Sr. No.	Full form	Abbreviation

For abbreviations relating to weights, measures and calendar please see Annexure Xg.

CHAPTER I (Font 14)

[Type your contents of first chapter here (Font 12)]

Continue with other chapters in the same fashion

CHAPTER II

CHAPTER III

CHAPTER IV

Standard Abbreviation Relating to Weights, Measures and Calendar

Weights and Measures		Calendar	
Abbreviation	**Name**	**Abbreviation**	**Name**
B	Billon	AD	Anno Domini
C	Celsius	CE	Common Era
Cc	Cubic meter	BCE	Before Common Era
Cm	Centimeter(s)	BC	Before Christ
Cu	Cubic	Cal	Calendar
CWT	Hundred weight	Cent	Century
F	Foot (feet)	d	Date
Ft	Do part of body	hr(s)	Hour(s)
Gal	gallon (S)	M	Minute (s)
G	gram (s)	S	Second
Gr	grain (s)	Jan	January
Ha	Hectare	Feb	Feb
Kg	Kilogram	Mar	March
Km	Kilometer (s)	Apr	April
I	Liter	May	May
M	Meter/mile/million (s)	June	June
Mg	Milligram	Jul	July
Mm	Millimeter	Aug	August
Mt	Metric tone	Sept	September
Q	Quintal	Oct	October
Sq	Square	Nov	November
T	Tone (s)	Dec	December
Temp	Temperature	Mon	Monday
µg	Microgram	Tue	Tuesday
G	Gram	Wed	Wednesday
µl	Microlitre	Thu	Thursday
Ml	Milli litre	Fri	Friday
		Sat	Saturday
		Sun	Sunday
		Pa	Per Annum
		Am	Ante Meridiem
		Pm	Post Meridiem

APA Citation Style

The students in science subjects and allied disciplines should consult "Publication Manual of the American Psychological Association" Sixth Edition for detailed information about referencing in APA style.

Basic Rules: The References list arranged in alphabetical order appears at the end of your document by the last name of the first author (or corporate author).

In-Text Citations

For one author: Donald (2002)

For two authors: Semple and McCance (2010)

For authors more than two: Greenberg *et al*. (2008)

More citation in Parenthesis: (Greenberg *et al*. 2008; Donald, 2002)

Reference by the same author(s) in the same year or others authors:

Kumari, A., Yadav, S. K. and Yadav, S. C. (2010a). Biodegradable polymeric nanoparticles based drug delivery systems. *Colloids and Surfaces B: Biointerfaces* **75**(1): 1-18.

Kumar, R., Novak, J. and Tomkins, A. (2010b). Structure and evolution of online social networks. In *Link mining: models, algorithms, and applications* (pp. 337-357). Springer New York.

Abstracts in Conferences

Singh P. S. and Wang P. (2009). Effect of mutagen treatment on barley seeds. Science Digest **56**: 212 (Abstr.).

Damon, W. (1998). Imact of child psychology. Psychological Review **32**: 47 (Abstr.).

Secondary source (original not available)

Ramakrishnan, R., Philip, D. and Jang, S. (2001). Cultivation of grasses as food crops in Plants and Soils **123**: Entry No. 2014, 1999.

Wright, R. (1999). Evolution and money 17: 89-90. (Original not seen. Abstr. in Journal of Economic Dynamics and Control **38**: Entry No. 206, 1996).

Anonymous Publication

Anonymous (1998). Package of Practices for crops, pp. 20-25. Punjab University, Chandigarh.

Anonymous (1994). Economics of Rearing Pigs in China, pp. 35-36. Chinese Ministry of Agriculture report.

Translated titles (in parenthesis)

Charaldsen, J. (1982). (Gastro-intestinal parasites in swine in some relatively large breeding herds) *Nordisk Veterinary Medicine* **24**:427-32.

Books (Print and Electronic)

Basic Format: Author Last Name, Initial(s) (Year of publication). Title of book: Subtitle (Edition if not first). Publisher, Place of Publication.

One Author or Editor

Donald, J. G. (2002). Learning to think: Disciplinary perspectives. Jossey-Bass, San Francisco.

More than Two Authors/Editors

Potter, P. A., Perry, A. G., Ross-Kerr, J. C., Wood, M. J., Astle, B. J., and Duggleby, W. (Eds.). (2014). Canadian fundamentals of nursing (5th ed.) Toronto, Elsevier Canada.

Book in series

Chandu, C. P. (ed.) (2010). DNA Fingerprinting Techniques. Vol 31, pp. 63-69. New Press, New Delhi.

McCullagh, P. (1989). Generalized Linear Models. Vol 31, pp. 63-69. Chapman and Hall, London.

Book Chapter

Martens, K. (2001). The joy of belly dancing. In Shields, C. and Anderson, M. (Eds.), Dropped threads: What we aren't told, pp. 299-307. Toronto, Vintage Canada.

Petrunka, P. (2010). The Canadian health care system. In Potter, P. A., Perry, A. G., Ross-Kerr, J. C. and Wood, M. J. (Eds.), Canadian fundamentals of nursing (4th ed.), pp. 14-27. Toronto, Elsevier Canada.

Book Chapter in an edited book

Partridge H, Hallam G. Evidence-based practice and information literacy. In: Lipu S, Williamson K, Lloyd A. (eds). *Exploring methods in information literacy research*. Wagga Wagga, Australia: centre for information Studies; 2007.pp. 149-170.

Books with translator (s) name

Sewak, P. L. (1998). General Applications of Lamarkian Theory, Coleman, P and Selmon, T. (Tr.). pp. 112-119. Dover, New York.

Brocas, I. (2003). The Psychology of Economic Decisions. Damon, W. (Tr.). pp. 129-138. Oxford University Press, U.K.

Symposium/Conference proceedings

Pitman, R. (1997). Plant pathogens for control of human diseases. Proceedings of 2nd National Seminar on Plant Pathogens and their control. Pp.72/88. Punjab Agricultural University, Ludhiana, India.

Common, M. (2000). The role of economics in natural heritage decision making. Proceedings of the International Society for Ecological Economics Conference, pp. 27-38, Australian National University, Canberra, Australia.

eBook

Grivetti, L., and Shapiro, H. Y. (Eds.). (2009). Chocolate: History, culture and heritage [Netlibrary version]. Retrieved from http://cclsw2.vcc.ca:2048/login?url=http://www.netLibrary.com/urlapi.asp?action=summary&v=1&bookid=273301

Chapter in an eBook

Holtzclaw, B. J. (2007). Dengue fever. In Lashley, F. R., and Durham, J. D. (Eds.), Emerging infectious diseases: Trends and issues (2nd ed.) [Netlibrary version], (pp. 123-132). Retrieved from http://cclsw2.vcc.ca:2048/login?url=http://www.netLibrary.com/urlapi.asp?action=summary&v=1&bookid=194796

Technical bulletins and dissertations/thesis

Mangla, R. and Roy, J. K. (1988). Estimation of Phosphorous in Punjab soils. Soil Science Bulletin 31, pp. 216. Indian Counicl of Agricultural Research, New Delhi.

Kumar, S. (2009). Studies of Melanin Production in Human Cell Lines. Ph.D. thesis, Central University of Punjab, Bathinda.

Patents

Sagar, K.L. and Russel, P. (1999). A technique to increase seed germination in corn. U.S. Patent, 20173104.

Online Article with a DOI

Christensen, K., Rogers, E., Green, G. A., Hamilton, D. A., Mermelstein, F., Liao, E., Carr, D. B. (2007). Safety and efficacy of intranasal ketamine for acute postoperative pain. *Acute Pain* **9**(4): 183-192. doi:10.1016/j.acpain.2007.09.001

Online Article from a Website (without a DOI)

Dunn, M. (2016, November 30). The donut planet: Icy basin in Pluto's heart may be natural sinkhole. National Post. Retrieved from http://news.nationalpost.com/news/world/the-donut-planet-icy-basin-in-plutos-heart-may-be-naturalsinkhole

Image or Picture on the Internet Basic Format

Author Last Name, Initial(s). (Date of publication). Title of image [format]. Title of website if not clear from URL. Retrieved from http://www.address.edu

McCourtie S. D. (2009, April 29). SDM-LK-179 [photograph]. Retrieved from

Student approval form for uploading thesis/dissertation on Shodhganga

Name of the author	
Department	
Degree	
University	
Supervisor	
Dissertation/Thesis title	
Year of award	

Agreement

1. I hereby certify that, if appropriate, I have obtained and attached hereto a written permission/statement from the owner (s) of each third party copyrighted matter to be included in my dissertation/thesis, allowing distribution as specified below.

2. I hereby grant to the university and its agents the non-exclusive license to archive and make accessible, under the conditions specified below, my dissertation/thesis, in whole or in part in all forms of media, now or hereafter known. I retain all other ownership rights to be copyright of the dissertation/thesis. I also retain the right to use in future works (such as articles or books) all or part of this thesis, dissertation, or project report.

Conditions:

1.	Release the entire work for access worldwide	

2.	Release the entire work for Adesh University Bathinda only for:
	    1 year
	    2 years
	    3 years
	and after this time release the work for access worldwide.	

3.	Release the entire work for Adesh University Bathinda only, while at the same time releasing the following parts of th e work (e.g. because other parts relate to publications) for worldwide access:
	    a) Bibliographic details and synopsis only
	    b) Bibliographic details, synopsis and the following chapters only
	    c) Preview/Table of contents/page only	

4.	View only (No downloads) (world wide)	

Signature of the candidate   **Signature and seal of the supervisor**

Place:

Date:

Central University of Punjab, Bathinda

Declaration

I declare that all the changes suggested by the external examiner (s) in the dissertation/thesis entitled "TYPE YOUR DISSERTATION/THESIS TITLE" submitted by me for the award of degree of (Type full name of the degree as per UGC nomenclature) in the Department of……………. Institute/Centre/College of ………………has been incorporated in the dissertation/thesis.

(Name and signature of the student)   **Date:**

Department of _____

Institute/Centre/College of _____

(Name and signature of the supervisor)   **Date:**

Department of _____

Institute/Centre/College of _____

(Name and signature of the Head of Department)   **Date:**

Department of _____

Institute/Centre/College of _____

Guidelines for preparation of Project Report for MBA (Hospital Administration) Programme

Components of Project Report

A project report will have components given in the Annexure XI (a) and following instructions must be followed while preparing the project report:

1. Preliminary pages

The preliminary pages must include the title page, the certificates, acknowledgements, abstract, executive summary, table of contents, list of tables, list of figures, list of appendices and list of abbreviations used in the project report. These should be numbered using lower case Roman numerals (I, ii, iii,…).

   a. Title page

   The title page should be printed exactly in accordance with the sample [Annexure XI (b)]. The date appearing on the title page must be the year in which the project report is submitted.

   b. Certificates

   Certificates regarding originality of the work from supervisor (S) and student should be included in the preliminary pages. These certificates must be included on two separate pages exactly as given in Annexure XI (c) and XI (d).

   c. Acknowledgments

   Acknowledgment (s), if any should be brief, not exceeding one page [Annex XI (e)].

   d. Abstract

   The abstract should not exceed one (1) page, it has to be typed single space in the format given in Annex XI (f) and it must be signed both by the student and the supervisor.

   e. Executive summary

   The executive summary highlighting the salient features of the report not exceeding two (2) pages has to be typed in single space in the format given in Annexure XI (g) and it must be signed by the student and the supervisor both.

   f. Table of contents

   Except the title page, certificates, acknowledgements, abstract and the executive summary all other major divisions of the report should be listed in the table of contents. These divisions and sub-divisions, If any, must agree in wording and style with the text.

   List of tables, list of figures, list of appendices and list of abbreviations should be typed separately on a page in the same style as for the text.

2. Main body of the project report text

The detailed organization of the text, in general should be divided in to various parts as per Annexure XI (a).

The text of the project report may also include certain materials such as tables, illustrations, photographs, flow diagrams and footnotes. The text may be arranged under primary, secondary, tertiary (and so on) titles and subtitles.

a. Tables, figures, illustrations, photographs and appendices

The tables, figures, illustrations and photographs (plates) should be self explanatory. The headings and the column/row entries of tables should be clearly related. Tables, figures, illustrations and plates less than half a page may be centered on the page with text above and below. The tables, figures, illustrations and plates should be numbered using Arabic numerals as Table 1., Figure 1., Illustration 1., Plate 1., respectively throughout the thesis. The appendices should be numbered as Appendix A, Appendix B etc.

b. Formulae

Mathematical and chemical formulae should be carefully done on computer. Complex mathematical formulae if two or more lines should not be included in text lines, but these should be placed in proper position in the centre of the page between lines of text.

c. Scientific names

Give technical name of living organisms in full in italics at the first mention, e.g. *Homo sapiens*. Thereafter, abbreviate them in the text, e.g. *H. sapiens.*

d. Abbreviations of weights, measures calendar and time

The standard abbreviation of weights, measures, calendar and time should be followed as given in Annexure XI (g).

e. Illustrations

Illustrations used in the dissertation/thesis must appear in all the copies at appropriate places.

f. References

1. List all the references in APA style.
2. For details of reference writing follow instructions attached as Annexure XI (h).

3. **Instructions for typing and printing of project report**

   a. **Paper quality**

   The original report as well as the photocopies should be prepared on a high quality white paper of A4 size. All pages must have at least 4 cm margin on the left 1.5 cm on right and 2.5 cm on the top and bottom.

   b. **Typing**

   The report must be typed on computer. The general text of the manuscript should be typed in 1.5 line space in Arial font, size 12 with one side printing. The text of the manuscript should be justified.

   c. **Pagination**

   Certificates of approval, little page, acknowledgements, abstract and executive summary should be given page number in lower case Roman numerals (i, ii, iii, ….). For text, Arabic numerals (1, 2, 3, …) should be used beginning with the first page of the text and continued throughout the rest of the report including the references. The page number should be at bottom and right aligned. Suppress the page number on first page of each chapter.

   d. **Number of copies to be submitted and other requirements:**

   After completion of all prescribed requirements of the programme, two soft bound copies of project report using covering the work carried out by the candidate will be submitted for evaluation. After evaluation of project report by external examiner and the candidate having been declared successful in the viva-voce examination and public defense of the project report submitted by him/her, five hard bound copies of the Project Report using high quality Rexene with printing in golden letters on the front cover as well as on the spine of the report and a soft copy on a CD in the format recommended by UGC will be submitted for uploading at INFLIBNET website under Shodhganga.

   A student approval form attached as Annexure XI (j) must be signed by the student and submitted through his/her supervisor along with the project report in public domain. The university logo is to be printed on the front cover as well as the title page of all five copies of project report submitted by the candidate. A certificate to the effect that changes suggested by the external examiner has been incorporated in the text {Annexure XI (k)} must be submitted by the candidate along with five hard bound copies of the project report. The spine should carry the title of project report, name of the student and year of final submission.

The colour of Rexene to be used for binding will be as given below:

Name of programme	Colour
Master of Science (M.Sc.)	Brown
Master of Pharmacy (M.Pharm.)	Maroon
Master of Business Administration (MBA)	Light Green
Doctor of Pharmacy (Pharm.D.)	Sky Blue
Doctor of Philosophy (Ph.D.)	Black

Components of project report

1 Title Page {(Annexure XI (b)}

2 Declaration (Originality certificate from student – Annex XI (c) and originality certificate from supervisor

   – Annex XI (d)

3 Dedication (Optional)

4 Acknowledgement {Annex XI (e)}

5 Abstract {Annex – XI (f)}. Signed by student and supervisor with at least 5 key words)

6 Executive summary {Annexure XI (g)}

7 Table of contents

8 List of tables

9 List of figures

10 List of appendices

11 List of abbreviations {Annex XI (h)}

12 Introduction and objectives (Chapter - I)

13 Review of literature (Chapter – II)

14 Methodology (Chapter – III)

15 Observations and conclusions (Chapter – IV)

16 Recommendations (Chapter – V)

17 References {Annex XI (i}

18 Appendices (Appendix A, B, C, …)

Instructions for title page

[TYPE PROJECT TITLE HERE (Font 18)]

Project report submitted to Adesh University (Font 14)]

towards partial fulfillment of requirement

For the award of

[Master of Business Administration]

In

[Hospital Administration]

By

[Name of the candidate]

Supervisor

[Name of Supervisor]

(University logo, to be put only after the acceptance of
project report for award of degree. The logo should not be more than
4.5 cm^2 area)

Department of………..

Institute/Centre/Collage of………..

Adesh University, Bathinda

[Year with month]

Certificate

I declare that the project report entitled "TYPE PROJECT TITLE HERE" has been prepared by me under the guidance of [Name of the supervisor], Professor/Associate Professor/Assistant Professor, [Department of ………………………..], Institute/Centre/College of ……………………… , Adesh University]. The information and data given in the report is factual and that has been used for preparing this report with the permission of all concerned.

No part of this project report has formed the basis for the award of any degree or fellowship previously.

[Name and signature of candidate],

[Department of……………………..],

Institute/Centre/College of ……………………….,

Adesh University, Bathinda – 151001.

Date:

Certificate

I certify that [NAME OF CANDIDATE] has prepared his/her project report entitled "TYPE REPORT TITLE HERE " , for the award of [Name of degree], degree of the Adesh University, under my guidance. He/She has carried out this work at ……………………………………..under the expert guidance of …………………………………………………..

[Name and signature of supervisor],

[Department of ………………………],

Institute/Centre/College of …………………………,

Adesh University, Bathinda – 151001.

Date:

[Name, Designation and signature of expert who guided the candidate],

[Name of the organization……………………….],

Date:

Signature of Head of the Department and seal

ACKNOWLEDGEMENTS

Type your acknowledgements here

(one page only)

Name and signature of student

ABSTRACT

[Type title of project here]

Name of student:

Registration number:

Degree for which submitted:

Name of supervisor:

Name of Department:

Name of Institute/Centre/College:

Key words (Five minimum):

Type your abstract here in single space

(Name and signature of student)　　　　　　　　　　**(Name and signature of supervisor)**

Executive Summary

[Type the title of your project here]

Details of content, list of different tables, list of figures, list of appendices and list of abbreviations should be as given below and each table must start from new page:

TABLE OF CONTENTS

[Type your table of contents in the following format]

Sr. No.	Content	Page number

LIST OF TABLES

[Type your list of tables here]

Table number	Table description	Page number

LIST OF FIGURES

[Type your list of figures here]

Figure number	Description of figure	Page number

LIST OF APPENDICES

[Type your appendices here]

Appendix number	Description of appendix	Page number
A.		(in lower case Romans)

LIST OF ABBREVIATIONS

[Type your list of abbreviations here]

Sr. No.	Full form	Abbreviation

For abbreviations relating to weights, measures and calendar please see Annexure XI h.

CHAPTER I

[Type your contents of first chapter here]

Continue with other chapters in the same fashion

CHAPTER II

CHAPTER III

CHAPTER IV

CHAPTER V

Standard Abbreviation Relating to Weights, Measures and Calendar

Weights and Measures		Calendar	
Abbreviation	**Name**	**Abbreviation**	**Name**
B	Billon	AD	Anno Domini
C	Celsius	CE	Common Era
Cc	Cubic meter	BCE	Before Common Era
Cm	Centimeter(s)	BC	Before Christ
Cu	Cubic	Cal	Calendar
CWT	Hundred weight	Cent	Century
F	Foot (feet)	D	Date
Ft	Do part of body	hr(s)	Hour(s)
Gal	gallon (S)	M	Minute (s)
G	gram (s)	S	Second
Gr	grain (s)	Jan	January
Ha	Hectare	Feb	Feb
Kg	Kilogram	Mar	March
Km	Kilometer (s)	Apr	April
I	Liter	May	May
M	Meter/mile/million (s)	June	June
mg	Milligram	Jul	July
mm	Millimeter	Aug	August
Mt	Metric tone	Sept	September
Q	Quintal	Oct	October
Sq	Square	Nov	November
T	Tone (s)	Dec	December
Temp	Temperature	Mon	Monday
µg	Microgram	Tue	Tuesday
G	Gram	Wed	Wednesday
µl	Microlitre	Thu	Thursday
ml	Milli litre	Fri	Friday
		Sat	Saturday
		Sun	Sunday
		Pa	Per Annum
		Am	Ante Meridiem
		Pm	Post Meridiem

APA Citation Style

The students should consult "Publication Manual of the American Psychological Association" Sixth Edition for detailed information about referencing in APA style.

Basic Rules: The References list arranged in alphabetical order appears at the end of your document by the last name of the first author (or corporate author).

In-Text Citations

For one author: Donald (2002) and (Donald, 2002)

For two authors: Semple and McCance (2010) and (Semple and McCance, 2010)

For authors more than two: Greenberg *et al*. (2008)

More citation in Parenthesis: (Greenberg *et al*. 2008; Donald, 2002)

Reference by the same author(s) in the same year or others authors:

Kumari, A., Yadav, S. K. and Yadav, S. C. (2010a). Biodegradable polymeric nanoparticles based drug delivery systems. *Colloids and Surfaces B: Biointerfaces* **75**(1): 1-18.

Kumar, R., Novak, J. and Tomkins, A. (2010b). Structure and evolution of online social networks. In *Link mining: models, algorithms, and applications* (pp. 337-357). Springer New York.

Abstracts in Conferences

Singh P. S. and Wang P. (2009). Effect of mutagen treatment on barley seeds. Science Digest **56**: 212 (Abstr.).

Damon, W. (1998). Imact of child psychology. Psychological Review **32**: 47 (Abstr.).

Secondary source (original not available)

Ramakrishnan, R., Philip, D. and Jang, S. (2001). Cultivation of grasses as food crops in Plants and Soils **123**: Entry No. 2014, 1999.

Wright, R. (1999). Evolution and money 17: 89-90. (Original not seen. Abstr. in Journal of Economic Dynamics and Control **38**: Entry No. 206, 1996).

Anonymous Publication

Anonymous (1998). Package of Practices for crops, pp. 20-25. Punjab University, Chandigarh.

Anonymous (1994). Economics of Rearing Pigs in China, pp. 35-36. Chinese Ministry of Agriculture report.

Translated titles (in parenthesis)

Charaldsen, J. (1982). (Gastro-intestinal parasites in swine in some relatively large breeding herds) *Nordisk Veterinary Medicine* **24**:427-32.

Books (Print and Electronic)

Basic Format: Author Last Name, Initial(s) (Year of publication). Title of book: Subtitle (Edition if not first). Publisher, Place of Publication.

One Author or Editor

Donald, J. G. (2002). Learning to think: Disciplinary perspectives. Jossey-Bass, San Francisco.

More than Two Authors/Editors

Potter, P. A., Perry, A. G., Ross-Kerr, J. C., Wood, M. J., Astle, B. J., and Duggleby, W. (Eds.). (2014). Canadian fundamentals of nursing (5th ed.) Toronto, Elsevier Canada.

Book in series

Chandu, C. P. (ed.) (2010). DNA Fingerprinting Techniques. Vol 31, pp. 63-69. New Press, New Delhi.

McCullagh, P. (1989). Generalized Linear Models. Vol 31, pp. 63-69. Chapman and Hall, London.

Book Chapter

Martens, K. (2001). The joy of belly dancing. In Shields, C. and Anderson, M. (Eds.), Dropped threads: What we aren't told, pp. 299-307. Toronto, Vintage Canada.

Petrunka, P. (2010). The Canadian health care system. In Potter, P. A., Perry, A. G., Ross-Kerr, J. C. and Wood, M. J. (Eds.), Canadian fundamentals of nursing (4th ed.), pp. 14-27. Toronto, Elsevier Canada.

Book Chapter in an edited book

Partridge H, Hallam G. Evidence-based practice and information literacy. In: Lipu S, Williamson K, Lloyd A. (eds). *Exploring methods in information literacy research*. Wagga Wagga, Australia: centre for information Studies; 2007.pp. 149-170.

Books with translator (s) name

Sewak, P. L. (1998). General Applications of Lamarkian Theory, Coleman, P and Selmon, T. (Tr.). pp. 112-119. Dover, New York.

Brocas, I. (2003). The Psychology of Economic Decisions. Damon, W. (Tr.). pp. 129-138. Oxford University Press, U.K.

Symposium/Conference proceedings

Pitman, R. (1997). Plant pathogens for control of human diseases. Proceedings of 2nd National Seminar on Plant Pathogens and their control. Pp.72/88. Punjab Agricultural University, Ludhiana, India.

Common, M. (2000). The role of economics in natural heritage decision making. Proceedings of the International Society for Ecological Economics Conference, pp. 27-38, Australian National University, Canberra, Australia.

eBook

Grivetti, L., and Shapiro, H. Y. (Eds.). (2009). Chocolate: History, culture and heritage [Netlibrary version]. Retrieved from http://cclsw2.vcc.ca:2048/login?url=http://www.netLibrary.com/urlapi.asp?action=summary&v=1&bookid=273301

Chapter in an eBook

Holtzclaw, B. J. (2007). Dengue fever. In Lashley, F. R., and Durham, J. D. (Eds.), Emerging infectious diseases: Trends and issues (2nd ed.) [Netlibrary version], (pp. 123-132). Retrieved from http://cclsw2.vcc.ca:2048/login?url=http://www.netLibrary.com/urlapi.asp?action=summary&v=1&bookid=194796

Technical bulletins and dissertations/thesis

Mangla, R. and Roy, J. K. (1988). Estimation of Phosphorous in Punjab soils. Soil Science Bulletin 31, pp. 216. Indian Counicl of Agricultural Research, New Delhi.

Kumar, S. (2009). Studies of Melanin Production in Human Cell Lines. Ph.D. thesis, Central University of Punjab, Bathinda.

Patents

Sagar, K.L. and Russel, P. (1999). A technique to increase seed germination in corn. U.S. Patent, 20173104.

Online Article with a DOI

Christensen, K., Rogers, E., Green, G. A., Hamilton, D. A., Mermelstein, F., Liao, E., Carr, D. B. (2007). Safety and efficacy of intranasal ketamine for acute postoperative pain. *Acute Pain* **9**(4): 183-192. doi:10.1016/j.acpain.2007.09.001

Online Article from a Website (without a DOI)

Dunn, M. (2016, November 30). The donut planet: Icy basin in Pluto's heart may be natural sinkhole. National Post. Retrieved from http://news.nationalpost.com/news/world/the-donut-planet-icy-basin-in-plutos-heart-may-be-naturalsinkhole

Image or Picture on the Internet Basic Format

Author Last Name, Initial(s). (Date of publication). Title of image [format]. Title of website if not clear from URL. Retrieved from http://www.address.edu

McCourtie S. D. (2009, April 29). SDM-LK-179 [photograph]. Retrieved from

Student approval form for uploading project report on Shodhganga

Name of the author	
Department	
Degree	
University	
Supervisor	
Title of project	
Year of award	

Agreement

1. I hereby certify that, if appropriate, I have obtained and attached hereto a written permission/statement from the owner (s) of each third party copyrighted matter to be included in my project report allowing distribution as specified below.

2. I hereby grant to the university and its agents the non-exclusive license to archive and make accessible, under the conditions specified below, my dissertation/thesis, in whole or in part in all forms of media, now or hereafter known. I retain all other ownership rights to be copyright of the dissertation/thesis. I also retain the right to use in future works (such as articles or books) all or part of this thesis, dissertation, or project report.

Conditions:

1.	Release the entire work for access worldwide	

2.	Release the entire work for Adesh University Bathinda only for:
	    1 year
	    2 years
	    3 years
	and after this time release the work for access worldwide.	

3.	Release the entire work for Adesh University Bathinda only, while at the same time releasing the following parts of the work (e.g. because other parts relate to publications) for worldwide access:
	    d) Bibliographic details and synopsis only
	    e) Bibliographic details, synopsis and the following chapters only
	    f) Preview/Table of contents/page only	

4.	View only (No downloads) (world wide)	

Signature of the candidate   **Signature and seal of the supervisor**

Place:

Date :

Adesh University, Bathinda

Declaration

I declare that all the changes suggested by the external examiner (s) in the dissertation/thesis/project report entitled "TYPE TITLE" submitted by me for the award of degree of (Type full name of the degree as per UGC nomenclature) in the Department of……………. Institute/Centre/College of ………………has been incorporated in the dissertation/thesis/ project report.

(Name and signature of the student)   **Date:**

Department of _____

Institute/Centre/College of _____

(Name and signature of the supervisor)   **Date:**

Department of _____

Institute/Centre/College of _____

(Name and signature of the Head of Department)   **Date:**

Department of _____

Institute/Centre/College of _____

No.
Date:

Adesh University Bathinda

Attendance Record*
Thesis/Dissertation/Project Report Pre-submission Seminar

1.	Name and registration number of candidate	
2.	College/Institution	
3.	Department	
4.	Thesis/Dissertation/Project title	
5.	Degree to be awarded	
5.	Name of supervisor	
6.	Date of Pre-submission seminar	

*= To be submitted along with thesis/dissertation/project report duly signed by supervisor and Head of Department

Attendance

Sr. No.	Name and Designation	Institution/Department	Signature
1			
2			
3			
4			
5			
6			
7			
8			
9			

10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			
26			
27			
28			
29			
30			

(Name and signature of supervisor)

(Name and signature of Head of Department)

Certificate

I declare that the dissertation/thesis entitled "TYPE DISSERTATION/THESIS TITLE HERE" has been prepared by me under the guidance of [Name of the supervisor], Professor/Associate Professor/Assistant Professor, [Department of …………………………..], Institute/Centre/College of ……………………… , Adesh University].

No part of this dissertation/thesis has formed the basis for the award of any degree or fellowship previously.

[Name and signature of candidate],

Centre for Interdisciplinary Biomedical Research
Adesh University, Bathinda – 151001.
Date:

Certificate II

I certify that [NAME OF CANDIDATE] has prepared his/her dissertation /thesis entitled "TYPE DISSERTATION/THESIS TITLE HERE " , for the award of [Name of degree], degree of the Adesh University, under my guidance. He/She has carried out this work at the Department of ……………, Institute/Centre/College of ………………., Adesh University.

[Name and signature of supervisor],

[Department of …………………….],

Institute/Centre/College of ……………………….,

Adesh University, Bathinda – 151001.

Date:

Signature of Head of the Department and seal

Adesh University
Thesis submission form* – Doctor of Philosophy
(To be submitted In duplicate)

Ref. No.   **Dated:**

College/Centre_____

Department_____

I _____s/d/o _____, Registration

Number_____ hereby state that I have completed the research work on my

thesis project entitled "_____

                                                                                                                                                    "

_____

towards the degree of Doctor of Philosophy. I am submitting two soft bound copies after approval by the

Doctoral Advisory Committee (DAC). I delivered the pre-submission thesis seminar on_____ at

the department of (college/centre_____

_____in the presence of members of DAC, faculty and students.

Signature and name of scholar   **Signature and name of Supervisor**

Signature and name of co supervisor (if any)

Signature and seal of Head of the Department

Date _____

Place_____

*Please note that two soft bound copies of thesis must be submitted along with following documents:
  i.   **No dues certificate as per university format**
  ii.   **Proof for one publication in a referred and indexed journal (copy of reprint/letter of acceptance to be appended)**
  iii.   **Proof for having made two conference presentations**
  iv.   **Proof for deposing thesis submission fee**
  v.   **Attendance record for pre-submission seminar duly verified by the Head of the Department.**
  vi.   **Plagiarism certificate as per university format**

Adesh University
Thesis/Project report submission form* – Master degree programme
(To be submitted in duplicate)

Ref. No.   **Dated:**

College/Centre_____

Department_____

I _____s/d/o _____, Registration

Number_____ hereby state that I have completed the research/project work

on my dissertation/project entitled

"_____

                                                                                                                                                    "

_____

towards the degree of Master of _____. I am submitting two soft bound copies after

approval by the Advisory Committee. I delivered the pre-submission dissertation/project seminar

on_____ at the Department of _____ , (college/centre

name)_____in the presence of members of Advisory Committee, faculty and students.

Signature and Name of candidate   **Signature and Name of Supervisor**

                                                                                                  Signature and name of co supervisor (if any)

Signature and seal of Head of the Department

                                                                                                  Date

_____

Place_____

  *Please note that two soft bound copies of dissertation/project report must be submitted along with

following:

  i.   **No dues certificate as per university format.**
  ii.   **Proof for deposing thesis submission fee.**
  iii.   **Attendance record for pre-submission seminar duly verified by the head of the department.**
  iv.   **Plagiarism certificate as per university format.**

Adesh University
Certificate on plagiarism in thesis/dissertation
Certificate to be submitted at the time of thesis submission for evaluation

Name of the College/Centre/Institution:	
Department:	
Reference number:	
Name of the candidate:	
Name of supervisor:	
Name of co: supervisor:	
Degree for which being submitted:	
Title of thesis/dissertation:	
Date of final submission:	

It is certified that we have checked the thesis/ dissertation titled"_____

_____

_____

_____

for plagiarism and we certify that no part of this thesis has been plagiarized. We will undertake full responsibility for any legal complications arising out of plagiarism.

in this thesis/dissertation at a later stage.

(Signature and name of student)

(signature and name of supervisor)

(Head of the department)

No.
Date:

Adesh University Bathinda
List of Examiners
Evaluation of Thesis/Dissertation/Project Report
(to be submitted along with the dissertation/thesis/project report under sealed cover by the concerned Head of the Department)

1.	Name and registration number of candidate	
2.	College/Institution	
3.	Department	
4.	Thesis/Dissertation/Project title	
5.	Degree to be awarded	
5.	Name of supervisor	
6.	Date of Pre-submission seminar (Please attach attendance sheet)	

Proposed names of experts

	Name and Designation	Affiliation	Email ID and Phone contact
1			
2			
3			
4			
5			
6			

(Name and signature of supervisor)

(Name and signature of Head of Department)

Adesh University, Bathinda

Ref. No.:   **Date:**

EXAMINER`S REPORT ON THE EVALUATION OF M.Sc./Ph.D. THEISIS

I_____have examined the M.Sc./Ph.D. dissertation/thesis of   (Name of the Examiner)

Mr./Ms._____Registration No. _____
                        (Name of the candidate)

of the _____Name of college/Institute_____

Titled "_____
                                            (Title of Thesis)

_____

_____"

submitted in fulfillment of the requirement for award of M.Sc./Ph.D. degree.

I recommend that the dissertation/thesis may be:

   (1.)   Accepted.

   (2.)   Accepted with suggested modifications/corrections.

   (3.)   Not accepted in present form, re-submit to undersigned after revision.

   (4.)   Rejected.

                                                                                          Signature of the Examiner

                              Name of the examiner_____
                              Designation and full address_____
                                                            _____
                                                            _____
                              Contact Number:
                                 Landline:_____
                                 Mobile No_____
                                 Email: _____
                                 (For Release of Honorarium)
                                 Bank Acc. No._____
                                 IFSC CODE_____
                                 PAN No._____

Detailed report:

....
....
....
....
....
....
....
....
....
....
....
....
....
....
....
....
....
....
....
....
....
....
....
....
....
....

(Signature of Examiner)

....
....
....
....
....
....
....
....
....

....
....
....
....
....
....
....
....
....
....
....
....
....
....

(Signature of Examiner)

....
....
....
....
....
....
....
....
....

Signature of the Examiner

Name of the Examiner_____

Designation and full address_____

_____

Contact Number:

    Landline:_____

    Mobile No_____

    Email: _____

    (For Release of Honorarium)

    Bank Acc. No._____

    IFSC CODE_____

    PAN No._____

Adesh University, Bathinda

Ref. No.:   **Date:**

EXAMINER`S REPORT ON THE EVALUATION OF POST GRADUATE PROJECT REPORT

    I_____have examined the project report of postgraduate student   (Name of the Examiner)

Mr./Ms._____Registration No. _____
                 (Name of the candidate)

of the _____Name of college/Institute_____

Titled "_____
                          (Title of Project)

_____

_____"
submitted in fulfillment of the requirement for award of MBA (Hospital Administration) degree.

I recommend that the project report may be:

    (1.)   Accepted.

    (2.)   Accepted with suggested modifications/corrections.

    (3.)   Not accepted in present form, re-submit to undersigned after revision.

    (4.)   Rejected.

                                           Signature of the Examiner

              Name of the examiner_____
              Designation and full address_____

                                   _____

                                   _____
              Contact Number:
                  Landline:_____
                  Mobile No_____
                  Email: _____
                  (For Release of Honorarium)
                  Bank Acc. No._____
                  IFSC CODE_____
                  PAN No._____

Detailed report:

……

……

……

……

……

………

……

………

……

……

……

……

……

………

………

…………………………………………………**May use extra sheets (if required)**

Signature of the Examiner

Name of the Examiner_____

Designation _____

ADESH UNIVERSITY

Certificate on completion of Thesis/Dissertation/Project Report and Oral Examination for Master's/Ph.D. Programme

This is to certify that the thesis/dissertation/project report entitled, _____
submitted by _____ (Regd. No._____) son/daughter of
Shri_____ and Smt._____ to the Adesh University in partial
fulfillment of the requirements of (<u>Name of degree…………</u>) in the subject of
_____ has been examined by us. The candidate was examined orally by the advisory
committee on_____.

1. The Thesis/dissertation/project report has been found satisfactory   (Yes/No) _____

2. Performance of the candidate in oral examination   (Yes/No) _____
    has been found satisfactory

3. We recommend that the candidate should reappear   (Yes/No) _____
    for oral examination

4. We recommend award of degree to the candidate   (Yes/No) _____

Advisory Committee

1._____   _____

          (Supervisor)   **External Examiner**

2._____   (Name, designation and address)

          (Member)

3._____

          (Member)

4._____

          (Member)

5._____   _____

          (Member)   **(Internal Examiner)**
                                                    (Supervisor)

Forwarded, (in duplicate) by Head Department of _____of the College of _____ to the Dean Academic Affairs.

No.
Dated: _____
                        Signature of Head of the Department

Forwarded by the Dean Academic Affairs to the Registrar, for necessary action.

No.
Dated: _____

                        Signature of the Dean Academic Affairs

 (Received Adesh University)

No.
Date:

<u>Adesh University Bathinda</u>
<u>Attendance Record*</u>

<u>Thesis/Dissertation defense and viva-voce</u>

1.	Name and registration number	
2.	College/Institution	
3.	Department	
4.	Thesis/Dissertation title	
5.	Degree to be awarded	
5.	Name of supervisor	
6.	Date of defense	

*= To be submitted along with thesis defense and viva voce report duly signed by supervisor and Head of Department

Attendance

Sr. No.	Name and Designation	Institution/Department	Signature
1			
2			
3			
4			
5			
6			
7			
8			
9			

10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			
26			
27			
28			
29			
30			

(Name and signature of supervisor)

(Name and signature of Head of Department)