



**“ACADEMIC ORDINANCES”  
DIT UNIVERSITY, DEHRADUN**

**Applicable from Academic Session 2015-16**

**Amended by the Board of Governors at its  
3<sup>rd</sup> Meeting held on 21<sup>st</sup> January 2016  
- effective from Academic Session 2015-16**

## TABLE OF CONTENTS

<b>S.No.</b>	<b>Particulars</b>	<b>Page No.</b>
1.	DIT University, Dehradun Academic Ordinances-2013 (Under Graduate & Post Graduate)	1 - 38
2.	DIT University, Dehradun Academic Ordinances-2013 [Doctor of Philosophy (PhD)]	39 - 60
3.	DIT University, Dehradun Discipline Ordinances-2013	61 - 77
4.	DIT University, Dehradun Code of Conduct to be observed during the Examinations by the Students of DIT University, Dehradun-2013	78 - 80

**ACADEMIC ORDINANCES-2013  
UNDER GRADUATE & POST GRADUATE PROGRAMMES**

**FIRST AMENDMENT TO THE ACADEMIC ORDINANCES 2013  
APPLICABLE FROM ACADEMIC YEAR 2014-15**

**SECOND AMENDMENT TO THE ACADEMIC ORDINANCES 2013  
APPLICABLE FROM ACADEMIC YEAR 2015-16**

In the exercise of powers conferred by and in discharge of duties assigned under the relevant provision(s) of the Act, the Statutes and the Rules of the University, the Academic Council hereby frames the Academic Ordinances 2013 *and First Amendment to the Academic Ordinances 2013 (applicable from Academic year 2014-15) and Second Amendment (applicable from 2015-16)* as detailed below.

**PRELIMINARY**

**Short Title and Commencement**

- a) These Ordinances may be called The Academic Ordinances - 2013 of DIT University *and the First Amendment to the Academic Ordinances 2013 (applicable from the Academic year 2014-15) and Second Amendment (Applicable from the Academic Year 2015-16)*. These Ordinances are applicable to the Full-Time students (including Working Professionals) of Under Graduate, Post Graduate, Integrated Dual Degree and Lateral Entry Programmes.
- b) The programmes covered by these Ordinances are correlated programmes of study, the successful completion of which would enable the participants of the programmes to qualify for the award of a 4-Year, 3-Year (Lateral Entry) and 3-Year (Lateral Entry for Working Professionals) B Tech Degree/a 4-Year and 3-Year (Lateral Entry) B Pharm Degree and a 5-Year B Arch Degree for Under Graduate programmes, a 3-Year MCA Degree and a 2-Year MCA (Lateral Entry) / M Tech / M Pharm / MBA Degree for Post Graduate programmes and a 5-Year B Tech + M Tech/B Tech + MBA Degree for Integrated Dual Degree programmes.

- c) A participant of the Programme is a student who is duly admitted to the University and who has registered himself/herself for a Programme of study and attends the same.
- d) The *Academic Ordinances 2013* shall come into force with effect from the commencement of the Academic Session 2013-14, *the First Amendment to the Academic Ordinances 2013 shall come into force with effect from the commencement of the Academic Session 2014-15 and the Second Amendment shall come into force with effect from the Academic Session 2015-16.*

## **DEFINITIONS**

Definitions of various terms used in the Ordinances, unless the context otherwise requires, are given below:

- a) AC *The Academic Council of the University*
- b) *Academic and Examination Section* *The Academic and Examination Section of the University .*
- c) *Academic Session* *The period of Academic Activities (Normally July/August to June of the subsequent year).*
- d) Act *The DIT University Act, 2012*
- e) AICTE *The All India Council for the Technical Education*
- f) BOE *The Board of Examinations of the University.*
- g) BOG *The Board of Governors of the University.*
- h) BOM *The Board of Management of the University.*
- i) BOR *The Board of Research of the University.*
- j) BOS *The Board of Studies of the various Departments of the University.*
- k) Chairman *The Chairman of the various Statutory Bodies of the University.*

<i>l) Class Coordinator</i>	<i>The coordinator of the specific section of the program of the University.</i>
<i>m) Class Representative</i>	<i>The Students representative of a specific section of the program of the University.</i>
<i>n) COA</i>	<i>The Council of Architecture.</i>
<i>o) COE</i>	<i>The Controller of Examinations of the University.</i>
<i>p) Dean</i>	<i>The Dean of the concerned Department / Functional Dean of the University.</i>
<i>q) Director</i>	<i>The Director of the concerned Department of the University.</i>
<i>r) Director AA</i>	<i>The Director Academic Administration of the University.</i>
<i>s) DSW</i>	<i>The Dean of Students Welfare of the University</i>
<i>t) HOD</i>	<i>The Head of the respective Department / Centre / Unit of the University.</i>
<i>u) Moderation Board</i>	<i>The Moderation Board of the concerned program.</i>
<i>v) PCI</i>	<i>The Pharmacy Council of India.</i>
<i>w) PMB</i>	<i>Planning and Monitoring Board of the University.</i>
<i>x) PRO-VC</i>	<i>The Pro-Vice Chancellor of the University.</i>
<i>y) Registrar</i>	<i>The Registrar of the University.</i>
<i>z) Statutes</i>	<i>The Statutes of the DIT University.</i>
<i>aa) Student</i>	<i>A student pursuing an academic program at DIT University.</i>
<i>bb) UG / PG Academic Committee</i>	<i>The Under Graduate / Post Graduate Academic Committee of the University.</i>

- cc) UGC *The University Grants Commission.*
- dd) University *DIT University, Dehradun.*
- ee) VC *The Vice Chancellor of the University.*

## 1. GENERAL

- 1.1 These Ordinances are applicable to the Full-Time students including working professionals of Under Graduate, Post Graduate, Integrated Dual Degree and Lateral Entry Programmes of the University.
- 1.2 Medium of instruction as well as examinations shall be English.
- 1.3 **Duration of the Programmes**
- 1.3.1 The duration of various programmes shall be as follows:

S. No.	Programme	Duration
1.	B Arch / Integrated Dual Degree	5 Years
2.	B Tech / B Pharm	4 Years
3.	B Tech (Lateral Entry)/B Tech (Lateral Entry for Working Professionals)/B Pharm (Lateral Entry)/MCA	3 Years
4.	MCA (Lateral Entry) / M Tech / MBA / M Pharm	2 Years

- 1.3.2 Each academic session shall be divided into Two Semesters in an academic year (Monsoon Semester - July to December and Spring Semester - January to June), each of approximately 16-20 weeks duration with a minimum of 90 working days. There exists a provision for switching to the trimester system consisting of three terms in each session with a minimum of 60 working days. The Academic Calendar for a session as approved by the Academic Council, includes dates of Commencement and End of the semester,

Mid-Term Tests, End-Term (Final) Examination, Back Paper Examinations (if any), Training Period, Term Paper submission, Portfolio Practical/Comprehensive/Composite Viva-Voce, last date for submission of marks, date of publication of results, etc.

1.3.3 For the B Arch Programme, the entire curriculum of five years is divided into 10 semesters which shall include lectures, drawings, tutorials, seminars, case studies, educational tours, practical training and Final Dissertation as per schedule of teaching & examination.

1.3.4 The programmes of studies leading to Degrees consist of prescribed courses sequentially distributed over the required number of semesters. No instructions are arranged during the vacation months of summer except for ‘**Summer Term**’ where in the normal instructions have to spill into the summers for students appearing in Back Paper/Improvement Examinations.

#### 1.4 **Offering of Programmes of Study**

The University programmes of study offered during a semester are mainly based on normal expectations of enrollment and are subject to availability of required facilities. The University shall have the right to cancel any of the programmes of study if the above conditions are not satisfied.

#### 1.5 **Admissions**

1.5.1 Admissions to various programmes of study shall be made as per the Rules prescribed by the Academic Council.

1.5.2 All admissions shall be made purely on merit basis.

1.5.3 The University on year-to-year basis shall formulate its admission policy duly approved by Academic Council as per the Rules and UGC Guidelines, stating the eligibility criteria, the procedure and criteria of admission to various programmes of study. The University shall widely publicize the above policy through advertisements by various modes of communication well before the admissions.

1.5.4 For the candidates to be eligible, the maximum gap normally permitted after completion of the qualifying examination shall be two academic sessions. In all such cases, the decision of the competent authority based on reasons cited for the gap and submission of an affidavit to that effect shall be final and binding.

## 1.6 Enrollment

1.6.1 Each student admitted in undergraduate, post-graduate, research Programme will be enrolled as a bonafide student of DIT University. For getting enrolled in DIT University the student must submit all the mandatory documents and clear all the dues within the prescribed deadline. Failing the same the University will not enroll the student and reserves the right to cancel the Provisional Admission. A unique enrollment number will be provided to each student. Details of the enrollment number are given below:

<b>Year of Admission (Last Two Digits)</b>	<b>Programme Numeric Code (Two Digits)</b>	<b>Serial No. in continuity</b>
<b>a</b>	<b>b</b>	<b>c</b>

where

**a** = Last two digits of the year of admission

**b** = Two digit Numeric Code of UG / PG Programme identification (refer Ordinance No. 1.8.1)

**c** = Four digit serial number of the student in a program, eg. from 0001 to 9999.

## 1.7 Issue of Roll Number

University Roll Number issued to every student will signify the following:

<b>Year of Admission (Last Two Digit)</b>	<b>Programme Numeric Code (Two Digit)</b>	<b>Branch Numeric Code (Two Digit)</b>	<b>Shift Numeric Code (One Digit)</b>	<b>Serial No. in Continuity</b>
<b>a</b>	<b>b</b>	<b>c</b>	<b>d</b>	<b>e</b>

where

**a** = Last two digits of the year of admission

**b** = UG / PG Programme identification

**c** = Course identification

**d** = Shift identification



e = Three digit serial number of the student in a course, eg, 001 to 899 for regular students and 900 to 999 for Lateral Entry Students

**For various codes for programmes, courses and shifts, please refer Ordinance No. 1.8.**

## 1.8 Table Showing Codes for Programmes, Courses & Shifts

### 1.8.1 Table for Programme Codes

S.No.	Programme	Code
1	Bachelor of Technology (B Tech)	01
2	Bachelor of Technology (Collaborative Program)	02
3	Integrated Dual Degree Programme - B Tech + M Tech	03
4	Integrated Dual Degree Programme - B Tech + MBA	04
5	Bachelor of Technology (Lateral Entry)	05
6	B Tech for Working Professionals	06
7	B Tech for Working Professionals (Lateral Entry)	07
8	Bachelor of Architecture (B Arch)	08
9	Bachelor of Pharmacy (B Pharm)	09
10	Bachelor of Pharmacy B Pharm (Lateral Entry)	10
11	Master of Technology (M Tech)	51
12	Master of Business Administration (MBA)	52
13	Master of Computer Applications (MCA)	53
14	Master of Computer Applications (MCA) Lateral Entry	54
15	Master of Architecture (M Arch)	56
16	Master of Pharmacy (M Pharm)	57
17	Doctoral Program (Ph.D)	81

### 1.8.2 Table for Branch Code

S.No.	Course	Code
1	Branch "Not Applicable"	00
2	Civil Engineering	01
3	Computer Science & Engineering	02
4	Electronics & Communication Engineering	03
5	Electrical Engineering	04
6	Information Technology	05
7	Mechanical Engineering	06
8	Petroleum Engineering	07
9	CSE with Specialization in Cloud Based Applications	08

10	CAD/CAM Engineering	09
11	Mobile Application & Design	10
12	Digital Communication	11
13	Environmental Engineering and Sustainability	12
14	English	13
15	Energy Engineering	14
16	Information Security and Management	15
17	Mathematics	16
18	Power Electronics and Drives	17
19	Pharmaceutics	18
20	Physics	19
21	Wireless and Mobile Communication	20
22	Pharmacy	21
23	Management	22
24	Architecture	23
25	<i>Mechanical Engineering</i>	25
26	Thermal & Energy Engineering	26
27	Structural Engineering	27

1.8.3 *There will be only one shift.*

### 1.9 Examination Fees

The examination fee as approved by the Competent Authority shall be applicable. In addition, the students shall be required to pay fee for back paper examinations, fee for re-evaluation of answer books etc. as may be decided by the competent authority from time to time.

### 1.10 Nominal Roll

1.10.1 Within one week after the last date for filling examination forms of DIT University, separate nominal rolls of students registered for regular/back paper examination will be released by the Registrar Office for the information of all the students.

1.10.2 The students must check the correctness of their own particulars and discrepancies, if any, should be reported to Registrar Office within three days after the date of release of the nominal rolls.

1.10.3 The final and verified copies of the nominal rolls must be sent to the Controller of Examination at least 15 days before the commencement of the University Examination.

### 1.11 Admit Card

1.11.1 Every student eligible to appear for DIT University examinations *may* be issued an admit card. No student will be permitted to enter the examination hall without a valid admit card / *identity card* issued by the University.

1.11.2 Admit cards / *Identity Cards* are subject to scrutiny by the officials of the Examination Cell or the examination hall invigilators at any time during the examination.

1.11.3 In case the student forgets to bring the admit card / *identity card* or misplaces it or loses it, the student must report to the COE thirty minutes before the commencement of examination with a passport size photograph and obtain a duplicate admit card / *identity card* at a nominal charge.

### 1.12 Inter University Transfer

1.12.1 There exists provision for lateral transfer / *migration* of students from other Academic Institutions/Universities in second year or at higher level.

1.12.2 For the candidates for lateral transfer / *migration*, the following conditions must be satisfied:

1.12.2.1 The basic structure and syllabi of the completed semesters must be equivalent/compatible with those of DIT University.

1.12.2.2 The candidates must meet the eligibility criteria of DIT University for admission to the relevant programme.

1.12.2.3 The application for lateral admission must be accompanied by No Objection/Migration Certificate from the 'Parent' Institute/ University.

1.12.2.4 The candidates desiring for lateral transfer / *migration* to DIT University shall be required to submit an application giving details including performance at class ten, plus two, bachelor's level (if applicable) and the already completed semesters of the relevant programme. The applications must be received well before the commencement of the new academic session in which the transfer is sought. The applications would be considered by a committee constituted by the Vice Chancellor. The recommendations of the committee based on the basic eligibility criteria and overall merit of the candidates shall be forwarded to the Vice Chancellor for final approval.

### 1.13 **Student Exchange Programme**

There exists provision for transfer of students under student exchange Programme with collaborating Universities/Institutions.

### 1.14 **One Semester Industrial Training**

#### 1.14.1 **B Tech, B Tech (Lateral Entry) and MBA (applicable only with trimester system in place)**

The Programme shall also include provision of **Industrial Training (Internship) of one semester duration in the 7<sup>th</sup> / 8<sup>th</sup> semester of the B Tech Programme** under faculty supervision as an alternative to the regular courses along with project work. Normally this shall apply to the students already placed with a company which requires them to undergo training of at least four months' duration. Others who wish to choose this option shall be required to have their training arranged *prior to the start of semester* to full satisfaction and with prior approval of competent authority of the University as regards its value and adequacy.

The students going for the training *must inform the details of industrial training and project (Place of training, Name of Organization, Name, Email of Training and Project Coordinator) as these details will be ascertained and given due weightage. Evaluation of training and project will be done by the Board of Faculty members preferably in presence of industry expert. The students should maintain log book of daily activities (work and learning output).*

### 1.14.2 **B Arch**

The seventh semester of B Arch programme shall be devoted to practical training in established and recognized professional organizations as approved by the Director / *Dean*, Faculty of Architecture, in accordance with the Ordinances prescribed by the Council of Architecture.

The marks for Practical training will be awarded to each student based on the evaluation of the report submitted, entries in the log book *and* evaluation report of trainer firm; submitted by the student on completion of 16-18 weeks training. The internal evaluation, based on (i) Logbook (ii) Training Certificate and (iii) Training Report, shall be done by the committee of three faculty members constituted by the Director / *Dean*. The external evaluation of students shall be subject to their clearance by the internal evaluation committee. The external evaluation mainly based on the presentation of the training report shall be done by a three member committee, including one external Examiner, recommended by the Director / *Dean* and approved by the Vice Chancellor.

### 1.14.3 **MCA**

The Programme includes compulsory **Industrial Training (Internship) of one semester duration in the final semester** under the supervision of a faculty member. At the end of the semester they shall be required to report to their respective supervisors in person at DIT University, submit their comprehensive training reports and make a seminar presentation of their work to a three member committee duly constituted by the HoD with their respective supervisors as Chairpersons. The final grade shall be assigned on the basis of Project/Training Reports, its presentation, followed by a viva-voce, together with the confidential report of the company executive supervising the training.

### 1.14.4 **MBA**

The Programme includes provision of **Industrial Training (Internship) of one semester duration in the final semester**. Under this provision the students shall be permitted to proceed on training (for the duration of final semester) as a part of their employment condition. However, they are required to be in touch

with the concerned faculty members for various semester courses for on-line guidance and submissions. Besides they have to report to the department for all their academic requirements including those for appearing in regular mid-term & end-term examinations.

## 2 REGISTRATION

- 2.1 All students are required to register in each semester/trimester/summer term for the courses / *subjects* to be pursued by them, as per the programme, on the dates specified in the Academic Calendar. This shall also be applicable to the students proceeding for training in a semester.
- 2.2 *Coursewise* registration is mandatory for attending lectures, tutorials, laboratories, seminars, project work and any other curricular, co-curricular and extracurricular activities.
- 2.3 The sole responsibility for registration to be on time in a semester/trimester/ Summer Term as specified in the academic calendar shall be of the student concerned only.
- 2.4 Students taking semester break after due permission from the competent authority on health grounds will be awarded '*Non Completion*' Report for that semester. A student who has been permitted a semester break in the odd semester will be allowed to register in the even semester as a regular student. The rules applicable for such students are elaborated in **Ordinance No. 5.7.2.2**.
- 2.5 **Registration Procedure**
  - 2.5.1 The competent authority assisted by the concerned Heads of the Departments shall co-ordinate the registration process.
  - 2.5.2 The registration procedure involves:
    - a. payment of fee and clearance of outstanding dues (if any)
    - b. filling of the registration information (online or otherwise) including the courses / *subjects* to be credited in the semester/trimester /summer term.
- 2.6 The students undergoing suspension for reasons of misconduct, etc. shall be permitted to register only after their term of suspension is over.
- 2.7 The student should satisfy the promotion criteria as laid down in Ordinance No. 10 before registration in the next Academic Year. However, if the

student does not meet the promotion criteria, the student will have to register for repeating the last Academic Year.

2.8 Students whose results have not been declared and are seeking registration in the following semester shall be admitted only provisionally and they shall have to fulfil all the requirements of the registration within one week after the results are declared.

2.9 Registration process also aims at up-gradation of students' personal records. They must, however, satisfy certain prescribed conditions as stated above before they can be registered, and if these conditions are not satisfied, the registration shall not be valid.

### 2.10 Late Registration

2.10.1 For any compelling reasons such as illness, if a student is unable to register on the day of registration, he/she can have late registration on any of the days specified in academic calendar on payment of late registration fee after *recommendation of the concerned Head of the Department and approval by the Competent Authority*.

2.10.2 No relaxation shall be given on attendance requirement for late registration on any account.

### 2.11 Cancellation of Registration

Absence for a period of two or more weeks at a stretch during a semester may result in the cancellation of registration of a student from all the courses in that semester unless prior permission has been obtained for the same from the *Competent Authority*.

### \* 2.12 Temporary Withdrawal Procedure

*A student may be permitted to withdraw from the University for a temporary period on medical ground or other genuine reasons for a maximum period of 1 semester/ 2 semesters subject to the following conditions:*

- a) The student has to submit the appeal addressed to the Vice Chancellor through the Head of the Department enclosing the medical proof of ailments and other genuine reasons with substantial proof.*
- b) The student has to register at the time of Semester Registration on payment of 10% of the applicable Tuition fee for the Semester.*

*(\* - amended by the Board of Governors at its 3<sup>rd</sup> meeting held on 23.03.2016)*

### 3 COURSE STRUCTURE AND COURSE HANDOUTS

*As per the guidelines laid down by the Board of Studies from time to time.*

### 4 CONTINUOUS SYSTEM OF EVALUATION

4.1 For evaluation of students' performance, DIT University has opted for Letter Grade System.

4.2 In each semester, the continuous appraisal of the students will be carried out through the assignments, quizzes, class tests, Mid-Term Tests and End-Term Examination. The weightage for the various components shall be as follows:

#### Marks Distribution

Mode of Appraisal (Duration)	Theory Course Weightage %	(Theory +Lab) Course Weightage %	Laboratory (Course Only) %
End Term Examination (3 hours)	50	36	40
Mid Term Tests	30	24	Day to
Laboratory	-----	20	Day
<i>Class Participation</i>	5	5	60
Quizzes and Class Tests#	10	10	
Home Work Assignments#	5	5	
<b>Total %</b>	<b>100</b>	<b>100</b>	100

# For B Arch, in lieu of Quizzes, Class Tests and Home Work Assignment a combined weightage of 15% shall be given to Class Assignments.

### 5 EXAMINATION ORDINANCES

5.1 The Examination Ordinances shall govern the various examinations including Mid-Term Tests, End-Term and Summer Term, Industrial Training, Seminars, Projects, Practicals, Viva-voce, etc.

5.2 The examination in each semester will be conducted according to the syllabi approved by the Academic Council. Each course will carry credits as per the approved scheme of courses.

#### 5.3 Examination Schedule

COE will notify the comprehensive Examination Schedule for all the courses *to be examined well before the commencement of examinations.*



5.4 Only the students who meet all the technical and procedural requirements to appear in the examination shall be allowed to obtain the Admit Card / *Identity Card* from the Registrar / Deputy Registrar's Office to appear in the Examination.

5.5 For final portfolio practical / viva-voce examination, a committee of two or three examiners including one External Examiner (or an examiner from another related department), if necessary, will conduct practical examination and viva-voce. The continual appraisal of the students will also be carried out for all the practical courses. There will be an End-Term practical examination to test the comprehensive knowledge of the students. The weightage of the continual evaluation throughout the semester will be *as per para 4.2*.

5.6 ***Class Participation Requirement for Permission to Appear in Examinations***

5.6.1 Students are required to attend all lectures, tutorials, practicals and participate in other prescribed curricular and co-curricular activities. The *class participation* is mandatory and students are expected to have 100% *class participation*. However, the same can be condoned up to 25% on medical grounds or for other genuine reasons beyond the control of the students.

\* 5.6.2 *75% class participation is the requirement for appearing in the End-Term Examinations.*

(\* - amended by the Board of Governors at its 3<sup>rd</sup> meeting held on 23.03.2016)

5.6.3 The *class participation* shall be counted from the date of commencement of *classes* in the semester.

5.6.3.1 *Subject to change as may be recommended by the Academic Council from time to time and approved by the Board of Governors, the weightage of class participation shall form an integral part of internal assessment of each practical and theory course. The credit for the class participation in the respective course will be calculated as follows:*

$$\% \text{ class participation} = \frac{\text{Number of Classes participated in a course}}{\text{Total no.of classes taken in that course}} \times 100$$

And the weightage of class participation would be as:

<i>Class Participation %</i>	<i>Marks %</i>
75%	01
$\geq 76\% & < 80\%$	02
$\geq 81\% & < 85\%$	03
$\geq 86\% & < 89\%$	04
$\geq 90$	05

5.6.3.2 To be eligible to appear in the final practical examination for a lab course, the students must have completed at least 50% of the total number of experiments in the course failing which they will not be allowed to appear in the End-Term Practical Examinations.

## 5.7 Back Paper and Grade Improvement Examination

5.7.1 For courses (Theory/Practical) missed out or those in which the students do not secure pass grades, there exists a provision of clearing these through Back Paper Examinations during the **Odd / Even / Summer Term**, as may be announced after registration in the course and payment of the requisite fee.

- \* 5.7.1 (a) The students who are debarred and consequently have back logs may be allowed to register for debar classes and appear for the back paper examinations limited to three subjects in the even semester and three subjects in the odd semester while all the subjects will be offered in the even semester and the odd semester. In the Summer Term while all the subjects will be offered, debarred students will be permitted to register for three subjects and attend classes and appear for the examination on payment of requisite fee. This is however subject to the condition that if the number of students registered are less than ten they may be allowed consultative mode instead of attending classes.

(\* - amended by the Board of Governors at its 3<sup>rd</sup> meeting held on 23.03.2016)

5.7.2 Students with all pass grades and who are unable to acquire the required SGPA / CGPA have to appear in the Back Paper Examination for theory based courses with grade 'D' in order to meet

the minimum requirement of SGPA / CGPA as specified in the Ordinance No. 10. Besides, there exists a limited provision for students to take the Back Paper Examination for improving their grades in maximum of two Theory Based Courses in an Academic Year in which they have secured the pass grade **D/C** + \* (either in Even / Odd / Summer Term). Further, if they wish to attend the classes, they may be permitted to do so on payment of requisite fee. (\* - amended by the Board of Governors at its 3<sup>rd</sup> meeting held on 23.03.2016)

5.7.2.1 The students awarded **E** and **F** Grades will have to attend the Back Paper Examinations during Odd / Even / Summer Term. Such students will need to maintain a minimum of 75% class participation in each of the courses.

5.7.2.2 Students who under certain genuine reason may have been permitted to withdraw in odd semester (as per the Ordinance No. 2.4) and likewise the students permitted to take semester withdrawal in even semester, will have to appear in the Odd / Even / Summer Term classes and Back Paper Examinations to qualify for promotion to next year by satisfying the required CGPA conditions. For such cases promotion and other qualifying norms applicable shall be same as those for a regular student.

5.7.2.3 Governing guidelines for Back Paper Examinations are summarized in *Academic Instructions Manual prepared covering the Academic Ordinances*:

## 5.8 Project Work for B Tech, B Pharm and B Arch

5.8.1 The project report shall be a comprehensive document with full details of the work carried out along with its background. Students are required to submit the project report within the deadline as prescribed.

5.8.2 Student shall submit three printed copies of his/her project report as per the approved format given in **Appendix B**.

5.8.3 If a student fails to submit the project report by the prescribed date, *the same* shall be required to complete and submit the project report within the next assigned deadline, failing which he/she will be awarded Grade '**F**'.

- 5.8.4 An assessment committee, *as may be constituted, will be evaluating the Seminar and viva voce on the project work. Students getting 'F' Grade in the project shall be required to repeat the same provided other provisions permit continuance of the studies in the University.*

*(Form part of the Academic Instructions Manual)*

## 5.9 **Dissertation/Training Report for Post Graduate Programmes (M Tech/MBA/M Pharm / MCA)**

- 5.9.1 Students are required to submit *three printed copies of dissertation as per the approved format given in Appendix B within the deadline.*
- 5.9.2 If a student fails to submit the dissertation by the prescribed date, he/she shall be required to complete and submit the dissertation within the next assigned deadline, failing which he/she will be awarded Grade 'F'.
- 5.9.3 An Assessment Committee, *as may be constituted, will be evaluating the Seminar and viva voce on the project work.*
- 5.9.4 The students getting an 'F' Grade shall be required to repeat the same, provided other provisions permit continuance of studies in the University.

## 6 **MODERATION OF QUESTION PAPERS**

- 6.1 The Chairman of the Academic Council shall appoint "Moderation Board" for the purpose of moderation of question papers *for Examinations.*

## 7 **RULES FOR AWARD OF GRADES FOR ALL PROGRAMMES**

- 7.1 Students shall be awarded "letter" grades based upon their performance in examinations and their participation in the course during the semester/trimester/ Summer Term in the form of quizzes, assignments, training reports, presentations, viva voce, etc.

7.2 The *relative* “Letter” grades, based upon the overall marks obtained in a course shall be awarded as detailed below:

<b>Grades</b>	<b>Grade Points</b>
A+	10
A	9
B+	8
B	7
C+	6
C	5
D	4
E	2
F	0

7.3 A minimum of 30% marks obtained in a course is essential to award a passing grade in that course.

## 8 SEMESTER/TRIMESTER AND CUMULATIVE GRADE POINT AVERAGE (SGPA / CGPA)

8.1 The Semester/Trimester Grade Point Average (SGPA / TGPA) shall be a weighted average of the grade points earned by a student in all the courses he/she registered in a semester/trimester and shall describe his/her overall performance in that semester/trimester. If the points associated with the letter grades awarded to a student are  $G_1, G_2, G_3, \dots, G_k$  and the corresponding credits are  $C_1, C_2, C_3, \dots, C_k$ , the SGPA/ TGPA shall be given by:

$$\text{SGPA or TGPA} = \frac{\sum_{i=1}^k [C_i G_i]}{\sum_{i=1}^k C_i}$$

where

k=the number of courses for which the candidate has registered during the semester/ trimester.

8.2 The Cumulative Grade Point Average (CGPA) shall indicate the overall academic performance of a student in all the courses registered upto and

including the latest completed semester/ trimester/ Summer Term. It shall be computed in the same manner as the SGPA/ TGPA, considering all the courses (say, n), and shall be given by:

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

where

n = no. of all courses completed.

### **8.3 Correction/Change of Grade(s) Already Awarded**

8.3.1 A letter grade once awarded shall not be changed unless a representation is made by the student to the HOD in writing. All such cases shall be considered by the Head of the department and Director AA who shall recommend the correction of grade(s), if any, specifying the reasons for the same to the Vice Chancellor. The Vice Chancellor shall consider their recommendations on their merit and take a decision.

### **8.4 Marks percentage equivalent of CGPA, if required, can be obtained by multiplying the CGPA by 10.**

## **9 WITHHOLDING OF THE GRADE CARD**

*A student who has not paid his/her dues or if there is any case of indiscipline pending against him / her or for any valid reasons may not be issued Grade Card.*

## **10 PROMOTION TO NEXT YEAR OF STUDY**

**10.1** The Terms and Conditions for promotion to next year of study for various academic programmes [B Tech / B Pharm / B Arch / MCA (3 Year Programme) / MCA (Lateral Entry) / 5-Year Integrated Dual Degree] are as follows:

- \* 10.1.1 Students should have obtained a minimum CGPA of 3.75 after first year to move into the second year of study for all the above mentioned programmes. Besides, in any of the programmes, the

student shall **Not be Promoted to the Second Year (NPSY)** if he/she have not obtained a minimum CGPA of 3.75.

(\* - amended by the Board of Governors at its 3<sup>rd</sup> meeting held on 23.03.2016)

- \* 10.1.2 The student should have cleared all papers of the first year and obtained a minimum CGPA of 4.5 after the second year to move into the third year of study for all academic programmes. Besides, in any of the programmes, the student shall **Not be Promoted to the Third Year (NPTY)** if he/she has not cleared all papers of 1<sup>st</sup> year with pass grades.

(\* - amended by the Board of Governors at its 3<sup>rd</sup> meeting held on 23.03.2016)

10.1.3 The student should have cleared all papers of the second year and obtained a minimum CGPA of 5.0 after third year to move into fourth year of study for all academic programmes. The student shall **Not be Promoted to the Final Year (NPFY)** if he/she has not cleared all papers of second year with pass grades. This clause does not apply to MCA (3 Year)/MCA (Lateral Entry) Programmes.

10.1.4 For B Arch and 5 Year Integrated Dual Degree Programmes, the student should have cleared all papers of the third year and obtained a minimum CGPA of 5.0 after the fourth year to move into the fifth year of study. The student shall **Not be Promoted to the Final Year (NPFY)** if he/she has not cleared all papers of the third year respectively with pass grades.

## 10.2 M Tech/MBA/M Pharm Programmes

10.2.1 The student should obtain a minimum CGPA of 5.0 after first year to move into the second year of study.

## 11 NOT FIT FOR PROGRAMME (NFP)

11.1 In the first year of admission of all Under Graduate Programmes, if the students secure a CGPA of 3.0 or lower, then they shall be declared **Not Fit for Programme (NFP)**. This shall apply after the students have been given at least one opportunity to appear in the Back Papers and clear them. At the end of first year, the students obtaining a CGPA of 3.0 or lower shall be terminated from the Programme and shall have their names struck off from the University Rolls.

11.2 Students who fail twice in the first year of their programme due to any reason (including his/her non-appearance or he/she having not been permitted to appear in the End Term Examinations) shall be declared **Not**

**Fit for Programme (NFP)**, shall be terminated from the programme and shall have their names struck off from the University Rolls.

### 11.3 Maximum Duration for Completion of Programme

Students who are unable to complete the programme in maximum duration, as indicated in the table given below, shall be declared **Not Fit for Programme (NFP) and** shall be terminated from the Programme and shall have their names struck off from the University Rolls:

Programme	Integrated Dual Degree	B Pharm /B Tech	B Pharm (Lateral Entry)/ B Tech (Lateral Entry)/ MCA	MCA (Lateral Entry)/ M Pharm/ M Tech/ MBA
Duration	5 Years	4 Years	3 Years	2 Years
Maximum Duration for Completion	7 Years	6 Years	5 Years	4 Years

## 12 UNFAIR MEANS

No student shall use unfair means and indulge in disorderly conduct in connection with examinations. Students found indulging in use of unfair means or disorderly conducts shall be subject to disciplinary action as elaborated below.

**12.1** Students found guilty of any of the following malpractices / disorderly conduct shall be liable to punishment:

- Copying or having attempted to copy or using or attempting to use other unfair means at the examination.

**OR**

- Misconduct including misbehavior, committing acts of indiscipline, disobeying instructions of Examination officials, committing breach of any of the rules laid down for the proper conduct of the Examinations etc.

**12.2** In cases of students found copying or attempting to copy, the Controller of Examination (COE) shall seize the answer books and all incriminating material/evidence from the candidate, and then obtain a written confession, duly signed by him/her. In case student refuses to sign the confession, as an



alternative the statements that the student has refused to sign the confession and that he/she was in possession of the incriminating material must be signed by room invigilator(s) and if possible another faculty present on the occasion. COE will then issue a new answer book and allow the student to continue to write his/her answers for the remaining period of that examination. The matter shall be reported to the Vice-Chancellor for suitable action.

- 12.3** In case of misconduct other than use of ‘unfair means’ the COE may be informed who in turn may call for intervention by Chief Proctor and other members of *Proctorial Board* for on the spot inquiry and follow up action. Detailed report be submitted to the Vice Chancellor for disciplinary action as deemed fit.
- 12.4** The students charged with use of unfair means or misconduct as detailed in Ordinances No. 14.2 & 14.3 will be allowed to appear in subsequent examination. However, in case the same candidate is again found guilty of indulging in misconduct or malpractice during any of the subsequent examinations of that session, steps elaborated above would be followed with additional remark from COE that it is for the second time or more he has been booked for unfair means and more serious view needs to be taken by *Unfair Means Committee*.
- 12.5** The cases of impersonation, violence or intimidation shall immediately be reported to the COE who in turn would report the matter to Vice Chancellor for necessary disciplinary action that may include filing of complaint to the *Police Authorities*.
- 12.6** Examiners, who detect or suspect cases of copying or use of unfair means in Examination, shall immediately report such cases to the Center Superintendent.
- 12.7** The CoE will make a full report about each case to the *Unfair Means Committee*.
- 12.8** The *Unfair Means Committee constituted* by the **Vice Chancellor** will determine its own procedure of inquiry in each case and after necessary investigation and inquiry, will submit a detailed report to the Vice Chancellor along with recommended punishment *as under* depending upon gravity and circumstances of the offense:

- Issuing of written warning in case of minor offense.
  - Cancellation of paper in which use of unfair means has been reported.
  - Cancellation of series of papers for the whole examination.
  - In cases of gross misconduct, students may be rusticated for a semester and part thereof.
  - Rustication for an year.
  - Expulsion from the Institute.
- \* **12.9** The detailed Guidelines for prevention of Unfair Means is given in **Appendix A.**

(\* - amended by the Board of Governors at its 3<sup>rd</sup> meeting held on 23.03.2016)

### **13 APPEALS AND GRIEVANCES COMMITTEE**

- 13.1** The students can make representations in respect of grievances related to examination including continuous assessment and end semester examinations through the HOD/Dean concerned. The HOD/Dean will forward the representation to the Registrar with specific remarks, if any. If they are not satisfied with the outcome of their representations, the students can make representations to the Appeals and Grievances Committee.
- 13.2** An Appeals and Grievances Committee will be constituted by the Vice Chancellor with Pro Vice Chancellor as the Chairman, Deans' and Senior Faculty Members (not associated with Malpractices Committee) as members to look into the appeals submitted by the students.
- 13.3** The Appeals and Grievances Committee shall consider the appeals and grievance petitions and pass suitable orders as it may deem fit and communicate the same to the persons concerned. The decision of the Appeals & Grievances Committee shall be final.
- 13.4** In deciding the appeals and grievance petitions, the Appeals and Grievances Committee shall follow the principles of natural justice and be guided by the Rules and Ordinances of the University and other applicable Ordinances.
- 13.5** The Appeals and Grievances Committee is at liberty to seek the assistance of others as deemed fit.

## 14 SPECIAL CLAUSE

- 14.1** In extra-ordinary circumstances, a student whose name does not find a place in the nominal roll and whose candidature is doubtful on certain grounds will be permitted to appear for the examination for the specific number under the specific approval of the Vice Chancellor. This however, shall require the student to submit an application to the Vice Chancellor through the Registrar for permission to appear in the examination.
- 14.2** The answer books of such students will be packed separately and kept in sealed covers. The evaluation will be done only after the genuineness on the candidature is established.
- 14.3** If the decision goes against the student, the answer books shall not be evaluated and the examination fee paid by the student shall be forfeited.
- 14.4** In case, the genuineness of the student gets established, the COE shall ensure necessary action for evaluation of his/her answer books along with those of others.

## 15 AWARD OF DEGREES

- 15.1** Students of Bachelor's as well as Master's Programmes shall be awarded the Degree as applicable, if they have:
- 15.1.1 Successfully completed all the courses.
- 15.1.2 Completed all the credit requirements for the Degree with Grade 'D' (for all programmes excepting B Arch)/Grade C<sup>+</sup> (for B Arch only) or higher grades in the courses, Seminar, Tour, Project Work, Viva-voce, etc.
- 15.1.3 Satisfactorily completed all other requirements of the Degree, eg. Industrial Training, Summer Training, etc.
- 15.1.4 Obtained minimum CGPA of 5.00 in the Programme at the end of final semester.
- 15.2** Students of Integrated Dual Degree Programme shall be awarded the Degree for their Bachelor's as well as Master's Programmes if they satisfy the conditions as laid down in the **Ordinance No. 15.1** above.
- 15.3** The criteria for award of *relative grade* shall be as follows:
- 15.3.1 The student obtaining CGPA greater than or equal to ( $\geq$ ) 5.00 but less than ( $<$ ) 6.5, shall be placed in **Grade C**.
- 15.3.2 If the CGPA is greater than or equal to 6.5 but is less than 8.00, the candidate shall be placed in **Grade B**.
- 15.3.3 If the CGPA is greater than or equal to ( $\geq$ ) 8.00 *but less than*( $<$ ) 9.00 *shall be placed in Grade B+.*

15.3.4 *If the CGPA is greater than ( > ) 9.00 or but less than ( < ) 10.00 shall be placed in **Grade A**.*

15.3.5 *If the CGPA is greater than ( > ) 9.00 or equals to ( = ) 10.00 shall be placed in **Grade A+**.*

15.3.6 The students should have no disciplinary action pending against them for award of Degrees.

**15.4** Notwithstanding anything contained in the above Ordinances, the following shall apply:

15.4.1 In case of a dispute, the decision of the Board of Examinations shall be final and binding.

15.4.2 In case of difficulty in application of any of the clauses of the Ordinances specified above, the Vice Chancellor shall have all powers to interpret/amend/modify and suitably address the difficulty and resolve the problems.

## **16 RE-ADMISSION**

A student who fails to Graduate or get promotion to next year of study, regardless of the reasons for the same, but is otherwise eligible to continue in the Programme shall be required to seek re-admission and repeat the year. However, the students shall be required to register semester/trimester wise only for those courses in which they have secured grades ‘E’ or ‘F’ after paying the prescribed fees course-wise. With a view to ensure meeting of the minimum CGPA requirements for promotion to next year, the students shall have discretion to also register for courses in which they may have secured grade ‘D’/‘D<sup>+</sup>’ after paying the prescribed fee. For the students repeating courses with grade ‘D’ and ‘E’, the new grades secured shall prevail.

## **17 CANCELLATION OF ADMISSION**

**17.1** The admission of a student at any stage of study shall be cancelled if:

He/she is later found to be ineligible for admission as per the eligibility criteria prescribed by the University or found to have submitted any false document.

**OR**

He/she is found unable to complete the Programme within the prescribed duration.

**OR**

He/she is found guilty of indiscipline and gross violation of code of conduct.

## OR

He/she fails to make full payment of the prescribed annual fee within the specified deadline.

### 18 CHANGE OF BRANCH

**18.1** There is a provision of allowing the Change of Branch at the commencement of the second year of the four year B Tech programme, only against the seats falling vacant after declaration of the first year results, the vacant seats refer to available vacancies against the approved intake in each of the programmes. The Branch change shall be strictly based on merit with no regard to category/subcategory of admission.

**18.2** Similar provision for the change of branch is also available to Five Year Integrated Dual Degree Programme against the seats falling vacant after declaration of first year results within these Dual Degree Programmes only.

**18.3** The procedure of Change of Branch is as follows:

18.3.1 A Board for the Change of Branch is constituted by the Vice Chancellor. The Constitution of the Board is as follows:

- i. Director (AA)/Dean, Academics - Chairman
- ii. Three Senior Professors - Members
- iii. Registrar – Member

18.3.2 A notification is issued by the Chairman declaring the last date of submitting the form duly filled for Branch change to the students. The Branch Change Form would be available to the students from the Registrar Office of the University.

18.3.3 Students interested in Branch change shall submit the prescribed form in Registrar Office before the due date as mentioned in the notice.

18.3.4 The Registrar Office shall prepare a Merit list of interested students which shall be displayed to the students for transparency. If no discrepancy is found in the list, the Registrar shall pass on this list to the Chairman.

18.3.5 On the date of Branch change, the Board and the students shall meet at a scheduled decided venue and the Chairman of the Board shall call the students according to the Merit list and shall ask for the choice of Branch from the student.

18.3.6 If the vacant seats are available in the new Branch the Board will allot the new Branch to the student.

18.3.7 Change of Branch shall not be applicable, if:

- a. The student has got an 'E' or an 'F' Grade at any time even in a single course.
- b. There is no vacancy in the desired Programme (Branch) of choice.
- c. Total strength of the Programme from where the students want to change gets reduced to less than 80% of the approved intake.
- d. Students have been admitted under Kashmiri Migrant (KM) category.
- e. In case of more than one student having the same CGPA considered up to 2 decimal points, the Merit list shall be prepared giving preference to students securing higher grades in the subjects in order indicated below:
  - i. Marks in Mathematics - I paper
  - ii. Marks in Mathematics - II paper
  - iii. Marks in Physics Paper
  - iv. Marks in English Paper.

Thus in case of the students having the CGPA tie, the one having better grade in Mathematics - I would be placed higher in the Merit List. In situation, where the students also have a tie in grade points secured in Mathematics - I, the higher Merit would be decided on the basis of better grades in the next course i.e. Mathematics-II paper. This approach shall be adopted by moving down the list until the tie is broken.

In situation of a perfect tie in all above courses, the alphabetical order of the names shall decide the order of merit for change of Branch.

## **19 OPTION OF UP-GRADATION TO FIVE YEAR INTEGRATED DUAL DEGREE PROGRAMME**

**19.1** In some of the B Tech programmes, the option of up-gradation to corresponding five year Integrated Dual Degree Programme is available with details as follows:

19.1.1 To be eligible for up-gradation, the students should have no carry Back Papers and have passed all their courses in the first attempt.



19.1.2 Single B Tech Degree course students can apply for up-gradation to their corresponding Integrated Dual Degree Programme (with B Tech in originally allotted discipline) before the commencement of their fifth semester Examination. The applications for up-gradation would be considered by a committee duly constituted by the Vice Chancellor for this purpose, depending upon the number of vacancies available in the Dual Degree Programmes requested and based on CGPA secured at the end of fourth semester of the B Tech program.

19.1.3 For a student choosing for up-gradation of his/her programme from B Tech to a corresponding Integrated Dual Degree Programme, the Ordinances governing this Integrated Programme shall be applicable.

## **20 EXIT OPTION FOR TRANSFER FROM 5-YEAR INTEGRATED DUAL DEGREE PROGRAMME TO FOUR YEAR B TECH PROGRAMME**

**20.1** In the Five Year B Tech + M Tech & B Tech + MBA Programmes, an exit policy shall be applicable with details as follows:

20.1.1 The students who wish to exit from their respective Five Year Integrated Programmes in favor of their corresponding Four Year B Tech Degree (in the course originally allotted as part of Dual Degree Program) may do so by formally sending an application to Competent Authority requesting for the same before the commencement of **fifth** Semester Examination.

20.1.2 In case, the student chooses to exit from the Integrated Programme in favor of B Tech Degree, the Ordinances governing corresponding Four Year B Tech Programme shall be applicable.

**21** The University reserves the right to suspend/debar/expel a student temporarily or permanently on violation of the prescribed Rules and Ordinances.

**22** In matters not covered in the Ordinances, the Chairman, Academic Council may take decision as deemed fit. All disputes shall be subject to the jurisdiction of the District Courts of Dehradun and the Hon'ble High Court of Uttarakhand.



## GUIDELINES FOR PREVENTION OF UNFAIR MEANS

Vice Chancellor shall appoint committee for prevention of unfair means (CPUM) for each academic year to deal with the cases of alleged misconduct and use of unfair means in all the examinations conducted by the DIT University. CPUM shall invariably may have one student member.

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

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

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

### Categories of Unfair Means and Action To be Taken

#### Category-I

- i. A student found talking to another student during the examination hours in the examination hall/Area.
- ii. If during the examination hours, i.e., after receipt of the question paper and before handing over the Answer-book, a student is found to be talking to a person/student outside the examination hall while going to the urinals etc.
- iii. Writing on any piece of paper except the answer-book during the examination.



iv. Changing seat in the examination hall without permission.

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

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

### **Category-II**

Found in possession of relevant written or any printed material or notes written on any part of her/his body or clothing of instruments such as electronic diary, set-squares, calculator, scale etc. or having relevant notes written on chair, table, desk or drawing board, mobile phone or any other communication or storage device (that can be used for help), during the examination but not used in the answer sheet. This is applicable even if the student submits the material voluntarily, on announcement of otherwise, after commencement of examination. However, Material surrendered before commencement of examination shall not attract any penalty. Further, scientific non-programmable calculator can be used in the examinations.

Found attempting to copy, caught copying or having found copied from any paper, book or notes written on any part of her/his clothing, body or table or desk or instruments like set squared or mobile phone or any other communication or storage device etc.

Found consulting notes or books while outside the examination hall (i.e., in urinals etc.) during examination hours.

Having received help from or given help to another candidate through some written material pertaining to the questions set in the paper concerned or passing on a copy of question set in paper or a solution thereof to any other student.

**Action to be taken:** The student will be awarded zero marks for the test in which he/she was found to have committed Unfair Means.

### **Category-III**

If a student:

- i. Leaves the examination hall/room without delivering answer-book/evaluated answer book or tears it or disposes off.
- ii. Communication with anyone by mobile phone or any other communicable device in the examination centre.
- iii. Student found guilty of smuggling in an answer-book, or a continuation sheet, taking out or arranging to send out an answer-book or a continuation sheet. Writing deliberately another student's roll number in her/his answer book or a continuation sheet, found in possession of an

answer-book not her/his own or impersonation another candidate in any examination. Attaching graph or continuation sheet or relevant materials written on any extra sheet, to the answer book or evaluated answer book.

- iv. Writing an answer book outside the examination hall for another candidate.
- v. Use of force/threat/serious misconduct against the supervisory staff/student in the examination centre.
- vi. Guilty of swallowing or destroying the material such as notes or paper found from her/him.
- vii. Guilty of misconduct in the examination hall/centre or non-compliance with the instructions of the superintendent or any of the invigilators in the examination hall.
- viii. If during the examination hours, i.e., after receipt of the question paper and before handing over the answer-book, a student is found tampering with the answer-book.
- ix. If a student is found tampering awarded marks on an evaluated answer book/found tampering with the evaluated answer-book.

**Action to be taken:** The student will be awarded 'F' grade in that course and will be debarred to register in the next semester. Further the course in which the candidate has been awarded grade 'F', or has been debarred, will be offered in the corresponding semester only.

#### **Category-IV**

Student found to have indulged in the case of academic plagiarism.

**Action to be taken:** CPUM shall recommend action after detailed assessment of the case. The punishment in such cases may include.

- a) suitable fine and/or repletion of thesis/dissertation/Research paper.
- b) expulsion from the University.



## **GUIDELINES FOR WRITING PROJECT REPORT /THESIS/DISSERTATION**

### **1. FORMAT**

Size	:	A4
Normal Text Size	:	Times New Roman, font size 12.
Heading Text Size	:	Times New Roman, font size 14 (Bold face)
Sub-Heading Text Size	:	Times New Roman, font size 12 (Bold face)
Margins	:	1.5 inch on the left and top, 1 inch at the bottom and 1 inch on the right
Paragraph	:	At Double Spacing
Line Spacing	:	1.5 spacing to be provided throughout the Thesis.
Page number	:	Bottom centre of each page.
Binding	:	Hard bound with specified color coding.

### **2. ARRANGEMENT OF INITIAL PAGES**

- a. Front Cover Page (with golden Embossing)
- b. Inner Cover Page (identical to Cover Page)
- c. Declaration by the Candidate
- d. Certificate of the Supervisor(s)/Guide(s)
- e. Certificate by the external organization (if applicable)
- f. List of Abbreviations/ Symbols/Glossary
- g. Acknowledgement
- h. Abstract
- i. List of tables, figures and photographs
- j. Contents.

**Note: The numbering of initial pages shall be in roman numbers.**

### 3. ARRANGEMENT OF CHAPTERS

- a. Starting with chapter on Introduction and to be concluded with chapter on Conclusion, & Recommendations for future work.
- b. References
- c. Bibliography
- d. List of Publications (if any)
- e. Appendices.

**Note: The numbering of main chapter pages will be in numeric numbers.**

### 4. Colour Coding For Cover Pages

- B Tech/B Arch/B Pharm : Black
- MBA / MCA / M Tech : Royal Blue

A Project Report/Thesis/Dissertation

on

**TOPIC**

*Submitted for the partial fulfillment of the requirement*

*for the award of the Degree of\**

**Name of Degree**

In

**Name of the Discipline**

by

**Name of the Candidate**

Under the Supervision/Guidance of

**Name of the Supervisor(s)/Guide(s)**

Designation and affiliating University/Organization



**DIT UNIVERSITY, DEHRADUN, INDIA**

Month & Year



## DECLARATION

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This is to certify that the Project / Thesis / Dissertation entitled “.....” in partial fulfillment of the requirement for the award of the **Degree of .....**in ....., submitted to **DIT University, Dehradun, Uttarakhand, India**, is an authentic record of bonafide work carried out by me, under the supervision / guidance of .....

The matter embodied in this Project/Thesis/Dissertation has not been submitted for the award of any other degree or diploma to any University/Institution.

**Signature**

**Name of Candidate**

**Roll No:**

***Date:***

***Place: Dehradun***



**CERTIFICATE**

---

This is to certify that the Project / Thesis / Dissertation entitled “.....” in partial fulfillment of the requirement for the award of the **Degree** .....in ....., submitted to **DIT University, Dehradun, Uttarakhand, India**, is an authentic record of bonafide research work carried out by Mr/Ms.....Roll No..... under my supervision/ guidance.

**Signature and Name of**

**Supervisor(s)/Guide**

***Date:***

***Place: Dehradun***



**References/ Bibliography:**

(i) **Standard journal article:**

Vournas C.D., “Second order hydraulic turbine models for multi machine stability studies”, IEEE Transactions on Energy Conversion, Vol 5, No. 3, pp.239–44, 1990.

(ii) **Books (in case of reference):**

Kundur P., “Power system stability and control”, New York: Mc Graw-Hill; pp.239–44, 1994.

(iii) **Conference proceedings:**

Singh S.P, Nand Kishor, R.P. Saini, “Nonlinear decentralized robust governor control for hydro turbine- generator sets of multi-machine system”, 3rd World Congress on Intelligent Control and Automation, Jaipur, vol. 1, pp. 45–52, 2000.

(iv) **Books (in case of Bibliography):**

Kundur P., “Power system stability and control”, New York: Mc Graw-Hill; 1994.

*Note*

*The references/bibliography shall appear in the sequence in which the same are referred in the Dissertation/Project.*



**ACADEMIC ORDINANCE-2013**  
**DOCTOR OF PHILOSOPHY (PhD) PROGRAMME**  
**FIRST AMENDMENT TO THE ACADEMIC ORDINANCES 2013**  
**APPLICABLE FROM ACADEMIC YEAR 2014-15**

**SECOND AMENDMENT TO THE ACADEMIC ORDINANCES 2013**  
**APPLICABLE FROM ACADEMIC YEAR 2015-16**

In the exercise of powers conferred by and in discharge of duties assigned under the relevant provision(s) of the Act and the Statutes of the University, the Academic Council hereby frames the Ordinances as detailed below.

**PRELIMINARY**

**Short Title and Commencement**

- a) These Ordinances may be called PhD Ordinances 2013 of *DIT University* (applicable from the commencement of Academic Session 2013-14) and the *First Amendment to the Ph.D. Ordinances* (applicable from the Academic Year 2014-15) and *Second Amendment* (applicable from the Academic Year 2015-16).

**1. GENERAL**

DIT University (DITU), Dehradun offers academic programmes leading to the award of PhD degree through its Departments/Faculty. The award of PhD degree is in recognition of high academic achievements, independent research contributions and application of knowledge to solve problems in Sciences, Social Sciences, Pharmacy, Engineering, Management, etc.

The academic programme leading to the PhD degree is broad-based and involves a minimum course credit requirement and a *research thesis*. The University also encourages interdisciplinary areas through a system of co-supervision and provides excellent opportunities for such programmes. The University undertakes sponsored research and development projects from industrial and other organizations in the public as well as private sector.

The degree of Doctor of Philosophy (PhD) of the DIT University, Dehradun shall be conferred on a candidate, who fulfils all the requirements specified in these Ordinances, on approval of the Board of Governors on the recommendations of the Academic Council through Board of Management.

1.1. These Ordinances are applicable to the Full Time Research Scholar of PhD program.

*1.1(a) These Ordinances are also applicable to the Part Time Research Scholars of (Ph.D. Programs).*

1.2. Medium of instruction as well as examinations shall be English.

### 1.3. Admission

#### 1.3.1. Eligibility

Students who have passed MTech / MBA / MPharm / MCA / MSc /MPhil/MA or equivalent course with 55% from a University recognized by UGC in relevant disciplines are eligible for admission to PhD programme offered by DIT University. The admissions shall be also subject to any additional academic criteria that may be notified from time to time.

#### *1.3.1 (a) Eligibility for Part-Time Ph.D.*

*DIT Faculty and Staff who have passed MTech / MBA / MPharm / MCA / MSc /MPhil / MA or equivalent course with 55% from a University recognized by UGC in relevant disciplines are eligible for admission to PhD programme offered by DIT University. The admissions shall be also subject to any additional academic criteria that may be notified from time to time.*

#### 1.3.2. Admission Process

The admissions to the full time PhD programmes shall be through counselling based on the merit of qualifying examination, GATE/NET/GPAT/SLET/CSIR or equivalent national examination and/or DIT University Entrance Test (DUET) followed by personal interview.

Candidates are required to present their research interests and proposed research work at the time of interview.

## 2. REGISTRATION

2.1. All Research Scholars are required to register for course work and research.

2.2. The sole responsibility for registration to *is* be on time as specified in the academic calendar in a semester shall be of the *Full Time and Part Time Research Scholar* concerned only.

### 2.3. Registration Procedure

The Competent Authority assisted by the concerned Head of the *Department* shall co-ordinate the registration process.

The registration procedure shall involve:

- i. Payment of fee.
- ii. Filling of the registration form detailing the courses and/or research work to be credited in the course work term.
- iii. Signing of the Registration Roll in the office of the concerned Department.

\* 2.4. **Temporary Withdrawal Procedure**

*A full time Ph.D. Research Scholar may be permitted to withdraw for a maximum period of one semester/ 2 semesters on medical ground and other genuine reasons subject to the following conditions:*

- a) *The Ph.D. scholar has already completed the prescribed Course Work.*
- b) *He has to submit an application addressed to the Vice Chancellor through the Head of the Department and Dean RNC enclosing the medical proof of ailments and other genuine reasons with substantial proof.*
- c) *The Ph.D. scholar has to register in every Semester on payment of 10% of the prescribed Tuition fee.*
- d) *The Teaching Assistantship (if applicable) will be withdrawn during the period of temporary withdrawal.*

*(\* - amended by the Board of Governors at its 3<sup>rd</sup> meeting held on 23.03.2016)*

### 3. UNIVERSITY FELLOWSHIP

- 3.1. Those candidates who are admitted on full-time basis *may be* considered for the award of University Fellowship of the amount as may be decided from time to time under specified terms and conditions.
- 3.2. The Research Scholars getting University Fellowship would be treated as Teaching Associates and are required to take up assigned workload including teaching, laboratory development and research *work* as per University norms.
- 3.3. The maximum duration for which the Fellowship can be awarded to PhD Research Scholars is **3 years** and **6 months** or till the end of the semester in which the Thesis is *to be* submitted, whichever is earlier. The continuation of the Fellowship is contingent on satisfactory academic and research performance as well as discharge of responsibilities assigned under the Fellowship scheme.
- 3.4. In case the attendance of a Research Scholars falls below 75% during a month, he/she will not be paid his Fellowship for that month. However, he/she is expected to take the prescribed workload as assigned.

#### 4. LEAVE RULES

A Research Scholars will be entitled to leave as recommended by the concerned Head of the Department and admissible under HR Ordinances of the University.

#### 5. COURSE WORK

5.1 The course work shall be upto one academic year duration with a minimum of 90 working days. The Academic Calendar for a session shall include dates of Commencement till End of the semester, Mid Term Tests, End Term (Final) Examination, Back Paper Examinations (if any), Term Paper submission, Comprehensive/Composite Viva-voce, last date for submission of marks, date of publication of results, etc.

*5.1 (a) The course work of the Part time Research Scholar shall be completed in one / two semesters depending upon the Academic / Work Load of the Faculty and staff of one academic year duration with a minimum of 90 working days. The Academic Calendar for a session shall include dates of Commencement till End of the semester, Mid Term Tests, End Term (Final) Examination, Back Paper Examinations (if any), Term Paper submission, Comprehensive/Composite Viva-voce, last date for submission of marks, date of publication of results, etc.*

5.2 Initially, the concerned HOD shall act as Course Advisor for guiding the scholars for their course work.

5.3 There should be a list of elective course for Ph.D. Programs. The DRC may recommend three or more number of Departmental PG courses.

*The Full Time Research Scholar should complete 17 credits for PG level courses that include 04 courses with 04 credits each and a seminar course of 01 credit. If a Research Scholar takes admission after obtaining regular MBA / MPharm / MCA / MSc / MPhil / MA, he/she is required to complete minimum of 13 credits with 03 courses of 04 credits each and a seminar course of 01 credit. Out of these courses, the one of Research Methodology subject is compulsory for all except those who have M.Phil. Degree.*

*5.3.1 (a) The Part Time Ph.D. Scholar should complete minimum of 13 credits with 03 courses of 04 credits each and a seminar course of 01 credit. Out of these courses, the one on **Research Methodology** subject is compulsory for all.*

#### 5.4 Continuous System of Evaluation

5.4.1 For evaluation of student's performance, DIT University has opted for Letter Grade System.

5.4.2 In each course work semester, the continual appraisal of the *Full Time Research Scholar* will be carried out through the conduct of one end-semester exam, two mid-term tests of 1 hour, class tests, quizzes and

assignments. The weightage for the various components shall be as follows:

<b>Mode of Appraisal (Duration)</b>	<b>Weightage</b>
End – semester Exam (3 hours)	50%
I mid term test (1 hour)	15%
II mid term test (1 hour)	15%
Quizzes and Class Tests	15%
Home Work Assignments	5%

**Note:** 100% of the above marks will determine the overall grade for the course. It is mandatory for *Full Time Research Scholar* to appear in End-Term Examinations. If they absent themselves from the End-Term Examinations they will be awarded Fail grade ‘F’ for that particular course.

5.4.2 (a) *In each course work semester, the continual appraisal of the Part Time Research Scholar will be carried out through the conduct of one end-semester exam, two mid-term tests, class tests, quizzes and assignments. The weightage for the various components shall be as follows:*

<b>Mode of Appraisal (Duration)</b>	<b>Weightage</b>
<i>End – semester Exam (3 hours)</i>	<i>50%</i>
<i>I mid term test (1 hour)</i>	<i>15%</i>
<i>II mid term test (1 hour)</i>	<i>15%</i>
<i>Quizzes and Class Tests</i>	<i>15%</i>
<i>Home Work Assignments</i>	<i>5%</i>

**Note:** 100% of the above marks will determine the overall grade for the course. It is mandatory for *Part Time Ph.D. Scholar* to appear in End-Term Examinations. If they absent themselves from the End-Term Examinations they will be awarded Fail grade ‘F’ for that particular course.

## **6 EXAMINATION SYSTEM**

- 6.1 The Examination Ordinances shall govern the various examinations including Mid-Term Tests- I & II, End-Term and Practicals.
- 6.2 The examination in each semester will be conducted according to the syllabi approved by the Academic Council. Each course will carry credits as per the approved scheme of courses.

6.3 Only the *Full Time and Part Time Research Scholars* who meet all the technical and procedural requirements to appear in the examination shall be allowed to obtain the Admit Card from the *Registrar/Deputy Registrar's* Office to appear in the examinations.

#### 6.4 Attendance Criteria

6.4.1 *The attendance is mandatory and the research scholars are expected to have 100% attendance, however, the same can be condoned upto 10% on medical grounds or for other genuine reasons beyond the control of the students.*

6.4.1(a) *75% of the attendance is mandatory to appear in the mid-term and end-term examination. However, a relaxation of additional 10% may be granted by the Vice Chancellor for genuine reason such as prolonged periods of hospitalization due to illness.*

6.4.2 To be eligible to appear in final practical examination for a lab course, the students must have completed at least 50% of the total number of experiments in the course.

6.4.3 A *Full Time and Part Time Research Scholar* with attendance falling short of the minimum required (i.e. 75% in normal case and 65% with the permission of the Vice Chancellor) in a course during the semester shall be detained and will be awarded an 'F' Grade in that course regardless of his/her earlier academic performance.

#### 6.5 Back Paper Examination

For courses missed out or those in which the students do not secure pass grades, there exists provision of clearing these through back paper examinations *during the odd / even / summer term as may be announced after registration in the course and payment of the requisite fee.*

The *Full Time and Part Time Research Scholars* with all pass grades and unable to acquire the required CGPA have to appear in the back paper examination for some courses with grade 'C' and 'D' which may be needed to meet the minimum requirement of CGPA as per the Ordinance No. 10.1.

Besides, in order to enable the *Full Time and Part Time Research Scholars* to meet the CGPA criteria, there exists provision for them to improve their CGPA by taking additional courses as may be recommended by the Course Advisor.

The governing guidelines for back paper examinations are summarized below.

- 6.5.1 The back paper examinations will be conducted as per the schedule declared in the Academic Calendar.
- 6.5.2 The *Full Time and Part Time Research Scholars* have to fill the back paper examination form(s) and submit the same in the Examination Section before the deadline. The prescribed back paper examination fee for each paper must be deposited in the Accounts Section.
- 6.5.3 Whenever a *Full Time and Part Time Research Scholar* is permitted to repeat a course, the new letter grade obtained shall replace the old letter grade only if the same is ‘better’ than the earlier grade.
- 6.5.4 In case of *Full Time and Part Time Research Scholars* taking their back paper examination for improving their pass grade, the old grade shall be replaced by new grade only if the grade now obtained is better. In all such cases, the improved grade shall carry ‘imp’ (which stands for **improved** grade) as superscript to distinguish it from the grades secured through other back paper examinations.

## 7 RULES FOR AWARD OF GRADES

- 7.1 *Full Time and Part Time Research Scholars* shall be awarded “letter” grades based upon their performance in examinations and their participation in the course during the semester/trimester/summer term in the form of quizzes, assignments, presentations, viva-voce, etc.
- 7.2 The *relative* “Letter” grades, based upon the overall marks obtained in a course shall be awarded as detailed below:

<b>Grades</b>	<b>Grade Points</b>
A+	10
A	9
B+	8
B	7
C+	6
C	5
D	4
E	2
F	0

- 7.3 A separate minimum of 30% of the highest marks secured in each theory course in the End-Term Examination is essential to award a passing grade in that theory course.
- 7.4 The letter grades in a course shall be assigned on the basis of relative performance among all the students of the batch taking the course.

- 7.5 The grades  $A^+$ ,  $A$ ,  $B+$ ,  $B$ ,  $C+$ ,  $C$ , and  $D$  are all pass grades. The grade ‘F’ is a fail grade. Exposed grade ‘E’ is also treated as a Fail grade. Therefore ‘E’ and ‘F’ are unacceptable grades and the student has to re-appear in the Back Paper Examination in courses in which he/she may have obtained ‘E’ and ‘F’ grades.

## 8 SEMESTER AND CUMULATIVE GRADE POINT AVERAGE (SGPA/CGPA)

The Semester Grade Point Average (SGPA) shall be a weighted average of the grade points earned by a student in all the courses he/she registered in a semester and shall describe his/her overall performance in that semester. The Cumulative Grade Point Average (CGPA) shall indicate the overall academic performance of a student in all the courses registered up to and including the latest completed semester/summer term. If the points associated with the letter grades awarded to a student are  $g_1, g_2, g_3, \dots, g_k$  and the corresponding credits are  $c_1, c_2, c_3, \dots, c_k$ , the SGPA/ TGPA and CGPA shall be given by:

$$\text{SGPA/TGPA} = \frac{\sum_{i=1}^k (c_i g_i)}{\sum_{i=1}^k c_i} \quad ; \quad \text{CGPA} = \frac{\sum_{i=1}^n (c_i g_i)}{\sum_{i=1}^n c_i}$$

where

$k$  = the number of courses for which the Research Scholar has registered during the semester/trimester.

$n$  = No. of all courses completed.

## 9 WITHHOLDING OF THE GRADE REPORT CARD

The grade report card of a *Full Time and Part Time Research Scholars* may be withheld if he/she has not paid his/her dues or if there is any case of indiscipline pending against him/her or for any other valid reasons.

## 10 RESEARCH REGISTRATION

- 10.1 The *Full Time and Part Time Research Scholars* should obtain a minimum CGPA of 6.5 after course work for research registration.

- 10.2 Maximum of **two** semester duration shall be permitted to complete the course work and meet the CGPA criteria.



- 10.3 The *Full Time and Part Time Research Scholars* can be permitted to register for Thesis research work only after their successful completion of course work and formal appointment of their Supervisor(s).

## 11 UNFAIR MEANS

The cases of unfair means shall be dealt with as per the Examination Ordinances of DIT University.

## 12 SUPERVISOR/CO-SUPERVISOR

- 12.1 A *Senior DIT Faculty* shall be eligible to act as Supervisor/Co-Supervisor provided he/she holds a PhD degree in the relevant field, has good publications in reputed scientific/technical journals and who normally meets any of the following criteria:

- (i) Director / *Dean* / HOD / Professors / Associate Professors / Assistant Professors of University are eligible to be Supervisor.
- (ii) Professors / Associate Professors / *Senior Scientific Officers* of reputed institutions like IITs, IISc, NIPER, NITs, *IISER, DST, CSIR, DRDO Labs* etc. and Scientific Officers of renowned universities and national laboratories are eligible to be Co-Supervisor.

- 12.2 A *Full Time and Part Time Research Scholar* may be permitted to have one Co-Supervisor for his/her PhD guidance if necessary.

- 12.3 For appointment of Supervisor(s), the *Full Time and Part Time Research Scholar* shall submit two copies of their bio-data, along with the application for approval of the concerned RDC.

- 12.4 The maximum number of *Full Time and Part Time Research Scholar* who can be registered under a Supervisor at any particular time shall be **eight** for Professor, **five** for Associate Professor and **two** for Assistant Professor with eligibility as mentioned in **Ordinance No. 13.1**.

- 12.5 In case an approved Supervisor/Co-Supervisor later on ceases to act as the Supervisor due to some reasons, the *Full Time and Part Time Research Scholar* may be permitted to choose another Supervisor provided the above mentioned criteria in **Ordinance No. 13.1** are satisfied. *The Full Time and Part Time Research Scholar* may continue his/her registration on the same topic after the recommendation of the concerned RDC.

- 12.6 A Supervisor who retires or leaves the University/Institution may be permitted to continue to guide *Full Time and Part Time Research Scholar(s)*

already registered with him/her, if approved by the RDC, *however, he can nominate a permanent faculty member of the University to act as supervisor of the candidate.*

### 13 CONSTITUTION OF THE RESEARCH DEGREE COMMITTEE (RDC)

1	Dean R&C	Chairman
2	Director / <i>Dean</i> / HOD	Ex- Officio Member
3	One Professor from the concerned department	Member
4	One Professor/Associate professor from a related department	Member
5	Supervisor	Member
6	Co-Supervisor (if any)	Member
7	External Expert	Subject expert

#### 13.1 Change of Supervisor(S)/Change of Topic/Change of Title

If a *Full Time and Part Time Research Scholar* needs to change the topic, title or Supervisor(s) it should be done with the approval of the Chairman-RDC. The *Full Time and Part Time Research Scholar* should apply for the same in the prescribed format (**Annexure 1/Annexure 2**) to Dean R & C. The application from the *Full Time and Part Time Research Scholar* for change of title/topic/Supervisor(s) shall be endorsed by the Supervisor(s)/Co-Supervisor. The same is to be submitted to RDC for final approval.

#### 13.2 Review of Progress by RDC

The *Full Time and Part Time Research Scholar* shall submit and present his/her synopsis of the proposed research work in a prescribed format after successfully completing the course work as mentioned in Ordinance No. 10.1. Once RDC gives its approval, his/her research registration for PhD shall be presumed confirmed w.e.f. the date of approval.

13.3 All the registered *Full Time and Part Time Research Scholars* are required to present their research progress to RDC once every semester and should earn satisfactory ‘S’ grade. If the *Full Time and Part Time Research Scholar* does not attend two consecutive meetings or if he/she earns unsatisfactory ‘U’ grade in **two** consequent RDC meetings, the admission may be cancelled.

### 14 DURATION OF THE RESEARCH PROGRAMME

*Full Time and Part Time Research Scholars* registered for PhD can submit the Thesis after completion of a minimum of **three (03)** years and a maximum of **seven (07)** years from the date of research registration.

#### 14.1 **Thesis Submission**

For Thesis submission, *Full Time and Part Time Research Scholar* should have:

- (i) Completed his/ her course work with a CGPA of **6.5** or higher.
- (ii) Published/accepted normally three research papers including **one** international reputed journal paper or **one** published patent in lieu thereof.
- (iii) Permission from RDC for Thesis submission.

### 15 **OPEN SEMINAR PRESENTATION**

15.1 After certification by the Supervisor(s) that the Research Scholar has completed his/her research work, he/she shall be required to make presentation of the research work before RDC for approval for Thesis submission.

15.2 A Research Scholar has to submit **six (6)** copies of extended abstract of his/her Thesis duly certified by the Supervisor(s) to the COE at least **two** months before the actual submission of the PhD Thesis.

15.3 The Research Scholar must present 'open' seminar on his/her research work. Here, the Faculty and Research Scholar are permitted to attend the seminar along with members of the RDC. The seminar should be presented at least **one** month prior to submission of Thesis to the COE.

### 16 **GUIDELINES FOR WRITING THESIS**

#### 16.1 **Size:**

The Thesis should be printed on **A4** size paper.

#### 16.2 **Paper, Typing and Format:**

16.3 Bond paper should be used for the preparation of the Thesis. Typing should be done using font type Times New Roman in size **12**.

#### 16.4 **Cover Page and Binding:**

The Thesis shall be properly bound, using hard cover in **blue colour**. Template for layout of the bound front cover and inside cover page shall be shown in **Annexure-3**.

#### 16.5 **The matter covered under various heads before the main body of the Thesis:**

The cover page in black and white shall be the first page of the Thesis. The contents would be preceded by the various certificates as indicated on next page.

- **Undertaking by Research Scholars (Annexure-4)**
- **Certificate signed by the Supervisor(s) (Annexure-5)**
- **Certificate signed by the Co-Supervisor (if any) (Annexure-6)**
- **Acknowledgements**
- **Abstract**
- **List of Tables, Figures and Photographs**

**(The page numbering before starting of the main body shall be in roman numerals)**

## 16.6 Contents

As usual, it is meant to provide index for various chapter sections and subsections for reference.

## 16.7 Arrangement of Chapters

Normally, starting with chapter on Introduction, it is to be concluded with chapter on Conclusion and Recommendations for Future Work followed by References.

16.7.1 The references shall normally appear in the sequence in which the same are referred in the Thesis. The references shall be incorporated in the format shown below:

(i) **Standard journal article**

Vournas C. D., “Second order hydraulic turbine models for multi machine stability studies”, IEEE Transactions on Energy Conversion, **Vol 5, pp.239-44, 1990.**

(ii) **Books**

Kundur P., “Power system stability and control”, New York: McGraw-Hill; **1994.**

(iii) **Conference proceedings**

Singh S. P, Nand Kishor, R. P. Saini, “Nonlinear decentralized robust governor control for hydro turbine-generator sets of multi-machine system”, Proceedings of 3rd World Congress on Intelligent Control and Automation, **vol. 1, Feb 15-17, 2014, pp. 45–52, 2000.**

## 16.8 List of Publications of Research Scholar

## 16.9 Brief Resume of Research Scholar

## 17 SUBMISSION OF THESIS

17.1 **Six (6)** copies of Thesis in bound form are to be submitted to Controller of Examination (COE) after approval by the RDC along with an **application and no dues clearance from the University.**

17.2 The Supervisor(s) of the Research Scholar shall submit the list of **nine (9)** examiners for exam panel to the COE, for the purpose of adjudication of the Thesis. The Panel of Examiners shall include the names of Supervisor(s), **three** experts from IITs/NITs/IISc/Scientific officers of national laboratories or other renowned institutions and **three** experts from foreign universities. The COE will forward the list of the examiners for finalization of Thesis examiners to the Vice Chancellor within a **fortnight.**

**NOTE: In case the Research Scholar does not submit the Thesis within three months from the date of submission of the extended abstract, the panel may be reconstituted at the discretion of the Vice Chancellor.**

### 17.3 Thesis Processing

(i) The Research Scholar shall be required to submit anti-plagiarism undertaking on a Rs.10 non-judicial stamp paper.

(ii) A soft copy of Thesis in word format should be submitted to Dean R&C. The Thesis shall be checked by the Dean R&C using plagiarism software for ensuring originality of the submitted Thesis contents.

(iii) If any text strings/figures/tables are found to be copied or dubious without proper acknowledgement of the source, the Thesis has to be returned for appropriate revision before submitting the hard copies to COE.

## 18 ADJUDICATION OF THE THESIS

18.1 The Thesis shall be evaluated independently by **three** external examiners (**two** from India preferably from IIM's/IIT's/IISc/Central Universities/other renowned institutions and **one** from abroad) as well as Supervisor(s).

18.2 The external examiners for PhD Thesis defence shall be selected by the Vice Chancellor normally all from the panel *duly recommended by DRC. They must have expertise in the subject area.*

18.3 The examiners are required to submit their reports covering the following details:

- (a) Main features of research work.
- (b) Detailed report with critical evaluation.
- (c) Their definite recommendations for selecting one of the following options:
  - i. The Thesis attains the standard required for the award of the PhD degree.
  - ii. The Thesis requires minor revision which may be incorporated as suggested by the examiner but requires no further review.
  - iii. The Thesis requires major revision and re-submission for re-evaluation by the concerned examiner.
  - iv. The Thesis is rejected.

18.4 If any examiner reports major revision with adverse recommendations/suggestions for modification, the report shall be forwarded to Research Scholar and his/her Supervisors. The Research Scholar would be expected to submit his/her response, which in turn would be forwarded to the concerned external examiner. The final reports now received from the reviewing examiners would be again considered along with earlier recommendations of other examiners for final decision regarding holding of Viva-Voce examination.

## **19 REVISION AND RESUBMISSION OF THESIS**

19.1 If only **one** examiner rejects the Thesis, the negative observations made by the examiner shall be forwarded to the Supervisor(s) and also to the Research Scholar for their justification/clarification. After receiving their justification/clarification, the Viva-Voce examination may be conducted as per the discretion of the Vice Chancellor.

19.2 If **two or more** examiners reject the Thesis, the Research Scholar shall be required to revise and re-submit his/her Thesis normally after **one** year, which then will be sent for evaluation again preferably to the same examiners. The Vice Chancellor may use his discretion to change the external examiner as may be deemed fit. If the Thesis is now accepted by the examiners with no more than one dissent, it will be accepted for holding the Viva-Voce examination.

19.3 The Thesis shall be summarily rejected if two or more examiners reject the Thesis again.

19.4 Research work that has been rejected may be resubmitted after revision within **12 to 18** months.

## **20 VIVA-VOCE EXAMINATION**

### **Panel for Thesis Viva-Voce Examination**

Separate panel shall be constituted for each faculty/ department.

1	Dean R&C	Chairman
2	Director/ Dean/ HOD/ Professor/Associate Professor of concerned Faculty/ Department	Member
3	One external examiner from within India who has evaluated the Thesis	Member
4	Supervisor (Internal Examiner)	Member
5	Co- Supervisor (if any)	Member
6	One faculty member, preferably Professor/Associate Professor in relevant/ related area)	Member

20.1 The Controller of Examination will schedule the Viva-Voce examination in consultation with the above panel of examiners.

20.2 The Viva-Voce examination shall be open to faculty and students as observers and for possible queries at discretion of the Chairman.

20.3 The report of Viva-Voce examination duly signed by all panel members should be forwarded to the COE with recommendation for the Research Scholar's work as "**SATISFACTORY OR UNSATISFACTORY**".

20.4 If the Viva-Voce examination panel reports "**UNSATISFACTORY**", the Research Scholar shall reappear for the Viva-Voce Examination after three months. The Research Scholar shall be recommended for award of PhD only after his/her work is found to be satisfactory.

## **21 AWARD OF DEGREE**

The Research Scholars shall be declared eligible for the award of degree of Doctor of Philosophy in their respective disciplines only after completion of the course work with minimum CGPA of **6.5** and earning of satisfactory grade 'S' in their Thesis Viva-Voce examination.

## **22 DEPOSITORY WITH UGC**

On successful completion of the evaluation process and announcement of the award of PhD, the COE shall submit a soft copy of the PhD Thesis to UGC within a period of 30 days, for hosting in INFLIBNET, an open source data base accessible to all Institutions/universities.

- 23 The University reserves the right to alter the Ordinances from time to time as and when necessary.
- 24 In case of any doubt or ambiguity in the interpretation of the above or the aspects not covered here, the decision of the Vice Chancellor shall be final.

***ANNEXURES***

**Annexure I** Application for the change of Supervisor(s)

**Annexure II** Application for change of Title/Topic

**Annexure III** Cover Page Template

**Annexure IV** Undertaking by Research Scholars

**Annexure V** Supervisor's Certificate

**Annexure VI** Co- Supervisor's Certificate.



**DIT UNIVERSITY, DEHRADUN**

**APPLICATION FOR CHANGE OF SUPERVISOR/CO-SUPERVISOR**

1. Name of the Research Scholar \_\_\_\_\_
2. Address \_\_\_\_\_
3. Date of the Programme \_\_\_\_\_
4. Date of admission \_\_\_\_\_
5. Date of research registration \_\_\_\_\_
6. Name of existing Supervisor with designation and address \_\_\_\_\_
7. Name of the new Supervisor or Co-Supervisor with designation and address \_\_\_\_\_

**(Bio-data of New Supervisor (s) with relevant documents to be enclosed)**

I hereby accept to work under the new Supervisor / Co-Supervisor and I understand that any further request for change of Supervisor / Co-Supervisor will not be permitted by the University.

**Signature:** .....

**Name:** .....

**(Research Scholar)**

<p><b>I have No Objection for change of Supervisor</b></p> <p>Signature of existing Supervisor with seal</p>
--

<p><b>I accept to act as Supervisor</b></p> <p>Signature of New Supervisor with seal</p>
--

<p><b>I have No Objection for change of Co-Supervisor</b></p> <p>Signature with existing Co-Supervisor with seal</p>
--

<p><b>I accept to act as Co-Supervisor</b></p> <p>Signature of existing Co-Supervisor with seal</p>
---

**Remarks by RDC:**

**Signature of Chairman RDC**

DIT UNIVERSITY, DEHRADUN

**APPLICATION FOR CHANGE OF TITLE/ TOPIC**

1. Name of the Research Scholar \_\_\_\_\_
2. Address \_\_\_\_\_  
Admission/ Registration No. \_\_\_\_\_
3. Name of the Program \_\_\_\_\_
4. Date of admission \_\_\_\_\_
5. Date of research registration \_\_\_\_\_
6. Name of Supervisor with \_\_\_\_\_  
designation and Address \_\_\_\_\_
7. Name of the Co-Supervisor with \_\_\_\_\_  
designation and Address (if any) \_\_\_\_\_
8. Title of the approved research \_\_\_\_\_  
Topic \_\_\_\_\_
9. Progress of Research work completed \_\_\_\_\_
10. Title of new research topic \_\_\_\_\_

I hereby understand that any further change of research Title/ Topic will not be permitted by the University.

**Signature:** .....

**Name:** .....  
**(Research Scholar)**

**Signature with seal:** .....

**Name:** .....  
**(Co- Supervisor)**

**Signature with seal:** .....

**Name:** .....  
**(Supervisor)**

**Remarks by RDC:**

A Thesis

on

***TOPIC***

Submitted for the award of Degree of

***DOCTOR OF PHILOSOPHY***

in

***Name of the Discipline***

Submitted By

***Name of Research Scholar***

Under the Supervision of

***Name of the Supervisor(s)***

(with Designation and affiliation)



**DIT UNIVERSITY, DEHRADUN, INDIA**

**Month & Year**

(of Thesis submission)

**DIT UNIVERSITY, DEHRADUN**

**UNDERTAKING**

This is to certify that the Thesis entitled “.....” in partial fulfillment of the requirement for the award of the **Degree of Doctor of Philosophy (Ph.D.)** in....., submitted to **DIT University, Dehradun, Uttarakhand, India**, is an authentic record of bonafide research work I have carried out. The matter embodied in this Thesis has not been submitted for the award of any other degree/diploma elsewhere.

*The assistance and help received during the course of this investigation have been acknowledged.*

**Signature:** .....

**Name:** .....  
**(Research Scholar)**

**Roll No:** .....

**Date:**

**Place: Dehradun**

DIT UNIVERSITY, DEHRADUN

CERTIFICATE

This is to certify that the Thesis entitled “.....” in partial fulfillment of the requirement for the award of the **Degree of Doctor of Philosophy (Ph.D.)** in....., submitted to **DIT University, Dehradun, Uttarakhand, India**, is an authentic record of bonafide research work carried out by Mr./Ms.....Roll No.....under my supervision and guidance. The matter embodied in this Thesis has not been submitted for the award of any other degree/diploma elsewhere.

*The assistance and help received during the course of this investigation have been acknowledged.*

Signature: .....

Name: .....  
(Supervisor)

*Date:*

*Place: Dehradun*

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Signature: .....

Name: .....  
(Co-Supervisor)

*Date:*

*Place: Dehradun*

## DISCIPLINE ORDINANCES-2013

In the exercise of powers conferred by and in discharge of duties assigned under the relevant provision(s) of the Act and the Statues of the University, the Academic Council hereby frames the following Ordinances, namely:

### PRELIMINARY

#### Short Title and Commencement

- a. These Ordinances may be called Discipline Ordinances 2013 of DIT University. These Ordinances are applicable to the Full-Time students (including working professionals) of all programs Under-Graduate, Post Graduate, Integrated Dual Degree, Lateral Entry and Doctoral Programs.
- b. A participant of the programme is a student who is duly admitted to the University and who has registered himself/herself for a programme of study and attends the same.
- c. Ordinances shall come into force with effect from the commencement of the Academic Session 2013-14.

### 1. DISCIPLINE RULES TO BE OBSERVED BY THE STUDENTS ADMITTED

- 1.1 All the students admitted in the University will have to observe and abide by the discipline rules prescribed by the University and he/she will submit to the disciplinary jurisdiction of the Vice Chancellor and other competent officers or authorities or bodies of the University as the case may be and in this respect he/she has to submit the declaration in the Proforma attached herewith as **Annexure I**.
- 1.2 The student will also be required to give an undertaking in the Proforma attached herewith as **Annexure-II** to be filled up and signed by the candidate and his parent/guardian to the effect that he/she is aware of the University's Anti-Ragging Policies and the punishment to which he/she shall be liable, if found guilty of Ragging.

### 2. DISCIPLINE RULES TO BE OBSERVED BY THE STUDENTS WITHIN OR OUTSIDE THE CAMPUS OF THE UNIVERSITY

- 2.1 Every student must carry his/her Identity Card which should be produced when demanded.

- 2.2 It is mandatory for the students to attend the classes, sessions, co-curricular and extra-curricular activities etc. on all working days from the start to the end of the term/semester/trimester. Absence due to illness or unavoidable circumstances shall be considered only if the application is supported with medical certificate in case of illness and/or leave application form from the parent is submitted to the competent Authority.
- 2.3 Students are expected to behave in a responsible manner and abstain from chatting amongst themselves while the class is in progress.
- 2.4 Students are expected to be polite individually or in groups and show respect to the faculty/ staff of the University.
- 2.5 Any indiscipline and misbehavior in class or in the Campus or in the University/Public Transport or even outside the Campus would warrant disciplinary action against the student(s).
- 2.6 Any action of any individual, group or a wing, which amounts to interference in the regular administration of University, is prohibited. Disciplinary actions will be initiated against such student(s).
- 2.7 Causing dis-figuration or damage to the property of the University or belongings of faculty/staff members or students is prohibited.
- 2.8 No student shall indulge in any activity that might be illegal or may lead to disorderliness.
- 2.9 No student shall be in possession of liquor, drugs or any intoxicating materials, nor would consume such things.
- 2.10 Smoking cigarettes/ chewing *pan* or tobacco or *gutkha* is strictly prohibited.
- 2.11 Indecent behavior in any form will not be tolerated.
- 2.12 Use of mobile phone is strictly prohibited in the classrooms, corridors, or anywhere in the Academic and Administrative area.
- 2.13 Activities like video shooting, photography, playing musical instruments and listening to radio, tape recorder loudly, etc. are prohibited on the Campus except with the permission of the Competent Authority.
- 2.14 The students are expected to be in the class rooms/laboratories or any place of study on time prior to the commencement of the study.
- 2.15 Use of helmet is compulsory for everyone who rides a two-wheeler to and from the Campus. Violation of traffic rules by any one jeopardizing orderly



traffic and safe journey on the road is prohibited and is subject to disciplinary action.

- 2.16 On uniform-days, every student will wear uniform with decent shoes. No students will be permitted to attend classes without proper uniform. First year students will wear proper uniform on all working days. On non-uniform days students will wear decent clothes and shoes. Multi-pocket jeans, Caprees, Low waist pants, slogan printed T-Shirt and slippers are not permitted in the Campus.
- 2.17 Any form of ragging anywhere within the campus, outside or while traveling is strictly prohibited.
- 2.18 Any kind of misuse of Internet, Intranet or computer software, Mobile etc. is strictly prohibited.
- 2.19 Disobeying any instructions issued by the Competent Authorities will be considered as an act of indiscipline.
- 2.20 Possession or use of firearms, fireworks, explosives, weapons, or items deemed to be weapons of any description are strictly prohibited.
- 2.21 Gambling and betting (offline or online) for money or other items of value on University premises, including but not limited to, playing cards, chain business (Multi Level Marketing) or other games of chance or skill for money or other items of value.
- 2.22 Failure to comply with directions of University officials or disorderly abusive conduct towards University officials discharging their duties.
- 2.23 Misuse of fire safety equipment, setting fires, failure to evacuate the building during a fire alarm or violation of any fire safety policy are strictly prohibited.
- 2.24 Misuse of social networking sites is prohibited.
- 2.25 Any offensive or derogatory conduct or comments by the students reflecting bias towards gender/caste/creed/region/color, etc. or which creates sense of intimidation, harassment or which represents violation of the rights or opportunities of the victim(s) will be dealt with severely.
- 2.26 Any students who makes unwelcome sexual advances or any other unwelcome verbal or written communication with sexual connotation will be liable for strict punishment.

2.27 The use of phone, email or any other method designed to transmit messages or materials of an explicit sexual nature/objectionable communication is considered as criminal offence and will be dealt with severely.

2.28 Participation in political activities by any student is strictly prohibited.

2.29 The items which are not covered above and which the Competent Authorities considers as an act of indiscipline under these Ordinances.

### **3. DISCIPLINE RULES TO BE OBSERVED IN THE HOSTELS OF THE UNIVERSITY OR THE HOSTELS MANAGED BY THE UNIVERSITY**

3.1 In the hostel the students are expected to conduct themselves in a manner, which will not cause offence and inconvenience to other hostellers.

3.2 The students must observe complete discipline inside the hostel premises and see that no wasteful, improper and destructive use is made of amenities such as water, electricity, furniture, etc. The students shall be responsible for any damage done in the building or any other articles in the hostel, and will be required to pay for the damages as decided by the Competent Authority.

3.3 Each student must ensure that his/her action does not lead to breach of privacy or cause inconvenience to other residents of the hostel.

3.4 The student must observe decent behavior in such a way that it will not cause disturbance of any kind to his/her fellow residents.

3.5 No hostellers are permitted to keep any motorized vehicle on campus or anywhere in Dehradun.

3.6 Students shall be in the Campus/Hostel premises by the designated time as decided by the competent authority.

3.7 No waste paper or rubbish would be thrown around/in the hostel. When the student(s) goes out of the room, he/she must ensure that the lights are switched off.

3.8 A student shall only occupy the room when seat is allotted to him/ her in the hostel and shall not change the same without permission.

3.9 Hostel student shall not stay overnight out of the hostel without the permission of official designated by the Competent Authorities. Permission for such requirement shall be sought in writing, indicating the address with the telephone number at which the student will be spending night.

- 3.10 Under no circumstances, the boys and girls are permitted to enter the rooms of each other.
- 3.11 Ragging in the hostel and on the Campus is strictly prohibited. Any student indulging in this will be liable to be punished as prescribed against Ragging.
- 3.12 Gambling, possession and usage of alcoholic drink and narcotics anywhere within the hostel premises or Campus is strictly prohibited. This is in accordance with the legal requirements of the state, and breach of this clause under state laws will be dealt with according to law.
- 3.13 No celebrations or social gatherings shall be held in the hostel premises without the prior permission of the Competent Authorities.
- 3.14 Silence period must be observed from 10.30 pm to 6.00 am by hostelers.
- 3.15 All complaints about the staff working in the hostel shall be made to the warden and under no circumstances the students will abuse or assault the staff.

#### **4. GENERAL RULES FOR THE HOSTEL**

- 4.1 Hostel seat is not a right. It is a privilege which demands disciplined behavior from the inmates at all times. The hostelers must attend all classes and appear in all tests and exams. They must abide by all hostel rules and Ordinances in letter and spirit.
- 4.2 Hostel seats are available in limited numbers and therefore the same will be allotted on the basis of First-Come-First-Served and attendance to first year/second year lateral entry students and continuing students respectively.
- 4.3 Hostel accommodation will be made available to a student only for the stipulated actual duration of the course. Students must vacate their rooms at the end of each academic year and hand over the rooms to the hostel in charge.
- 4.4 The student will be required to sign the receipt of the items of furniture and fixtures to be used by them. They will be responsible for any damage to any furniture and fixtures or the property of the rooms. While leaving the room at the end of the semester, every student shall handover the charge of the furniture and other provisions in the room to the warden.
- 4.5 Students desiring to reserve their seats for the next semester must submit their applications for readmission in prescribed form to the warden after notification.

- 4.6 If the student locks the room with private lock and leave for vacation, the warden shall have right to open the lock and take possession of the room.
- 4.7 The final year students should vacate the hostel within 3 days after the date of completion of the final examination failing which the Warden will have the authority to take possession of the room and shift the belongings of the students in the cloak room.
- 4.8 Security of students' belongings is their own responsibility. The students have to make sure that they lock the rooms properly before they leave their room. Any theft should immediately be reported to the Warden and Competent Authority.
- 4.9 The officials of the University have the right to inspect any hostel room at any time.
- 4.10 No guest will be allowed to stay overnight in the hostel rooms.
- 4.11 Non-resident students are not permitted to enter the hostel without prior permission of Competent Authority.
- 4.12 All the visitors including non-resident students should record their details of visits in the register kept at the hostel reception.
- 4.13 Food will not be served in the hostel unless a student is sick and unable to move out to the dining room.
- 4.14 The student at the time of admission will get name of the local guardian approved by his/her parents in the prescribed proforma.
- 4.15 All cases of sickness must be reported immediately to the warden/Competent Authority. This is a joint responsibility of the sick student and his/her roommate and those in the adjoining rooms. Emergencies or accidents should also be immediately reported to Wardens and Chief Warden.
- 4.16 The University has right to change the allocation of rooms or get the rooms vacated anytime if exigency Demands.
- 4.17 The visiting hours of the guardian of the student will be determined and during that period only the guardian/local guardian can meet the student in the designated areas.
- 4.18 The University reserves right to change any or all the rules without prior notice.

- 4.19 Students should be punctual for meal and must be properly dressed while dining.
- 4.20 Students are neither permitted to use private electrical appliances nor would tamper with electrical fittings provided in the rooms.
- 4.21 Intoxicants, Liquor, Tobacco, Explosive and/or Weapons (knife etc.) cannot be kept/stored by the student in the hostel premises. Burning crackers, playing with colors and celebration of birthday party etc. is prohibited within the hostel premises.
- 4.22 Student should have smart bearing when going out of the hostel always using dress befitting the occasion and place of visit.
- 4.23 Discussion on ladies, politics and religion is completely forbidden in the hostel, dining hall and cafeteria.
- 4.24 Student taking part directly/indirectly in any movement or agitation or strike in the University for any reason whatsoever will be punished, rusticated or expelled from the University, which in the opinion of the Competent Authority is subversion of the University discipline.

## **5. ADDITIONAL HOSTEL RULES FOR THE GIRLS**

- 5.1 No visitor will be invited to take part in meeting or a function without prior permission of Competent Authorities.
- 5.2 In case student desires to stay out of the hostel for the night or leave the station, she should apply to the Chief Warden in writing along with recommendation of local guardian or parents and obtain necessary permission.
- 5.3 No other person(s) will be allowed to enter the premises of the hostel without the permission of the warden except the local guardian and the parents during the prescribed time. The meeting will only take place in the lobby of the hostel.
- 5.4 No student will be permitted to enter the hostel after the roll call unless she produces a written permission obtained from the warden, which will be on the basis of there quest made either by the local guardian or parent.
- 5.5 Even during prescribed time for visit, the concerned visitors have to make entry in the register kept for the same.

## **6. PROCEDURE TO DEAL WITH SEXUAL HARASSMENT**

6.1 “Sexual Harassment” includes any unwelcome sexually determined behaviour, whether directly or by implication and includes physical contact and advances, a demand or request for sexual favors, sexually-coloured remarks, showing pornography or any other unwelcome physical, verbal or non-verbal conduct of sexual nature. Besides it includes the following:

6.1.1 Unwelcome sexual advances requests for sexual favors, and verbal or physical conduct of a sexual nature are made, either implicitly or explicitly, academic performance, extracurricular activities, or entitlement to services opportunities at the University.

6.1.2 When unwelcome sexual advances, and verbal, non-verbal and/or physical conduct such as loaded comments, remarks or jokes, letters, phone calls or e-mail, gestures, exhibition of pornography, lurid stares, physical contact, stalking, sounds or display of a derogatory nature have the purpose and/or effect of interfering with an individual’s performance or of creating and intimidating, hostile, or offensive environment.

6.1.3 When deprecatory comments, conduct or any such behaviour is based on the gender identity/sexual orientation of the person and/or when the classroom or other public forum of the University is used to denigrate/discriminate against a person or create a hostile environment on the basis of a person’s gender identity/sexual orientation.

### **6.2 Establishment of Women Welfare Committee**

6.2.1 The Vice-chancellor shall constitute Women Welfare Committee to check the menace of sexual harassment & violence against women at their workplace. The qualifications, tenure, terms and conditions of the chairperson and members of the committee shall be determined by the Vice-chancellor. The chairperson of the committee shall be a woman appointed by the Vice-Chancellor from the Senior Professors of the University.

6.2.2 This committee will deal with all the cases of sexual harassment elaborated in the clause 6.1 and the recommendation of the committee on punishment shall be forwarded to the Vice Chancellor, whose decision shall be final.

6.2.3 Punishment/disciplinary action for sexual harassment may be in form of following:

- Warning
- Written apology
- Bond of good behavior
- Debarring entry into a hostel/campus
- Suspension for a specified period of time
- Withholding results
- Debarring from exams
- Debarring from holding posts
- Expulsion
- Denial of admission
- Declaring the harasser as “persona non gratia” for a stipulated period of time
- Any other punishment as may be warranted by the case.

## **7. PROCEDURE TO BE FOLLOWED FOR IMPOSING PENALTIES**

7.1 For disobeying any disciplinary rules, the Competent Authority will take disciplinary action against the student concerned. There shall be separate procedure for imposing minor penalty and major penalty. The following act of indiscipline on the part of the student shall be subjected to the major penalties:

- i. Damaging the property (movable or immovable) of the University.
- ii. Indulging in violence within or outside the Campus including instigating the violence.
- iii. Indulging himself/herself in consuming alcoholic beverages and criminal acts like consuming drugs, gambling within or outside the Campus including instigating the other students for such action.
- iv. Ragging within or outside the Campus.
- v. Any act which deteriorate the overall academic ambiance in the Campus.

- vi. Theft of University property or the property of the other students, staff or any other person on the Campus.
- vii. Any other acts not covered above and which the Competent Authority deems as gross misconduct.

## **8. PROCEDURE FOR IMPOSING MAJOR PENALTIES**

8.1 For imposing the major penalty as defined above, the following procedure will be followed:

- i. As soon as the information about an act of indiscipline is brought to the notice of the Competent Authority, the student concerned will be suspended and shall not be allowed to attend the classes/ practical or any other academic and extra-curricular activities.
- ii. The Vice Chancellor will refer the case to Proctorial Board which shall submit its report within four days after inquiring the details by inviting student(s), parent(s) and will record the statements. They will also examine the other witnesses and record their statement. The Proctorial Board will also examine the circumstantial evidences. On the basis of the report of the Proctorial Board, if the Vice Chancellor feels that the charges leveled against the student fall under the category of major penalty then the case shall be referred to the University Disciplinary Committee constituted by the Vice Chancellor. The Board's recommendations shall be submitted to the Vice Chancellor for his final decision. The Proctorial Board will ensure giving of opportunities to the accused for their explanation and defense.

## **9. THE MAJOR PENALTY INCLUDES FOLLOWING**

- i. In case of criminal act or moral turpitude, the initiation of police action against the student(s).
- ii. Prohibiting the student concerned from appearing in the course/classes or various Examinations.
- iii. Suspension of the student(s) for a semester or more.
- iv. Rustication from the University for a specified period.
- v. Expulsion from the University.
- vi. Any other penalty.
- vii. If the individuals committing or abetting 'Ragging' are not identified, collective punishment could be executed to act as a deterrent punishment



and to ensure collective pressure on potential ‘Raggers’. In case the student is involved in any kind of ragging and is punished, the same shall be mentioned in his/her Character Certificate.

#### **10. THE MINOR PENALTY INCLUDES FOLLOWING**

For any other act of indiscipline not covered above, the Competent Authority will take action against the student concerned and impose minor penalty after hearing the student concerned and also other persons directly or indirectly involved.

#### **11. THE NATURE OF MINOR PENALTIES WHICH CAN BE IMPOSED**

- i. Warning
- ii. Giving special assignments
- iii. Imposing fine
- iv. Putting the student on conduct probation for appropriate period of time
- v. Prohibiting the student from appearing in limited number of courses in test/exams
- vi. Rusticating student for attending classes for a period not more than one week
- vii. Community service for specific hours
- viii. Restitution i.e. repair or replacement of property damaged by the student
- ix. Any other appropriate penalty.

#### **12. RAGGING**

Any disorderly conduct whether by spoken words or written or by an act which has the effect of teasing, or handling with rudeness any other student, in rowdy or undisciplined activities which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher or a junior student or asking the students to do any act or perform something which such student will not do in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or a junior student.

### **13. CONSTITUTION OF ANTI-RAGGING BODIES**

#### **13.1 Anti-Ragging Committee**

The Anti-Ragging Committee shall be headed by the Vice Chancellor and shall consist of representatives of faculty members, parents, students belonging to the freshers' category as well as seniors and non-teaching staff. It shall monitor the anti-ragging activities in the institution, consider the recommendations of the Anti-Ragging Squad and take appropriate decisions, including spelling out suitable punishments to the found guilty.

#### **13.2 Anti-Ragging Squad**

The Anti-Ragging Squad shall be nominated by the Vice Chancellor with such representation as considered necessary and shall consist of members belonging to the various sections of the campus community. The Squad shall have vigil, oversight and patrolling functions. It shall be kept mobile, alert and active at all times and shall be empowered to inspect places of potential ragging and make surprise raids on hostels and other host posts. The Squad shall investigate incidents of ragging and make recommendations to the Anti-Ragging Committee and shall work under the overall guidance of the said Committee.

#### **13.3 Anti-Ragging Students Squad**

Anti-Ragging students Squad shall be nominated by Dean (SW), Chief Warden and Proctorial Board and shall consist of the student members belonging to the senior batches. These students shall keep constant vigil and will be moving around premises and nearby areas of university. They will also be involved in conduct of counseling wherever required and will facilitate activities like “**Batch Meet**”, “**Freshers' Party**” for making Senior-Junior interaction smooth and positive. They will be making particularly senior students aware of the dehumanizing effect of ragging, and the approach of the university towards those indulging in ragging. In case of likelihood of any unwanted activity they will report to competent authority at the earliest.

#### **13.4 Mentoring Cell**

Mentoring Cell comprises Vice Chancellor, Pro-Vice Chancellor, all Directors, Heads of Departments, Dean (SW), Chief Proctor, Proctorial Board and Student Counselor. The cell is assigned responsibility of conduct of orientation programme and counseling sessions. This cell shall also review the efforts made by the university to publicize Anti-Ragging measures, cross-verify and receipt of undertakings from students and their parents/guardians every year. It shall act as prime mover to facilitate implementation of Anti-Ragging measures.

#### **14. PUNISHMENT FOR RAGGING DEPENDING UPON THE GRAVITY OF THE OFFENCE**

- i. Lodging FIR against offender.
- ii. Rigorous Imprisonment for up to 3 years (under the court of law).
- iii. Fine up to Rs. 2,50,000 (up to Rs 2.5 lakh)
- iv. Rustication from the University for varying periods.
- v. Expulsion from the University and consequent debarring.
- vi. Cancellation of Admission.
- vii. Suspension from attending classes.
- viii. Withholding/withdrawing of scholarship/fellowship and other benefits.
- ix. Debarring from appearing for any test/examination/placement activities organized by the University.
- x. Withholding of results.
- xi. Debarring from representing the University in any National or International meet, tournament and festival.
- xii. Suspension / Expulsion from the hostel.

#### **15. DISCIPLINARY PROCEEDINGS**

Disciplinary proceedings are conducted based on the nature of violation. The following Disciplinary Committees are set up for smooth functioning of DIT University.

##### **A. Proctorial Board**

- a. Chief Proctor - Chairman
- b. Proctors representing various Faculties/Departments

Proctorial Board shall serve as a standing disciplinary committee. All matters of indiscipline will be examined and decide whether to investigate on its own or refer to other appropriate Discipline Committees in place. In case the matter is disposed off by the Proctorial Board itself the Board recommendations would be submitted to the Vice Chancellor for his decision.

##### **B. Departmental Discipline Committee**

- a. Head of the Department (Concerned Department) - Chairman

- b. Two Senior Faculty (Concerned Department)
- c. Class Coordinator (s) concerned
- d. Associate Dean, Student Welfare
- e. Faculty/Department Proctor (if any)

It deals with the disciplinary issues related to general conduct of students in the class rooms, laboratories and departmental premises. If the violations are more serious in nature, this committee will forward the matter to the Proctorial Board.

**C. Hostel Discipline Committee:**

- a. Chief Warden - Chairman
- b. Associate Dean Students Welfare
- c. Two Wardens (one from the concerned hostel)

It deals with the minor disciplinary issues related to the hostel affairs.

**D. University Discipline Committee:**

- a. Director, Academic Administration - Chairman
- b. Dean, Student Welfare
- c. Chief Proctor
- d. Chief Warden
- e. Two Senior Faculty Members (including one Head of the Department of the concerned Department) to be appointed by the Vice Chancellor.
- f. Registrar – Member Secretary

The Committee shall deal with all major acts of indiscipline referred by Proctorial Board.

## 16. HONOR CODE FOR STUDENTS

Honor code for students of DIT University is as under:

- I shall uphold the honour and image of DIT University at all times.
- I shall never use any unfair means or involve in plagiarism.
- I shall be punctual and always come well prepared for the class. I shall be attentive in the class and never indulge in daydreaming and boasting.
- I shall not hesitate to give my views/new ideas freely.
- I shall display selflessness, team spirit and cooperation.
- I shall be honest and truthful in all dealings.
- I shall never involve/indulge in sycophancy and manipulation.
- I shall be respectful and obedient to our teachers and other staff.
- I shall maintain highest standards of discipline and social grace at all times.
- I shall be making continual endeavor for self improvement by pursuing self learning.
- I shall shun all parochial tendencies based on caste, religion, race and gender.

**Declaration to be submitted by the students admitted to Different  
Programmes of the University**

**DECLARATION**

I, \_\_\_\_\_ admitted in \_\_\_\_\_  
of the University of \_\_\_\_\_ under DIT University  
hereby declare and undertake that I will abide by the disciplinary rules of the  
University prescribed under the relevant Ordinances which I have already gone  
through failing which I know I am subjected to the major / minor penalties as the  
case may be.

Date: \_\_\_\_\_

Place: Signature of the student

Name of the student: \_\_\_\_\_

Signature of the Parent: \_\_\_\_\_

Name of the parent: \_\_\_\_\_

**Undertaking for not involving himself/herself for ragging**

**DECLARATION**

I, \_\_\_\_\_ admitted in \_\_\_\_\_  
of the University of \_\_\_\_\_ under DIT University hereby  
declare and undertake that I am aware of the University's approach towards  
ragging and the punishment to which, I shall be liable, if found guilty of ragging.

Date: \_\_\_\_\_

Place: Signature of the student

Name of the student: \_\_\_\_\_

Signature of the Parent: \_\_\_\_\_

Name of the parent: \_\_\_\_\_

**CODE OF CONDUCT**  
**TO BE OBSERVED DURING THE EXAMINATIONS BY THE**  
**STUDENTS OF**  
**DIT UNIVERSITY, DEHRADUN-2013**

The students of DIT University are to adhere to following instructions during the conduct of the Examination:

- i. Students should report half an hour before commencement of examination for the first examination paper and 15 minutes before subsequently.
- ii. Students arriving half an hour after commencement of the examination shall not be permitted to appear in the examination.
- iii. Students reporting late and permitted to appear in examination shall not be given any extra time.
- iv. Students must be seated as per the seating plan displayed.
- v. Students must report for examination in proper university uniform.
- vi. They must bring admit card with pasted photograph as well as Identity Card.
- vii. They must bring blue/black ball pen, pencil for bubbling the OMR Sheet, non programmable calculator and necessary drawing instruments, etc.
- viii. **Mobile phones, pager, programmable calculators and tablets** are strictly prohibited in the Examination Hall. Use or possession of any of these items shall be treated as use of unfair means. Besides, these items shall be seized by COE.
- ix. No written material in any form, as chits, printed or hand written pages are permitted in the examination hall.
- x. Writing on palm, other body parts, clothes, desks, calculator instrument box and on admit card, etc shall be treated as use of **unfair means**.



- xi. Students must write their **full roll number** on their question papers and nothing else. Exchange of question papers shall be treated as use of **unfair means**.
- xii. Students must not bring **books/notes, mobile phone and other expensive items** on the day of examination. In case they bring any such items the same will be deposited in the space earmarked for the same, however students will remain **responsible for the safety** of their belongings.
- xiii. Complete silence must be observed during examination. Talking to other students, peeping into the answer sheets nearby and exposing of their answer sheets to facilitate copying by others shall be viewed as use of **unfair means**.
- xiv. Students are not permitted to leave examination hall during the initial stipulated period at the commencement of the examination and 15 minutes before expiry of examination period.
- xv. No one shall be allowed to write after prescribed time is over.
- xvi. **Smoking, chewing of tobacco and use of the intoxicants** is strictly prohibited in the examination hall.
- xvii. Students must take due care while filling the OMR Sheet. In particular the entries of **roll number must be double checked**.
- xviii. Making **wrong entry in roll number** column is a serious offense and shall attract severe punishment.
- xix. Students are advised to read carefully all the instructions given on Question Paper, Admit Card and on the top page of the answer sheet.
- xx. Exchanging pen, pencil, rubber, calculator or any other material in the examination hall is strictly prohibited.
- xxi. Leave two line space after completion of answer of each question or part there of.
- xxii. Question number or a part there of should be clearly mentioned in the left margin before answering the same.
- xxiii. Rough work carried out must be crossed out clearly.
- xxiv. Students are not allowed to leave examination hall without handing over answer books to the invigilators.

- xxv. During the period of examinations students are not permitted to take out question papers and answer sheets.
- xxvi. Students are not allowed to enter any signs or marks or making irrelevant requests or entering their names/roll number in any form anywhere in the answer book. The same would be construed as unfair practice liable for disciplinary action.