



# **REGULATIONS**

**[August, 2011 - August, 2013]**

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**JK LAKSHMIPAT UNIVERSITY  
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No. JKLU/001/08/2011  
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# JK LAKSHMIPAT UNIVERSITY, JAIPUR

## REGULATION FOR DELEGATION OF AUTHORITY TO THE OFFICERS OF THE UNIVERSITY

Note (1) The delegation of authorities are to be exercised only if the budget provision is approved for the respective item by the competent authority.			
(2) The Purchase Committee may decide the rate contract for any item after following the purchase procedure and inviting quotations. Once this annual rate contract is approved, no ceiling will be applicable to put order based on the rate contract subject to budget provision.			
Sl. No.	Item		Remarks
1	2	3	4
1	Sanctioning the purchase of items like equipments, computers, softwares or any other dead stock items, chemicals, glassware or any other consumable materials etc., to be used as teaching material for which budget provision is made.		
	(A) Without inviting quotations:		
	(i) Costing up to Rs. 2,000/- at a time but not more than Rs. 10,000/- for the same item in a financial year.	Director of the respective Institute in case of Institute and Registrar for Administration	
	(ii) Costing above Rs. 10,000/- but not more than Rs. 55,000 at a time for the same item in a financial year.	Purchase Committee after proper market survey	
	(iii) Costing above Rs.50,000/- but up to Rs. 1 lakh at a time for the same item in a financial year.	Vice Chancellor on the recommendation of Purchase Committee	

SL No.	Item			Remarks
1	2		3	4
	(B)	With quotations:		
		(i) All P.O. upto Rs. 2000/- costing above Rs. 2000/- Rs. 1 Lacs.	Vice Chancellor on the recommendation of the Purchase Committee.	
2	Printing of various materials:		Subject to prescribed norms.	
	(A)	Without quotations:		
		(i) Costing upto Rs. 2,000/- at a time but not more than Rs. 10,000/- for a particular item in a financial year.	Director of respective Institute / Registrar	If the panel of printer is existing, printing should be got done from one of the printers of the panel.
		(ii) Costing upto Rs. 10,000/- at a time but not more than Rs. 50,000/- in a financial year.	Vice Chancellor	
		(iii) Costing above Rs. 50,000/- but upto Rs. 1,00,000/- in a financial year.	Vice Chancellor on the recommendation of the Purchase Committee.	
	(B)	With quotations:		
		(i) Costing upto Rs. 10,000/- per item at a time but not more than Rs. 50,000 in a financial year.	Registrar	
		(ii) Item costing more than Rs. 50,000/-.	Purchase Committee by Vice Chancellor	
3	Sanctioning of all miscellaneous day to day expenditure not involving the items covered under Sl. No.: 1 and 2 above i.e. Petrol, Diesel, Postage, Conveyance, Labour charges, Perishable items etc.			

Sl. No.	Item		Remarks
1	2	3	4
	(i) Expenditure upto Rs. 2,000/- in a day but not more than Rs.10,000/- in a month.	Chief Finance and Accounts Officer	
	(ii) Expenditure upto Rs. 10,000/- in a day but not more than Rs. 50,000/- in a month.	Registrar	
	(iii) Expenditure above Rs. 50,000/- in a day per item.	Vice Chancellor on the recommendation of Director of Institute/Registrar/Chief Finance and Accounts Officer	
4	Sanctioning of Purchase of Vehicles for Office Use:-	Vice Chancellor on the recommendation of the Purchase Committee within the sanctioned Budget	
5 *	Sanctioning of repairs of laboratory equipments:		
	(A) Without Quotations:		
	Rs. 2,000/- at a time but not more than Rs.10,000/- per equipment in a financial year.	Director of the Institute.	
	(B) With quotations:		
	(i) Rs. 15,000/- but not more than Rs. 25,000/- per equipment.	Director of the Institute after the Market survey	
	(ii) Costing above Rs.50,000/- equipment	Vice Chancellor on the recommendation of the Committee.	
	*Note: The total expenditure for the repairs should not exceed 20% of the total cost of equipment (except for equipment costing upto Rs. 5,000/-) and if it exceeds than all the repairs be finalised through the Committee for the purpose.		

Sl. No.	Item			Remarks
1	2		3	4
6 *	Sanctioning of repairs of Other than Lab Equipments:-			
	(A)	Without quotations:		
		(i) Costing upto Rs. 2,000/- at a time but not more than Rs. 10,000/- per equipment in a financial year.	CF&AO	
		(ii) Costing upto Rs. 10,000/- at a time but not more than Rs. 50,000/- per equipment in a financial year.	Registrar	
	(B)	With quotations:		
		(i) Costing upto Rs. 2,000/- not more than Rs. 10,000/- per equipment financial year.	CF&AO	
		(ii) Costing above Rs. 10,000/- but not more than Rs. 50,000/- per equipment in financial year.	Registrar	
		(iii) Costing above Rs. 50,000/- per equipment.	Vice Chancellor on the recommendation of the Purchase Committee constituted for the purpose.	
	*Note: The total expenditure for the repairs should not exceed the 20% of the total cost of equipment (except for equipment's costing upto Rs. 1,000/-) and if it exceeds then all the items shall be finalized through the Committee.			
7	Sanctioning repairs of Office Vehicles (excluding buses)			
	(i)	Upto Rs. 2000/- at a time and Rs. 10,000/- in a month for all vehicles.	CF&AO/Registrar	

Sl. No.	Item		Remarks
1	2	3	4
	(ii)	Vice Chancellor on the recommendation of the Committee.	
<b>Administrative Powers</b>			
8	(a)	Sanctioning of New Posts i.e., Faculty and Other Employees on regular basis.	Note: So far as Faculty is concerned, the AICTE / UGC norms will be followed for appointment of posts.
	(b)	Sanctioning Temporary Posts for one year.	
9	(i)	Appointment on Tenure basis or on Adhoc basis of employees for a period not exceeding 1 year either in the scale or with the consolidated salary provided the post is approved by the competent authority.	
	(ii)	Appointment of Guest Faculty to cover portions of syllabus against vacant posts	For Institute: Vice Chancellor on the recommendation of the Director of the Institute. For University Administration : Vice Chancellor on the recommendation of the Registrar This power will be exercised only on the recommendation of selection Committee constituted for the purpose by Vice Chancellor Director of the respective Institute within the approved rate of emoluments with approval of Vice Chancellor
	(iii)	Appointment of Visiting Faculty for taking teaching load of special nature but not against the vacant teaching post.	

Sl. No	Item		Remarks
1	2	3	4
10	Powers to give regular appointment		
	(i) On the post in the scale of which the minimum starting basic salary is Rs. 9,300/- and above.	Vice Chancellor on the recommendation of the Selection Committee.	
	(ii) Appointment on the post carrying the pay scales with minimum starting basic salary of less than Rs. 9,300/-	Registrar on the recommendation of the Selection Committee constituted by the Vice Chancellor.	
11	Sanctioning of Leave :		
	(i) Casual Leave & Restricted Holiday .	(i) For Director of the Institute / Registrar/ CF&AO : Vice Chancellor (ii) For Teaching & Supporting Staff working in the constituent Institute : Director of the Institute (iii) For all other Administrative Staff working in the University Registrar on the recommendation of Section Head	Note : Subject to provision of Leave Rules Leave record shall be maintained in the Establishment Section
	(ii) Earned Leave, Half Pay Leave including Commuted Leave, Duty Leave & Maternity Leave, Paternity leave	(i) For Director of the Institute / Registrar/ Chief Finance and Accounts Officer : Vice Chancellor (ii) For the staff working in the Institute : Director of the Institute (iii) For the staff working in the University Administration, Registrar on the recommendation of Section Head.	



Sl. No.	Item		3	Remarks
1	2		4	
	(iii)	Study Leave for academic purposes (Teaching and Non- Teaching)	Vice Chancellor on the recommendation of the Director for faculty and Registrar for non-teaching staff.	
	(iv)	Sabbatical Leave for Faculty	Vice Chancellor on the recommendation of the Director	
	(v)	Leave Not Due	Vice Chancellor on the recommendation of the Director for faculty and Registrar for non-teaching staff.	
	(vi)	Extra Ordinary Leave (a) For Director of the Institute / Registrar/ Chief Finance & Accounts Officer and Faculty (b) For the Staff working in the Institute (more than 30 days) (c) For the Staff working in the University Administration (more than 30 days) (d) For all the Staff Officers working in the University (upto 30 days)	Vice Chancellor Vice Chancellor on the recommendation of the Director Vice Chancellor on the recommendation of the Registrar Director / Registrar	
	12	Power to give permission to attend conferences, meetings, seminars or any other official duty.		Subject to prescribed norms
	(a)	Outside the country	Vice Chancellor	
	(b)	Within the country		
		(i) Director of the Institute / Registrar (ii) Faculty and Staff of the respective Institute.	Vice Chancellor Director of the Institute upto one week. Beyond one week - Vice Chancellor	

Sl. No	Item			Remarks
1	2	3	4	
	(iii)	Other employees in the General Office.	Registrar upto one week. Beyond one week- Vice Chancellor .	
13		Power to make officiating appointment in the place of Officers.	Vice Chancellor	
		For employees other than Officers in the Institute	Director of the Institute	
		For University Office	Registrar	
14		Power to allow acceptance of outside assignments & also the remuneration for it.		
	(i)	Director of the Institute / Registrar/ Chief Finance & Accounts Officer	Vice Chancellor	
	(ii)	Faculty	Director of the Institute.	
	(iii)	Other Employees:		
	(a)	In the Institute's Office	Director of the Institute.	
	(b)	In the General Office	Registrar	
15		Power to sanction expenditure for Prizes, Awards & Scholarships approved by the Board of Management.	Vice Chancellor	Subject to prescribed norms.
16		Power to sanction expenditure within approved Budget on account of :-		
	(i)	Sports & Cultural activities including extra curricular activities	Proctor	
	(ii)	Co-curricular activities.	Director of the Institute	

Sl. No.	Item		Remarks
1	2	3	4
17	Power to give Normal Increment		
	(i) For University Office	Vice Chancellor	
	(ii) For Institute	Vice Chancellor	
18	Power to sanction payment of Gratuity and other retirement benefits to the University employee.	Vice Chancellor on the recommendation of Registrar	
19	Power to allow travel, who are otherwise not entitled as per rules.	Vice Chancellor on the recommendation of Director of the Institute / Registrar / Chief Finance & Accounts Officer	Reasons to be recorded in writing
20	Power to sanction Travelling as per rules.	(i) For Director of the Institute /Registrar/ Chief Finance & Accounts Officer - Vice Chancellor (ii) For Institute - Director of the Institute (iii) For University Office - Registrar	
21	Power to make arrangement for giving additional charge of the higher post and sanction upto 10% of the minimum basic pay of the higher post.	(i) Vice Chancellor on the recommendation of Director of the Institute/Registrar	
22	Power to sanction T.A. bills		
	(i) Director of the Institute /Faculty/Registrar/ Chief Finance & Accounts Officer	Vice Chancellor	As per the rules prescribed for the purpose.
	(ii) Other Employees.	Director of the Institute / Registrar as the case may be.	

Sl. No.	Item		Remarks
1	2	3	4
23	Power to sanction transfer of any equipment from one institute to another and surplus articles from one institute / office to another institute / office.	(i) To another University—Vice Chancellor (ii) Within the Institute - Director of the Institute (iii) Within the Sections of University - Registrar Vice Chancellor Registrar	
24	Power to sanction new telephone connection		
25	Power to sanction shifting of telephone connection		
26	Power to dispose off - write off surplus and unserviceable articles .		
	(a) Power to write off unserviceable articles.	(a) Costing upto Rs. 10,000/- per item (b) Above Rs. 10,000/- per item - Vice Chancellor on the recommendation of the committee to constituted by the Vice Chancellor	
	(b) Losses or shortage of money, inventory, equipments, machinery and other property caused by defaults, negligence, or misappropriation, theft, fire or any accident.	Vice Chancellor on the recommendation of Committee	
	(c) Other losses due to natural calamities.	Vice Chancellor on the recommendation of Registrar/ Chief Finance & Accounts Officer	
	(d) Irrecoverable University dues including advances after 1 year.	Vice Chancellor on the recommendation of Committee	

Sl. No.	Item		Remarks
1	2	3	4
27	(a) Power to sanction expenditure on clothing / uniform to the University employees specified under the rules in this behalf.	Registrar	
	(b) Power to sanction expenditure on umbrella, rain coats and protective wears as specified under rules.	Registrar	
28	Power to sanction hiring of furniture and other materials.	Vice Chancellor on the recommendation of Director of the Institute and Registrar if the activity is related to student, otherwise on the recommendation of Registrar.	
29	Power to sanction reappropriation :-		
	(i) Upto 1.5% of the budget estimate of recurring expenditure excluding salary in Financial Year.	Director of the Institute / Registrar / Chief Finance & Accounts Officer as the case may be.	
	(ii) Upto 3% of the budget estimate of recurring expenditure excluding salary in Financial Year.	Vice Chancellor on the recommendation of Director of the Institute/ Registrar / Chief Finance & Accounts Officer as the case may be.	
	(iii) Upto 5% of the budget estimate of recurring expenditure excluding salary in Financial Year.	Vice Chancellor on the recommendation of the Finance Committee	
30	(a) Power to sanction recoverable advance to employees of the University.	(i) Up to Rs. 25000/- recoverable in 5 monthly equal installments—Director of the Institute/ Registrar / Chief Finance & Accounts Officer (ii) Exceeding Rs. 25000/- recoverable within 12 monthly equal installments — Vice Chancellor on the recommendation of Director of Institute / Registrar/Chief Finance & Accounts Officer	

Sl. No	Item		Remarks
1	2	3	4
	(b) Advance from the current months salary equal with 75% of net salary	Director / Registrar	
31	Power to sanction refund of :		
	(a) All type of fees, caution money and deposits received from students.	Jointly by Director of the Institute & Registrar/Chief Finance & Accounts Officer	
	(b) Convocation fees, admission / application fees, hire charges, deposits, fees on academic costumes, examination fees, mark sheets / grade sheet/ transcript fees.	Registrar	
32	(a) Deposit and advance received from contractors and other agencies.	Registrar on recommendations of EO	
33	Power to sanction expenditure of payment on demurrage on transport charges.	Registrar/Chief Finance & Accounts Officer.	Only on the basis of satisfactory explanation.
34	(a) Power to sanction Books and Periodicals including database, CD, Learning Material for students .	Director of the Institute of the recommendation of incharge, Library	Subject to budgory provisions upto Rs.30,000/-
	(b) Power to purchase newspapers & Periodicals of India in a Financial year :		
	(i) Upto Rs. 15,000/-	Librarian on the recommendation of Library Committee	
	(ii) Upto Rs. 30,000/-	Director of the Institute on the recommendation of Library Committee	
	(iii) Above Rs. 30,000/-	Vice Chancellor—on the recommendation of Library Committee	

Sl. No.	Item		Remarks
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
35	Power to incur expenditure in a Financial Year on binding in library.		
	(a)		
	(i) Upto Rs. 25,000/-	Librarian	
	(ii) Above Rs. 25,000/- upto Rs. 50,000/-	Registrar on the recommendation of the Librarian	
	(iii) Above Rs. 50,000/-	Vice Chancellor —on the recommendation of Registrar	
36	Power to sanction employment of skilled and unskilled casual worked through approved Labour contractor	Registrar on the recommendation of Estate Officer	
37	(a) Power to accept resignation of officers & faculty	Vice Chancellor	
	(b) Other employees	Registrar	
38	Power to incur expenditure on maintenance of buildings & other services related to that.		
	(a) Upto Rs. 5 Lacs in a Financial Year .	Registrar on the recommendation of the Building works Committee.	
	(b) Above Rs. 5 Lacs in a Financial Year .	Vice Chancellor on the recommendation of the Building works Committee.	
39	<b>Advertisement</b>		
	(a) Upto Rs. 1,00,000/- in a Financial Year.	(i) For Institute : Director of the Institute (ii) For University Office : Registrar	Subject to prescribed norms budget

Sl. No	Item			Remarks
1	2		3	4
	(b)	Above Rs. 1,00,000/- in a Financial year.	(iii) Vice Chancellor on the recommendation of the Director of the Institute/Registrar	
40	Legal Expenses :			The power to engage Lawyer will be as per the policy decided by the Vice Chancellor .
	(a)	Upto Rs. 25,000/- in a Financial Year.	Registrar / CF&AO	
	(b)	Above Rs. 25,000/- in a Financial Year.	Vice Chancellor on the recommendation of Registrar	
41	Statutory Fees to be paid to different Statutory Authorities :		Registrar	
42	Membership fees of different Academic / Professional Associates:			
	(a)	Upto Rs. 10,000/- in a Financial Year.	(i) For Institute : Director of the Institute For Others: Registrar	
	(b)	Above Rs. 10,000/- in a Financial Year.	Vice Chancellor on the recommendation of Director of the Institute/ Registrar as the case may be.	
43	Sanctioning of grant for Research (Seed Money)		Vice Chancellor on the recommendation of the Committee constituted by hike.	
44	Arranging Conferences and Seminars.		Vice Chancellor on the recommendation of Director of the Institute.	
45	Give permission for Consultancy / Testing and Training Assignments		Vice Chancellor on the recommendation of Director of the Institute.	Subject to prescribed norms



### **Rules for Professional Activities**

The Professional Activities constitute the tasks which need expertise and specialized skills. Such Activities performed by the faculty can be classified into three categories:

- I. Consultancy work / Assignment
- II. Training
- III. Other Activities

#### **Objectives**

1. The expertise and facilities of the University are utilized for scientific, technological, commercial and social development for the benefit of society as a whole.
2. A unique opportunity is provided to the faculty members to enrich their knowledge and expertise.
3. The additional knowledge and experience so gained gets transferred to the students.
4. A fairly significant income is accrued to the University as well as faculty members.

#### **I. Consultancy Work/Assignment**

Consultancy is the assignment for which any outside agency/body/organization approaches a particular Institute or a faculty member of the University in view of expertise required for solving the problem or a set of problems. The faculty members working on a particular assignment are called consultants.

1. The faculty members of a particular Institute or across the Institutes, specifically identified for an assignment, shall act as consultants.
2. All consulting assignments/projects will be done in the name of the institution. Permission of Director of the Institute will be required for every assignment or project, irrespective of whether the client has initially approached a faculty in his/her individual capacity or the institution directly.

3. A full-time faculty member, irrespective of designation or hierarchy, will be entitled to work on consultancy assignment/s for the maximum of 52 working days in a year.
4. Allotment of the consultancy project will be made by Director of the Institute based on the kind of expertise required. Generally, a team of faculty members will be constituted by Director of the Institute with one member coordinating the project as team leader.
5. The minimum professional fee of the Institute will be Rs. 25,000/- per day. In case Institute wants to accept the professional fee less than this amount, then permission of the Vice Chancellor will be required.
6. A faculty member's primary obligation will be towards the Institute of the University and it is expected that he/she will not, in any way, financially or otherwise transgress the spirit on which the consultancy privilege rests.

#### Norms for the Disbursement of Consultancy Income

Each consultancy proposal will be having two parts:

(a) Professional Fee

(b) Expenses

The professional fee, based on the faculty days invested, will be distributed between the faculty and Institute on 50:50 basis. However, distribution amongst the faculty team members will depend on the degree of effort made by an individual faculty. The proportion will be approved by Director of the Institute on recommendation of the team leader.

The Expenses part will cover the expenses as proposed in the proposal of the assignment. This head will include the charges for the use of infrastructure for execution of the project as per rates prescribed by the University from time to time, actual charges (telephone, fax, postal/courier services, travel), overhead charges (5%) to cover the use of computer/s, laboratory equipment/s, and administrative charges (5%), which will cover the remuneration/honorarium for the assistance provided by non-teaching staff. The administrative charges will be disbursed amongst the non-teaching employees involved in the project, and as per the extent of their involvement. The proportion will be approved by Director of the Institute on recommendation of the team leader.

## **II. Training**

Training is the assignment which is undertaken to enlighten and facilitate the development of skills amongst the participants. Training/Management

Development Programmes are broadly divided into two types:

- (a) In-house Programmes
- (b) Open-house Programmes

1. An in-house programme is the one which is customized as per needs of a particular client, whereas an open-house programme is designed to cater to the needs of a wider section of people working in different organizations. Each in-house programme will be having two parts:

- (a) Professional Fee
- (b) Expenses

In addition to the heads mentioned under consultancy, the expenses will include lodging and boarding as well as other applicable expenditure required to be incurred for the programme. The distribution of professional fee will be in the same manner as applicable to consultancy assignments.

In the case of open-house programmes, the faculty will be paid on per session basis on prevailing rates for teaching/training in the Institutes of the University provided that the number of participants is atleast 15. However, in case the number of participants exceeds 25, the programme leader will be paid 30% of the surplus (derived after deducting all expenses) as an incentive. The payment will be made at the end of the academic session to ensure that such payment is made only in those cases, who have completed the prescribed teaching load during that particular year. When a visiting faculty is invited to teach in a training programme, he/she will be paid as per prevailing rates for teaching in the Institute. However, programme leader can propose higher honorarium for a visiting faculty and forward the proposal with recommendation of the Director for approval of the Vice Chancellor.

2. All in-house and open-house training programmes will be in the name of the particular Institute and permission of Director of the Institute will be required for every programme in writing.
3. When a client will approach the Institute, the Director of the Institute will nominate a faculty member or a team to undertake the programme/s. This decision will be based on the interest and capability of the faculty and his/her area of expertise.
4. If an individual faculty is directly approached by the client, the faculty will not commit himself/herself verbally or in writing until explicit permission of the Director of the Institute has been obtained.

In all the cases of in-house training programme, the faculty leader will apply to the Director of the Institute for approval of the budget. The budget will include professional fee and all direct as well as indirect expenses.

5. If an in-house programme is conducted outside the campus and all facilities are provided by the organization or all the direct expenses are reimbursed by the organization, the overhead charges (5%) to cover the use of office and lab equipment including stationery and administrative charges (5%) covering remuneration for the assistance provided by the non-teaching employees will be applicable besides professional fee.
6. The minimum professional fee of the Institute will be Rs. 10,000/- per day in the case of in-house programmes. In case Institute wants to accept the professional fee less than this amount, then permission of the Vice Chancellor will be required.

### **III. Other Activities**

Other activities refer to those activities which do not fall in the first two categories. This category will cover two types of activities:

- (a) Teaching/training assignment accepted by a faculty outside the Institute of the University.

The sharing of professional fee will be on 50:50 basis. However, a faculty member will be required to take permission of Director of the Institute before accepting the assignment.

- (b) In the case of all those activities which are not covered under Consultancy and Training, such as sitting fee received for being on the selection panel/any contest, paper setting, paper evaluation, conducting viva-voce, evaluation of thesis, and other such professional activities, there won't be any sharing. A faculty member can retain such income in full under intimation to the Institute concerned for taxation purpose. The faculty can undertake such activities with the permission of Director of the Institute subject to availability/sanction of Duty Leave / Special Casual Leave.

## **RULES AND REGULATIONS FOR THE** **Ph.D PROGRAMME**

### **PREAMBLE**

JK Lakshmipat University, Jaipur, offers research programmes leading to the award of the degree of Doctor of Philosophy (Ph.D). The award of Ph.D degree is in recognition of high academic achievements, independent research and original contribution in various academic disciplines (as recognized by the University). The University also encourages research in interdisciplinary areas in academics as well as industrial practices in order to promote creativity, productivity and to open up new avenues of research work. The academic programme leading to the Ph.D degree involves a stipulated course work and credit requirements plus producing a research thesis that shall be characterized by the

- discovery of new facts, or providing a new perspective of interpretation.
- application of existing facts or postulating a new theory or evaluating an existing theory in new contexts.
- innovation and development of equipment/product/process making a unique advancement in a technology or a practice or a principle.

It shall demonstrate the research scholar's capacity for critical examination and sound judgment and shall represent original contribution to the existing body of knowledge in a given academic domain. The degree shall be awarded by the University in recognition of research work in various areas recognized by the various faculties/academic departments of the University, to those who fulfill all the requirements specified in the rules and regulations contained hereinafter.

**Note:** These rules and regulations have been formulated in pursuance of the revised guidelines of UGC and other Institutes of Higher Learning of Excellence.

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**1. COMMENCEMENT**

The Regulations detailed below will be applicable to all admissions from the Academic Year 2011-12 and onwards. These Regulations shall be applicable to the Ph.D Programme offered by the University in the Institute of Management and the Institute of Engineering and Technology and any other Institute started by the University from time to time. The University shall notify, from time to time, the Ph.D programme through an admission notice published in leading newspapers, magazines and also on its website.

**2. ELIGIBILITY**

- 2.1 A candidate who has obtained a Master's degree or equivalent in relevant subject from any recognized University in India or abroad securing not less than 55% marks or 5.5/10 CGPA in aggregate at the Master's Degree shall be eligible to apply for the Ph.D Programme. However, in the case of SC/ST candidates the minimum marks required shall be 50% or 5/10 CGPA as per Govt. Guidelines.
- 2.2 Those candidates who do not have the required minimum percentage (55% marks) in their Master's Degree, may be considered for admission to Ph.D programme, if the candidate has completed an AIU recognized/AICTE approved postgraduate diploma in the subject/area/discipline in which he/she seeks to do a Ph.D and has secured at least 55% marks in such diploma.

**3. SELECTION PROCEDURE**

- 3.1 All the candidates for the Ph.D programme shall be selected on the basis of an Entrance Test conducted by the University, followed by Personal Interview.
- 3.2 The Entrance Test shall be conducted by JK Lakshmipat University as per the notification issued by the University. The medium of language for the Entrance Test shall be English. The Entrance Test aims at testing the basic research aptitude of the candidates. The Entrance Test shall have the following components. i) Test of Reasoning, ii) Data/Textual Analysis and Interpretation, and iii) Language Comprehension
- 3.3 Based on the academic records and the performance of the candidate in the entrance test and interview, the selection committee for each Institute will recommend the names of the candidates found suitable for admission to Ph.D programme.
- 3.4 Those candidates who have passed the NET/SET/GATE or any other equivalent National Test are exempted from the Entrance

Test. However, such candidates shall have to go through the Interview Process.

#### **4. ADMISSION/REGISTRATION**

- 4.1** All the selected candidates, as approved by the Board of Research\*, shall be given provisional admission to Ph.D programme after payment of prescribed fees and submission of necessary documents.
- 4.2 REGISTRATION:** Every admitted candidate will be required to complete the prescribed course work within a period of six months to formally register for Ph.D programme. He/she will have to register every semester by paying prescribed fees till the submission of the thesis. Every semester, the registration shall be subject to the completion of the specified number of credits/courses and/or satisfactory progress of a student in his/her research work duly certified by the supervisor and recommended by the Directors of the respective Institutes.
- 4.3 RE - REGISTRATION:** The case of re-registration of the candidate for Ph.D programme, after cancellation of his/her earlier registration for any reason, is generally not allowed. However, depending on the merits and any special consideration or circumstance of an individual case, a candidate may be considered for re-registration at the discretion of the Board of Research.

#### **5. DURATION OF THE PROGRAMME**

- 5.1** The minimum duration for the Ph.D programme shall be two years/four semesters from the date of confirmation of the registration (refer Rule 13) for the programme to the date of the submission of the thesis. However, a research student may be given relaxation of up to 6 months in the above periods allowing pre-submission of the thesis, provided he/she produces sufficient evidence of having done prior research work resulting in publication of research papers in refereed journals in his/her area of research. Towards this, a research student has to make a special request, through his/her supervisor, to the Director of the Institute, who will recommend it to the Professor Incharge – Research for consideration of the Board of Research.

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\* Board of Research would be constituted of Vice Chancellor as the Chairman, Directors of the Institutes, Professor Incharge - Research, and External Subject Experts as members.

- 5.2 Maximum duration of Ph.D programme is five years/ ten semesters from the date of confirmation of registration into the programme to the date of the submission of the thesis. However, the submission of thesis may be extended by not more than one year by the Chairman of Board of Research, under special circumstances, on a written request by the student duly forwarded by his/her supervisor and recommended by the Director of the Institute. If a scholar is unable to submit the thesis even after availing the period of extension, he/she will be required to re-register and submit the thesis only after the completion of four semesters.

## **6. FEES**

- 6.1 All fees shall be paid through a demand draft issued in favour of JK Lakshmi Pat University payable at Jaipur.
- 6.2 The fee for the first semester (including Registration & Course Work) is Rs.25000/- in the case of an Indian citizen and USD 2500 in the case of an International candidate.
- 6.3 All research candidates are required to renew their registration at the beginning of every semester by paying a fee of Rs. 10,000/- in the case of Indian citizens and USD 1000 in the case of International candidates.
- 6.4 All the internal full-time faculty and non-teaching staff members registered for the Ph.D programme shall be given 50% concession in all fees except the initial application fee.

## **7. ELIGIBILITY OF DOCTORAL SUPERVISOR**

- 7.1 A doctoral supervisor(s) can be any regular faculty of JKL University with a Ph.D degree, minimum 4 years of teaching experience and at least 3 research publications in refereed journals.
- 7.2 Retired professors, and scientists, executives from industry with at least 7 years experience shall be eligible for the appointment as co-supervisors provided that they possess Doctoral Degree (Ph.D) from a recognized university.
- 7.3 All Doctoral supervisors will be approved by the Board of Research.

## **8. APPOINTMENT OF DOCTORAL SUPERVISOR(S)**

- 8.1 Every candidate admitted in the Ph.D programme will be assigned to a research supervisor(s) by the Board of Research.
- 8.2 Board of Research on the recommendation of the Directors of the respective Institutes, may appoint a joint supervisor for a research student, especially in the case of an interdisciplinary



research area. Appointment of any joint supervisor(s) will be made within 6 months from the date of a student's application.

- 8.3 Any person, appointed as a Ph.D supervisor is normally expected to be available to the research student in the University till the thesis is submitted. However, under unavoidable circumstances, such as long leave; resignation; migration; retirement; or death; a supervisor may not be available to the student. In such special cases, Board of Research will appoint a new supervisor. However, in case the former supervisor undertakes the responsibility to complete the thesis work in two years then he/she will be allowed to continue as supervisor.
- 8.4 The Director of the concerned Institute should recommend, on request of the student, for the appointment of a new Supervisor/ Co-Supervisor to the Board of Research within a maximum period of two months in case any eventuality with the existing supervisor.

#### **9. MAXIMUM NUMBER OF RESEARCH STUDENTS UNDER EACH SUPERVISOR**

- 9.1 The number of research students that a supervisor can supervise at any given point of time shall not exceed six in number.
- 9.2 The University shall assess the number of vacancies in each discipline under each supervisor from time-to-time and indicate the same during the issue of notification of the Ph.D programme.
- (a) Every supervisor may indicate the number of current vacancies (i.e., the vacancies at the beginning of the academic year) and the future vacancies (i.e., the vacancies created due to submission of the thesis during the academic year) with them during a particular academic year after taking into consideration the maximum number of students he/she can accommodate as stipulated above, and also depending upon the infrastructural facilities required for research.
- (b) The vacancy for the Ph.D programme is created soon after the provisional certificate for award of Ph.D is issued to the candidate.

#### **10. CHANGE OF SUPERVISOR**

A research student may opt for a change of supervisor(s) on valid grounds. The same shall be permitted subject to the approval of the Board of Research.

#### **11. COURSE WORK/CREDIT REQUIREMENTS**

All candidates admitted for the Ph.D programme are required to undergo a 20 credit course work during the first semester of the

programme. The courses offered for the Ph.D programme will be a combination of Lecture Courses, Laboratory Courses, Design Courses, Self-Study Courses, Minor Project work as the case may be, for the candidates registered under each discipline. The course work will be in two parts.

**Part 1:** A common module of courses including Research Methodology, and Statistical Methods carrying eight credits in total has to be taken by every Ph.D candidate irrespective of the discipline under which he/she is registered.

**Part 2 :** All lecture courses, laboratory courses, design courses, self-study courses and minor project work shall carry a maximum of twelve credits. The courses, as prescribed by the Director of the respective Institute, should be based on the recent developments/literature survey in the areas of research in the respective disciplines.

## 12. PRE-Ph.D EXAMINATION

12.1 After the completion of the course work in the first semester, each candidate will be required to take a Pre-Ph.D examination, which will test the candidate's comprehension of his/her broad field of research and his/her academic preparation and potential to carry out further research work. The Pre-Ph.D examination will be a combination of Written Examination and Viva-Voce and will be separately conducted before the evaluation of the research proposal.

(a) The Pre-Ph.D examination will consist of one written test or lab work of the duration of 2 hours based on the courses taken in Part I of the course work.

(b) For Part II, the candidate is required to produce a paper based on the literature review or a concept paper on his/her area of research to claim the necessary credits. The paper has to be duly evaluated and approved by the Research Progress Committee (RPC)\*.

After a candidate has passed the Pre-Ph.D written test, he/she is required to make a presentation before the respective RPC having at least one External Subject Expert chosen from the Panel of Experts approved by the Vice Chancellor for the evaluation of his/her research proposal submitted by him/her within two month/s.

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\* Research Progress Committee (RPC) is constituted by the Vice Chancellor of Director of the Institute, Professor Incharge Research, Supervisor and at least one internal senior faculty.

- 12.2 The research proposal should clearly elicit the research topic, research plan and research methodology that the candidate intends to use during his/her study, with the supporting literature review.
- 12.3 On the basis of the performance of the student in the Pre-Ph.D examination and presentation, the concerned RPC with External subject Expert for each discipline shall make one of the following recommendations:
- (i) Approved
  - (ii) To re-submit the research proposal keeping in view the suggestions of the Committee and to be re-evaluated after a defined period of time not exceeding 2 months by the RPC.
  - (iii) Not approved
- 12.4 The title of the research topic shall be recorded in the approval letter issued to the candidate.
- (a) If any change, partial or complete, in the research title is essential, then such change shall be duly intimated, citing sufficient reasons by the candidate to RPC, through the supervisor at least 6 months before the Pre-submission seminar.
  - (b) The research topic/ theme /problem chosen by the student shall be unique with a clear explanation on the material contribution to the body of knowledge in his/her field of study. The candidate shall not choose a research topic/theme/problem which has been already offered for a research degree (Ph.D) in JK Lakshmipat University or any other University.
- 12.5 A candidate shall be allowed a maximum of two attempts to clear the Pre- Ph.D examination.

### 13. CONFIRMATION OF THE REGISTRATION

A candidate shall be formally registered as a research scholar for the Ph.D programme after he/she has complied with the following:

- (i) has passed the Pre-Ph.D examination, and
- (ii) has submitted a research proposal duly recommended by supervisor(s) and approved by the concerned Research Progress Committee with External Subject Expert.

### 14. TYPES OF CANDIDATES

**Full Time:** After completing the prescribed course work and once the candidate has been registered for Ph.D programme, he/she will be a full-time research scholar with the University. He/she will be required to give 40 hrs/month input to the Institutional activities besides working on his/

her thesis till the completion of his thesis. During this period he/she will be offered financial assistance after reviewing the periodic report on institutional activity work and the progress report of his research work. In case the candidate has asked for extension, there will be no financial assistance for the extension period.

**External:** After completing the prescribed course work and once the candidate has been registered for Ph.D programme, he/she is not a full time research scholar with the University. He/she can visit the University as and when required for the completion of the thesis. The candidates can be University Teachers/ Industry Sponsored Candidates/Project/Institute Staff/Self- Financed.

## **15. PERFORMANCE MONITORING & PROGRESS REPORT**

- 15.1 With an objective to monitor the progress of the research work of each candidate from time to time, it is mandatory that every research scholar will have to submit a half yearly progress report at the end of every semester, till the submission of the final thesis, to the Professor Incharge -Research, duly reviewed, evaluated and recommended by his/her supervisor(s) and forwarded by the Directors of the respective Institutes. The progress report should mention about the progress made by the research scholar covering the following aspects:
  - (a) The review of literature
  - (b) Data Collection, new data acquired or techniques developed
  - (c) Progress on research methodology and related aspects
  - (d) Discussion of the work done including any new findings
  - (e) Papers, if any, on the research topics, presented/published
  - (f) Preparation of the chapter plan of the thesis
  - (g) Any other aspect significant to the research study.
- 15.2 The candidate's progress report for each semester may be graded as Satisfactory or Unsatisfactory. A candidate has to earn 'Satisfactory' grade for all the semesters to be eligible for the final submission of the thesis.
- 15.3 If a candidate fails to submit two consecutive half-yearly progress reports on time, or the progress reports submitted by the candidate are not satisfactory, then his/her registration will stand cancelled after giving him/her the opportunity to be heard. Research Progress Committee may consider the case for re-registration in case the candidate approaches with proper justification duly signed by the supervisor.

- 15.4 An academic year is divided into two semesters,  
Sem I: July to November; Sem II: January to May
- 15.5 The progress report for each semester should be submitted at least two weeks before the end of the semester i.e., on or before 30 November (for odd semesters) and 31st May (for even semesters).

## **16. PRE-SUBMISSION SEMINAR**

Every Ph.D candidate is required to hold a pre-submission open seminar at least six months before the final submission of the thesis. On completion of the research work, he/she is required to publish at least two papers in refereed journals and then submit to the University, through the supervisor(s), 8 copies of the summary, including bibliography of the research work. Research Progress Committee shall assess the work. If the committee is satisfied about the quality of the work and finds it suitable for submission as a Ph.D thesis, it may advise the candidate to submit the same; otherwise it may recommend revision of the summary on specific lines and to repeat the presentation after a specified period.

## **17. LIST OF EXAMINERS**

A list of at least eight experts in the area of the research, in which the Ph.D thesis is based, should be proposed by the supervisor(s) and recommended by the Director of the Institute while forwarding the summary of the thesis to the Vice-Chancellor for appointment of External examiners for evaluating the thesis. In case, one of the first two examiners is not available, the request will be sent to the third examiner.

## **18. PANEL OF EXAMINERS**

- 18.1 On receipt of the summary of the thesis, Professor Incharge - Research will forward the list of examiners to the Chairman – Board of Research who will appoint the examiners from the list, thus constituting the Panel of Examiners for each research student. The Panel will consist of internal examiner(s), normally the supervisor(s) and two external, who shall be experts in the area of research on which the thesis is based.
- 18.2 These external examiners shall be chosen normally from the list of examiners recommended by the supervisor(s) through the Directors of the respective Institutes. However, Chairman - Board of Research may include/ exclude/delete the name of any examiner if deemed necessary under intimation to the concerned Director.
- 18.3 There is no bar to the appointment of ex-student of the research guide on the Panel of Examiners provided such ex-student has

received Ph.D Degree under his/her guidance at least 5 years earlier to the date of the nomination as external examiner.

- 18.4 The Chairman - Board of Research shall forward the panel of Examiners to the Examination Section.

## **19. THESIS SUBMISSION**

- 19.1 The thesis should bear evidence of the researcher's capacity for analysis and judgment as well as his/her ability to carry out independent investigation, design or development. No part of the thesis or supplementary published work shall have been submitted for the award of any other degree in JKLU or elsewhere.
- 19.2 The thesis shall be written in English in the specific format (Annexure-I) and shall contain a critical account of the candidate's research. It should be characterized by a discovery of facts or a fresh approach towards interpretation of facts and theories or a significant contribution to the body of knowledge in his/her area of research or a combination of these.
- 19.3 A candidate may submit his/her thesis within the maximum time period as stipulated in Rule No.5 provided that he/she has completed the minimum period of registration under the category in which he/she got registered.
- 19.4 Within a maximum of six months after the pre-submission seminar, the research scholar shall submit 6 copies each of the thesis (Hardbound), and the synopsis (soft bound), and one CD containing the soft copy (PDF file format) of the thesis, duly certified by the supervisor and recommended by the Director of the Institute to the Professor Incharge - Research (The details of the various documents to be included as a part of the thesis and those to be enclosed as separate attachments are provided in the Annexure-II).
- 19.5 In case a research scholar fails to submit his/her thesis within the stipulated time and has suitable justification for the same, the Chairman - Board of Research, on the recommendations by the Director and on individual merits of each case shall grant him/her an extension in time by not more than six months, i.e., the research scholar may be allowed to submit his/her thesis within a period not exceeding one year from the date of the pre-submission seminar. After one year, the candidate will have to present another pre-submission seminar.
- 19.6 At the time of thesis submission, the candidate shall produce evidence that he/she has a minimum of two publications (or

acceptance of publications) based on the topic of research in refereed journal(s). This is to be verified and certified by the concerned supervisor and the Director of the Institute.

- 19.7 The final copies of the Ph.D thesis must contain the following copyright certificate in the beginning of the thesis, on the left side of cover page:

“©JK Lakshmipat University and the student.” All Rights Reserved.

It should also have a declaration that he/she will preserve the original data for 5 years.

- 19.8 All copies of the Thesis complete in all respects should be forwarded by the Director to the Academic Section of the University for further necessary action.

## **20. THESIS EVALUATION**

- 20.1 Each examiner will be requested to submit a detailed assessment report and his/her recommendations within six weeks from the date of receiving the thesis. The examiner's assessment report shall clearly elicit his/her opinion about the candidate's capacity for critical examination and sound judgment. All examiners will submit the reports with definite recommendation for the award of degree or otherwise, stating that:

- (a) The thesis is recommended for the award of Ph.D Degree, or
- (b) The thesis is recommended for the award of Ph.D Degree provided the candidate is able to address in a satisfactory manner all the queries raised by the examiners at the time of Viva-voce, or
- (c) The thesis to be resubmitted after incorporating necessary changes, or
- (d) The thesis is rejected.

- 20.2
- (a) If all the examiners recommend acceptance of the thesis, their recommendations will be accepted.
  - (b) If all the examiners recommend rejection, their view/recommendation would be accepted, and the thesis will be rejected.
  - (c) If one of the examiners recommends a rejection, the thesis shall be sent to a third examiner for evaluation. The reports of all the examiners will be sent to him/her without revealing the identity of the examiners. The thesis shall be deemed to be acceptable, if two out of three examiners recommend

acceptance. If the third examiner recommends revision, the thesis would be suitably revised and resubmitted normally in 3 months' period and sent for reexamination to all the examiners except one in whose place the third examiner was appointed.

- (d) In case one or both examiners recommend revision of the thesis, the thesis would be revised normally within six months. The revised version of the thesis would be sent to the concerned examiners, who suggested revision(s)) for his/her their recommendations.

- 20.3 The Examination Section shall send reminders periodically to the Examiner/s in case the report is not received within the stipulated time.
- 20.4 In the event that the thesis report is not received from an examiner within a period of four months, the Chairman - Board of Research shall appoint another examiner from the panel in his/her place for evaluating the thesis.

## **21. RESUBMISSION OF THESIS**

- (a) In case of resubmission of the thesis, the resubmission fee, as notified from time to time shall be paid by the candidate.
- (b) No student shall be allowed to resubmit the same thesis more than once.

## **22. VIVA-VOCE**

- 22.1 In case thesis assessment report is given positive by all the external examiners, the candidate shall be required to defend his/her thesis in Viva-Voce before a duly constituted Viva-Voce committee consisting of the Director of the Institute as Chairperson, supervisor(s) as internal examiner(s), and one external examiner. The Viva-Voce shall be scheduled within two months of receiving the thesis assessment reports from all the examiners.
- 22.2 The Viva-Voce intends primarily to examine the understanding of the candidate on the subject matter of the thesis, research methodology and tools employed, and his/her competency to defend the findings of his/her work.
- 22.3 The Viva-Voce examiners shall be provided with the comments made by the examiners well in advance before the Viva-voce.
- 22.4 In case of difference of opinion among the members of the Viva committee, the Chairperson-Viva-Voce Committee will put up the issue before Chairman-Board of Research for a decision who



may either direct that a fresh Viva-Voce be held or recommend acceptance.

- 22.5 Any other matter not explicitly provided herein or of an exceptional nature, may be referred to the Chairman - Board of Research for his/her decision and that will be final and binding.

### **23. AWARD OF Ph.D DEGREE**

- 23.1 The recommendation of Viva-Voce Committee will be put forward to the Chairman - Board of Research by the Chairperson of the Viva-Voce Committee, for one of the following courses of action:
- (a) that the degree be awarded;
  - (b) that the student be re-examined or may repeat Viva-Voce;
  - (c) that the degree shall not be awarded;
- 23.2 In case (b), the Viva-Voce committee shall also provide to the candidate a list of all corrections and modifications in the thesis (if required) including suggestions made by the examiners during the thesis evaluation. The re-examination may usually be held within one month.
- 23.3 A successful candidate shall be awarded the Ph.D degree with the approval of the Vice-Chancellor and action taken will be reported to the Academic Council and subsequently to the Board of Management in the ensuing meeting. The candidate can apply for the issue of provisional certificate to that effect.
- 23.4 Within the period of 30 days from the award of the Ph.D degree to the successful candidate, an electronic copy (in the prescribed file format) of the thesis shall be submitted to the Academic Section to be uploaded onto the INFLIBNET.

### **24. CANCELLATION OF REGISTRATION**

Registration of a candidate shall be cancelled in any one of the following eventualities, after due approval of the Chairman - Board of Research, on recommendation of the Director of the concerned Institute.

- (i) On disciplinary grounds: if a candidate is found guilty of any misconduct.
- (ii) If a candidate fails to submit his/her thesis within the stipulated maximum time, including the extension period.
- (iii) If a candidate does not submit his/her progress report for two consecutive semesters or if his/her progress report is graded as unsatisfactory for two consecutive semesters.

- (iv) If a candidate fails to renew his/her registration after every semester as per Rule 6.
- (v) If a candidate withdraws from the Ph.D Programme and his/her withdrawal is duly recommended by the Director of the concerned Institute.
- (vi) If a candidate does not clear the Pre-Ph.D examination as per the stipulation process stated in Rule No.13

## **25. WITHDRAWAL OF AWARDED Ph.D DEGREE**

Upon complaint in writing about copying of a major portion of the Ph.D thesis, and upon investigation and due hearing by a committee duly appointed by the Chairman – Board of Research, if the complaint is found to be correct, Research Board is authorized to withdraw the Ph.D degree already awarded after the approval of Academic Council. The matter will be put up to the Board of Management. In case of any dispute or discrepancy, the decision of Chairman - Board of Research will be final and binding.

## **26. INTERPRETATION AND POWER TO MODIFY**

- (i) Any doubt or dispute arising out of the interpretation of these Rules and Regulations shall be referred to Chairman - Board of Research, whose decisions shall be final and binding.
- (ii) Notwithstanding all that has been stated in the above rules and regulations the University has the right to modify any of the above regulations from time to time with prospective or immediate effect.

## **27. GENERAL**

- 27.1 Notwithstanding anything contained in these Rules and Regulations, all the candidates shall be governed by the code of conduct of the university and rules and procedures framed by the University in this behalf, and in force from time to time.
- 27.2 No candidate shall be permitted to join any degree/diploma course during the period of the Ph.D programme in any other Institute / University.
- 27.3 Unfair Means and Plagiarism  
In case a candidate is found adopting or is suspected of adopting unfair means before, during and after the examination or lifting of other's work(s) and inserting it in his/her research work without proper acknowledgement, credit and reference or plagiarizing the work. Such penal action shall be taken by the university as may

be necessary to uphold the sanctity and integrity of the examination system and credibility of the University.

27.4 Any claims and complaints in writing regarding the use of unfair means by the candidate or the Examiner or the supervisor must be lodged in writing with the Board of Research within two years after the award of the Ph.D Degree. Any such claim or complaint which is not upheld in a court of law and/or substantiated by factual evidence will attract civil libel against the complainant by the University. This will not debar the affected party from taking recourse to separate legal remedy.

27.5 Every research scholar registered for the Ph.D degree shall be issued a identity card which will enable him/her to have access to libraries for research. The identity card will have to be returned to University on receipt of the final result before the Degree is awarded. If an identity card is lost, the candidate may obtain a duplicate on payment of Rs. 200/- in the case of an Indian citizen and US\$ 10 in the case of NRI and foreign candidates.

**NOTE:** The University will issue specific guidelines/clarifications from time to time for smooth implementation and uniformity across the Institutions.



## ANNEXURE – I

### Guidelines for Preparation and Submission of Ph.D Thesis

1. A Ph.D thesis should be of minimum 100 pages and a maximum of 500 pages excluding the declarations, acknowledgments the appendices and maps/ diagrams/photographs attached to the thesis/ dissertation.
2. Thesis and the synopsis should be type-written on one side of A-4 size executive bond paper in one and half line spacing, font size 12 and font type Times New Roman with sufficient margins (1.5" on left, 1" on right, top and bottom of the page).
3. All the pictures, diagrams, exhibits etc should be clearly and suitably reproduced. Photographs should be suitably mounted on the quality paper in the thesis. IPR issues should be taken care of wherever applicable. Permission from the concerned authorities should be sought by the scholar before using the material in the thesis.
4. References should be given in a style in the text consistent with a standard journal in the respective fields of the study. For example, American Psychological Association (APA) style of referencing for social sciences.
5. Six copies of thesis (hard -bound) and the synopsis (soft-bound), must be submitted for evaluation.
6. The cover page should follow the order given below:
  - a. The title at the top
  - b. Research Scholar's name in the middle
  - c. Name of the Institute, JK Lakshmipat University, Jaipur and year at the bottom.
7. Further, the spine of the thesis should have
  - a. The year of publication at the top (e.g., 2011)
  - b. The author's last name in the middle (e.g., Sharma, Parag for Parag Sharma) and
  - c. Letters 'Ph.D' at the bottom.

8. The contents of the thesis should be organized in the following sequence:
  - (a). The final copies of the thesis must contain the following copyright notice in the beginning of the thesis (left side of the inner cover page):-  
JK Lakshmipat University, Jaipur 20..... All rights reserved.
  - (b). Inner cover page should be as follows:

**TITLE OF THE THESIS**

**by**

**(NAME OF THE Research Scholar)**

Institute of..... submitted in fulfillment of the requirements of the degree of Doctor of Philosophy to the JK Lakshmipat University, Jaipur, Month & Year, Under the guidance of Name of the Research Supervisor, his/her Designation and official address of research supervisor.

The inner cover page should be followed with the following pages:

- c. Declaration by the research scholar
- d. Certificate by the Supervisor(s)
- e. Acknowledgement signed by the candidate
- f. Table of Contents
- g. List of Figures and Tables with page numbers
- h. List of symbols and abbreviations with descriptions
- i. Body of the thesis
- j. References
- k. Appendices, if any
- l. List of publications by the student on the basis of his/her present Ph.D thesis.

## **Regulation on Leave Policy**

### **Holidays, Leave and Vacation for the Staff of University and its Institutes**

**(1) Holidays**

The Institutes of the University will observe public holidays and restricted holidays in a calendar year as fixed by the Vice Chancellor from time to time.

**(2) Vacation**

The Faculty shall be entitled for winter and summer vacation as recommended from time to time by the Directors of the Institutes, which will be on the basis of the norms prescribed by the Vice Chancellor from time to time.

**(3) Leave**

The employees of University and its constituent Institutes may be sanctioned leave as shown below. ***This will be subject to the condition that leave cannot be claimed as a matter of right and when the exigencies of the Institutes of the University so require, discretion to refuse or revoke leave of any description is reserved with the sanctioning authority.***

#### **I. Casual Leave**

- (a) Casual leave admissible to faculty will be eight (8) and for other staff, it will be 12 days in a calendar year subject to the condition that normally not more than six days casual leave may be allowed at any given time.
- (b) Casual leave cannot be combined with leave of any other description.
- (c) Casual leave cannot be accumulated and leave not availed of during any particular year shall lapse at the end of that year.

**II. Special Casual Leave**

Special casual leave, not exceeding ten days in an academic year, may be granted to an employee.

- (a) to conduct examination of a university/Public Service Commission/board of examination or other similar bodies/institutions; and
- (b) to inspect academic institutions attached to a statutory board, etc.

**Note:**

- (i) In computing the ten days leave admissible, the days of actual journey, if any, to and from the places where activities specified above taken place, will be excluded.
- (ii) In addition, special casual leave to the extent mentioned below may also be granted:
  - (a) to undergo sterilization operation under family welfare programme. Leave in this case will be restricted to six working days; and
  - (b) to a female employee who undergoes non-puerperal sterilization. Leave in this case will be restricted to fourteen days.
  - (c) special casual leave cannot be accumulated, nor can it be combined with any other kind of leave. It may be granted in combination with holidays or vacation.

**III. Duty Leave May be Granted for**

Duty leave, not exceeding fifteen days in an academic year, may be granted to an employee.

- (i) (a) attending conferences, congresses, symposia and seminars on behalf of the institute of the University or with the permission of the Competent Authority.
- (b) delivering lectures in the institutions and universities on the invitation of such institutions or universities received by the Institute of the University, and accepted by the Institute of the University.
- (c) working in another Indian or foreign university, any other agency, institution or organization, when so deputed by the institute of the University.

- (d) participating in a delegation or working in a committee appointed by the Government of India, State Government, the University Grants Commission/AICTE or any other academic body, and;
- (e) for performing any other duty of the university.
- (ii) The duration of leave should be such as may be considered necessary by the sanctioning authority on each occasion;
- (iii) The leave may be granted on full pay. If a faculty receives fellowship or honorarium or any other financial assistance beyond the amount needed for normal expenses, he/she may be sanctioned duty leave on reduced pay and allowances; and
- (iv) Duty leave may be combined with earned leave, half pay leave or extraordinary leave.

#### **IV. Earned Leave**

##### **(i) Earned Leave for Faculty Members**

Earned leave admissible to a faculty member shall be:

- (a) 1/30<sup>th</sup> of actual service including vacation plus
- (b) One-half of the period, if any, during which he/she is required to perform duty during vacation.
- (c) For the purpose of computation of the period of actual service, all periods of leave except casual, special casual and duty leave shall be excluded.
- (d) Earned leave at the credit of a faculty shall not accumulate beyond 300 days. The maximum earned leave that may be sanctioned at a time shall not exceed 60 days. Earned leave exceeding 60 days may, however, be sanctioned in the case of higher study, or training, or leave with medical certificate, or when the entire leave, or a portion thereof, is spent outside India.
- (e) Earned leave not exceeding 300 days may be encashed at the time of retirement or death.
- (f) The employee who resigns or is terminated shall be allowed to encash earned leave up to half the balance or 150 days whichever is less.



**(ii) Earned Leave for other Staff**

- (a) The other staff will be entitled for thirty days earned leave on completion of one year service. The earned leave will be credited in advance at the rate of 15 days on 1<sup>st</sup> January and 1<sup>st</sup> July every year. For the employee who joins between these two periods, the calculation will be at the rate of 2½ days per month.
- (b) The earned leave can be accumulated up to 300 days and can be encashed at the time of retirement or death.
- (c) The employee who resigns or is terminated shall be allowed to encash earned leave up to half the balance or 150 days whichever is less.

**V. (i) Half-pay Leave**

Half pay leave admissible to an employee shall be 20 days for each completed year of service. Such leave may be granted on medical grounds only.

**(ii) Commuted Leave**

Commutated leave, not exceeding half the number of half pay leave due, may be granted on the basis of medical certificate from a registered medical practitioner to an employee subject to the following conditions:

- (a) Commuted leave during the entire service shall be limited to a maximum of 300 days;
- (b) When commuted leave is granted, twice the number of such leave shall be debited against the half-pay leave due; and
- (c) The total duration of earned leave and commuted leave taken in conjunction shall not exceed 240 days at a time. Provided that no commuted leave shall be granted under these rules unless the authority competent to sanction leave has reason to believe that the employee will return to duty on its expiry.

The faculty will be eligible to encash commuted leave at the time of retirement subject to condition that the encashment of total shall be limited to 300 days i.e., (Earned leave + commuted leave). The faculty who resigns/ is terminated shall also be eligible for encashment of half the earned leave and commuted leave in credit subject to the ceiling of 150 days.

**VI. Extraordinary Leave**

- (i) A permanent employee may be granted extraordinary leave when:
  - (a) No other leave is admissible; or
  - (b) No other leave is admissible and the employee applies in writing for the grant of extraordinary leave.
- (ii) Extraordinary leave shall always be without pay and allowances. Extraordinary leave shall not count for increment except in the following cases:
  - (a) Leave taken on the basis of medical certificate;
  - (b) Cases where competent authority is satisfied that the leave was taken due to the causes beyond the control of the employee, such as inability to join or rejoin duty due to civil commotion or a natural calamity, provided the employee has no other kind of leave to his credit;
  - (c) Leave taken for pursuing higher studies; and
  - (d) Leave granted to accept an invitation to a teaching post or fellowship or research cum teaching post or on assignment for technical/academic work of importance.
- (iii) Extraordinary leave may be combined with any other leave except casual leave and special casual leave, provided that the total period of continuous absence from duty on leave (including periods of vacation when such vacation is taken in conjunction with leave) shall not exceed three years except in the cases where leave is taken on medical certificate. The total period of absence from duty shall in no case exceed five years in the full working life of the individual.
- (iv) The authority empowered to grant leave may commute retrospectively the periods of absence without leave into extraordinary leave.

**VII. Study Leave for Faculty**

- (i) Normally the study leave may be granted after a minimum of three years of continuous service to pursue a special line of study or research directly related to his/her work in the university or to make a special study of the various

aspects of university organization and methods of education. The paid period of study leave should be limited to three years, but two years may be given in the first instance extendable by one more year, if there is adequate progress as reported by the research guide.

- (ii) Study leave shall be granted by the Vice Chancellor on the recommendation of the Director of the Institute of the University.
- (iii) Study leave shall not be granted to a faculty who is due to retire within five years of the date on which he/she is expected to return to duty after the expiry of study leave.
- (iv) Study leave may be granted not more than twice during one's career. However, the maximum of study leave admissible during the entire service should not exceed five years.
- (v) No faculty who has been granted study leave shall be permitted to alter substantially the course of study or the programme of research without the permission of the Vice Chancellor.
- (vi) Subject to the provision of sub-clauses (vii) and (viii) below, study leave may be granted on full pay.
- (vii) The amount of scholarship, fellowship or other financial assistance that a faculty, who have been granted study leave, has been awarded will not preclude his/her being granted study leave with pay and allowances but the scholarship etc. so received shall be taken into account in determining the pay and allowances on which the study leave may be granted. The foreign scholarship/fellowship would offset against pay only if the fellowship is above a specified amount, which is to be determined from time to time, based on the cost of living for a family in the country in which the study is to be undertaken. In the case of an Indian fellowship, which exceeds the salary of the teacher, the salary will not be paid.
- (viii) Subject to the maximum period of absence from duty on leave not exceeding three years, the study leave may be combined with earned leave, half pay leave, extraordinary leave or vacation, provided that the earned leave at the credit of the faculty shall be availed of at the discretion

- of the faculty. A faculty who is selected to a higher post during study leave, will be placed in that position and get the higher scale only after joining the post.
- (ix) A faculty granted study leave shall on his/her return and re-joining the service be eligible to the benefit of the annual increment(s) which he/she shall, however, be eligible to receive arrears of increments.
  - (x) Study leave shall count as service for contributory provident fund, provided the faculty joins on the expiry of his/her leave.
  - (xi) Study leave granted to a teacher shall be deemed to be cancelled in case it is not availed of within twelve months of its sanction.
  - (xii) A faculty availing himself/herself of study leave shall undertake that he/she shall serve the Institute of the University for a continuous period as decided by the Vice Chancellor to be calculated from the date of his/her resuming duty after expiry of the study leave. However, this period shall vary on the basis of the duration of the leave with a minimum of one year and a maximum of five years.
  - (xiii) After the leave has been sanctioned, the faculty shall, before availing himself/herself of the leave, execute a bond in favour of the University, binding himself/herself for the due fulfillment of the conditions laid down in sub-clause (xii) above and (xiv) below and give security of immovable property or a fidelity bond of an insurance company or a guarantee by a scheduled bank or of any kind of security to the satisfaction of the University and furnish security of two sureties one of which is a permanent faculty of the Institute of the University for the amount which might become refundable to the University in accordance with the bond.
  - (xiv) The faculty shall submit to the Registrar, the reports of progress in his/her studies once in every six months from his/her supervisor through the Director of the Institute. This report shall reach the Registrar within one month of the expiry of every six months of the study leave. If the report does not reach the Registrar within the specified

time, the payment of leave salary may be deferred till the receipt of such report.

#### **VIII. Sabbatical Leave for Faculty**

- (i) Permanent faculty of the university, who have completed ten years of service may be granted sabbatical leave to undertake study or research or other academic pursuit solely for the objective of increasing their proficiency and usefulness to the university and higher education system.
- (ii) The duration of leave shall not exceed one year at a time and two years in the entire career of a faculty.
- (iii) A faculty, who has availed himself/herself of study leave, would not be entitled to the sabbatical leave.
- (iv) A faculty shall, during the period of sabbatical leave, be paid full pay and allowances at the rates applicable to him/her immediately prior to his/her proceeding on sabbatical leave.
- (v) A faculty on sabbatical leave shall not take up during the period of that leave any regular appointment under another organization in India or abroad. He/she may, however, be allowed to accept a fellowship or a research scholarship or adhoc teaching and research assignment with honorarium or any other form of assistance, other than regular employment in an institution of advanced studies, provided that in such cases the University may, if it so desires, sanction sabbatical leave on reduced pay and allowances.
- (vi) During the period of sabbatical leave, the faculty shall be allowed to draw the increment on the due date. The period of leave shall also count as service for the purposes of contributory provident fund, provided that the faculty rejoins the university on the expiry of his/her leave.

- Note:** (1) The programme to be followed during sabbatical leave shall be submitted to the University for approval alongwith the application for grant of leave.
- (2) On return from leave, the faculty shall report to the University the nature of studies, research or other work undertaken during the period of leave.

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**IX. Maternity Leave**

- (i) Maternity leave on full pay may be granted, to a woman faculty/employee who has completed one year of service, for a period not exceeding 90 days, and can be availed of twice in the entire career. Maternity leave may also be granted in the case of miscarriage including abortion, subject to the condition that the total leave granted in respect of this to a woman faculty/employee in her career is not more than 45 days, and the application for leave is supported by a medical certificate.
- (ii) Maternity leave may be combined with earned leave, half pay or extraordinary leave but any leave applied for in continuation of maternity leave may be granted, if the request is supported by a medical certificate.

**X. Paternity Leave**

Paternity leave of 10 days may be granted to male employees during the confinement of their wives, provided, the limit is up to two children with a total duration of 20 days in the entire career.

**REGULATION**

**USE OF UNFAIR MEANS AND MALPRACTICE/MISCONDUCT**

**DURING UNIVERSITY EXAMINATIONS**

**General**

1. This Ordinance shall be called “Ordinance Relating to Prevention, Punishment and Procedure concerning Cases of Use of Unfair Means and Malpractice / Misconduct during or in Relation to Examinations” stating “Regulations Relating to Unfair Means Cases”.
2. For the purposes of this Ordinance:
  - (a) “University” shall mean the JK Lakshmipat University, Jaipur;
  - (b) “Candidate” shall mean an examinee taking any Examination in a particular semester and wherever the context so permits, every student on the rolls of the University.
  - (c) Examination means an Examination conducted by the JK Lakshmipat University.
  - (d) “Committee” shall mean the Examination Reforms Committee appointed to deal with the cases of alleged use of unfair means and malpractice in or in relation to the University Examination.
  - (e) The use of dishonest or unfair means in the Examination includes:
    - (i) During the Examination, if a student is found in possession of any hand-written / printed / photocopy / typed / soft material etc. on his/her body or inside the clothes or under any of his/her implements like calculator, compass etc. or in his/her immediate vicinity either reported by the Invigilator or subsequently by the examiner either used or unused;

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- (ii) During the Examination, if the candidate has changed the allocated seat without permission;
  - (iii) A candidate, in association with other candidate/s, attempts copying the answer in any manner which may include the following:
    - the candidate has copied from the answer book of another candidate/s;
    - exchanges / borrows / takes written answer book or question paper or material in any form and on any article from other candidate;
    - assisting another candidate to copy from the objectionable material in his / her possession or from his / her answer-book;
  - (iv) If the candidate gives his/her address/ email / phone no. etc. or discloses his/her identity in any manner in the answer-book (which is not permitted);
  - (v) During the Examination, if the candidate is found to be in possession of unauthorized answer book or part thereof, either blank or written upon or attempts to throw or carry away the answer book or part thereof outside the Examination hall or is found to have torn the answer book or part thereof, of his/her own, or of other candidate or found to have made corrections in the seat/roll no. on the answer-book or other writings himself or with the help of the other person/s;
  - (vi) is found to be in possession of mobile or other means of electronic communication inside the Examination hall (even in off condition), and communicating or trying to communicate, by any means whatsoever, through electronic media or otherwise with any other person in a manner that is indicative of help being sought/ given in an Examination;
  - (vii) Getting oneself impersonated by someone in the Examination or impersonating another candidate;
  - (viii) Leaving the Examination hall before the expiry of half-an-hour or without handing over the answer book to the Invigilator-in-charge.
- (f) Disorderly conduct in the Examination includes:
- (i) If a candidate disobeys the instructions of the authorized officer of the University or blocks Invigilator from



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- maintaining silence, discipline etc. in Examination hall before distribution of papers or at the end of the Examination or during the Examination;
- (ii) If a candidate snatches away or takes away or uses answer-book or part thereof or question paper of other candidate without his/her knowledge during Examination;
  - (iii) The candidate tries to destroy evidence of malpractice by throwing it away, chewing it, or by any other means;
  - (iv) A candidate is found requesting and using writer by submitting false/fraudulent evidence;
  - (v) If the candidate violates the norms of disciplined behavior or indulges in violent behavior inside or outside the Examination hall by act or acts such as :
    - Obstructing the process of Examination in any way or instigating other students, or
    - Assaulting the Invigilator / any other person appointed to conduct the Examination or threatening the staff, or
    - Carrying and/or using offensive tools/weapons for intimidation / causing injuries, or
    - Any other act/acts similar in nature to those mentioned under this category;
  - (vi) If the candidate is caught using unfair means in Examination and makes an attempt to influence the authorized person for conduct of Examination/ member/s of the Examination Reforms Committee/ examiner concerned for seeking his/her favour or brings personal pressure.
  - (vii) If the candidate makes an attempt to influence the Invigilator or Superintendent or Sr. Superintendent for not reporting the case or the examiner concerned for seeking his/her favours either by bribing, hiding, currency notes in the answer books or threatens any of the authorized officers for conduct of Examination.
3. No candidate shall make use of any dishonest or unfair means or indulge in disorderly conduct in the Examination.
4. In the cases involving misconduct, the candidate concerned be forthwith expelled with the approval of the Senior Invigilator or an Officer in Charge of the conduct of Examination or by Head of the Institution concerned from the Examination hall and the matter describing the incident will be reported to the Deputy Registrar (Examination).

5. In the cases involving malpractice and use of unfair means, the Senior Invigilator or an Officer in Charge of the conduct of Examination shall seize the answer books and all incriminating material / evidence from the candidate, and then obtain a written statement, duly signed by the candidate. Invigilator or Officer in Charge 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 Invigilator or an Officer in Charge of the conduct of Examination shall forward both the answer books, along with his / her report to the Deputy Registrar (Examination) with all relevant documents on the same day.
6. In case the candidate refuses to make a written statement explaining his/her conduct, the fact of his / her refusal shall be recorded by the Invigilator or an Officer in Charge of the conduct of Examination, which should be attested by one other member of the Invigilating staff or a non-teaching staff on duty, present at the time of refusal.
7. The candidate reported will be allowed to appear in subsequent Examinations of that session. 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, he will be expelled from all remaining Examinations of that session after taking appropriate action for the second act of misconduct / malpractice.
8. The cases of impersonification, violence or intimidation involving outsiders shall immediately be reported to the Senior Invigilator or the Officer in Charge and action as per the concerned law including filing a police complaint will be taken.
9. **Procedure to be followed by Examiner during Assessment**
  - (a) If the examiner at the time of assessment of answer book suspects that there is a prima-facie evidence that the examinee/s whose answer book/s the examiner is assessing appears to have resorted to unfair means in the Examination, the examiner shall forward his/her report, along with the evidence, to the Deputy Registrar (Examination) with his/her opinion in separate confidential sealed envelope marked as "Suspected Unfair Means Case".
  - (b) If the Deputy Registrar (Examination) is satisfied that there is a prima- facie case then he shall place the same before the Examination Reforms Committee.
10. **Appointment of Examination Reforms Committee.**
  - (a) The Vice Chancellor shall annually appoint an Examination Reforms Committee consisting of four persons, one of whom

shall be Registrar of the University or his/her nominee not below the rank of a Deputy Registrar who will be the Non-member Secretary to deal with the cases of alleged use of unfair means and / or misconduct in relation to an Examination. Two members shall form the quorum. The members of the Examination Committee of the Institute shall not be appointed members on the Examination Reforms Committee.

- (b) The Examination Reforms Committee will function as a recommending body and submit its recommendations in the form of a report along with all the relevant documents, statements and evidence to the Vice Chancellor, who will issue final orders with regard to the penal action to be taken against the examinee/s after taking into account the reported facts and findings of the case by the Committee.

**11. Procedure to be Followed by the Examination Reforms Committee**

- (a) The Registrar, or an officer authorized by him, shall call upon the candidate alleged to have been involved in the use of unfair means and / or misconduct in relation to an Examination to appear before the Examination Reforms Committee to represent his / her case on the date fixed for his/her appearance before the said Committee.
- (b) The examinee may appear before the Inquiry Examination Reforms Committee on a day, time and place fixed for the meeting with written reply/explanation. Where a candidate wishes to produce any evidence and/ or witness before the Committee, he / she may be allowed to do so by the Committee.
- (c) The documents that are being taken into consideration or are to be relied upon for the purpose of proving charge/s against the examinee should be shown to him/her by the Inquiry Committee. The evidence, if any, should be recorded in the presence of the examinee.
- (d) The Examination Reforms Committee may also, on its own motion and for arriving at a just conclusion based on the principles of natural justice, direct the members of the invigilating staff or any other person to appear before it.
- (e) If the implicated examinee fails to appear before the Inquiry Examination Reforms Committee on the day, time and place fixed for the meeting, the student may be given one more opportunity to appear before the Examination Reforms Committee in his/

her defense. If even after offering two chances, the student concerned fails to appear before the Committee, the Examination Reforms Committee shall take decision in his/her case in absentia, on the basis of the available evidence/documents, which shall be binding on the student concerned.

- (f) The Examination Reforms Committee shall submit its report to the Vice Chancellor along with its recommendations regarding punishment to be inflicted or otherwise. If the Examination Reforms Committee is not unanimous in its decision, the record of the case shall be referred to the Vice Chancellor who shall take decision on merit and his / her decision shall be binding on all concerned.

## 12. Punishment

- (a) The punishment in each case would depend on the circumstances of that case. The Vice Chancellor after taking into consideration the report and the recommendations of the Examination Reforms Committee shall pass such orders as he/she deems fit including granting the student benefit of doubt, issuing warning or exonerating him/her from the charges and shall impose any one or more of the undermentioned punishments on the student/s found guilty of using unfair means. However, in peculiar cases, which cannot be covered under the guidelines can be dealt with judiciously but firmly to preserve the integrity of the system of Examinations.

No.	Nature of Offence	Nature of Punishment
(i)	For offences under clause 2 (e) (i), (ii), (iv), (v), (vi), (viii)	Cancellation of the results of all Examinations of the concerned course.
(ii)	For offences under clause 2 (e) (iii)	(i) Cancellation of the results of all Examinations of concerned course of all guilty candidates. (ii) Cancellation of the results of all the Examinations of all the courses of concerned term of all guilty candidates.
(iii)	For offences under clause 2 (e) (vii)	Cancellation of the results of all the Examinations of all the courses of concerned term and disallowing the student from registering for courses for two

	subsequent years (both the students, if impersonator is University student) and initiate the criminal proceeding including filing FIR against the student / person involved in this incident.
(iv) For offences under clause 2 (f) (i)	(i) Written warning (ii) Cancellation of the results of all Examinations of the concerned course.
(v) For offences under clause 2 (f) (ii), (iii), (iv)	Cancellation of the results of all the Examinations of all the courses of concerned term of the guilty candidate.
(vi) For offences under clause 2 (f) (v), (vi), (vii)	Cancellation of the results of all the Examinations of all the courses of concerned term and disallowing him/her from registering for the courses for two subsequent years.
(vii) For offences under clause 9	Cancellation of the results of all the Examinations of all the courses of concerned term

### **Hostel Rules & Regulations**

1. Each student shall reside only in the hostel and room allotted to him by the Warden. On arrival he/she will take possession of the room after signing the inventory of the furniture, electrical and other items in the room.
2. The University reserves the right to allot/change room to/of the students and no request to change the room shall be entertained from the students.
3. Students shall be responsible for all articles of furniture, electrical and other fixtures provided in their rooms. They shall not disfigure or paint walls, doors, windows or otherwise damage them. In case of any damage, the students shall be held accountable for the same and the damages will have to be borne by them.
4. At the end of each academic term or while leaving the University, each student shall hand over the charge of his/her room with all furniture and fixtures to the hostel Warden. He/she will be charged the cost of all damages and shortages detected in his/her room.
5. All rooms are provided with ceiling fans and fixtures for lights. With the prior permission of the Warden, students may use personal computer/laptop in their rooms provided that they do not disturb the neighbouring students. Use of any other electrical appliance (such as electric iron, electric kettle, music system, TV, refrigerator, heating rod/plate, room heater, cooking appliance/equipment etc.) is not permitted.
6. The students are advised not to be in possession of any excess cash and/or valuables, such as jewellery, expensive accessories like wrist watches, mobile phones etc. Any loss, theft or damage to any of these personal belongings is at their own risk and University will not be responsible for the same.
7. The students are not allowed to cook anything inside the hostel using gas/kerosene or other fuel operated equipment/hot plate.

8. Hostel rooms are provided with mattresses and pillows. The students are advised to use their own bed sheets/bedcovers and pillow covers. Any damage to the items due to misuse or negligence is liable to be charged.
9. Hostel rooms are provided with curtain rods. Students are advised to put up their own curtains in the rooms and keep them clean.
10. Smoking is strictly prohibited in and around all buildings, including hostels and mess/dining block.
11. Use of alcoholic drinks or other narcotic materials and gambling in any form are strictly prohibited in hostel premises or any other place on the campus.
12. Students coming to the campus/hostel under the influence of any such alcoholic drinks and/or narcotic materials are liable for strict disciplinary action including expulsion from hostel and/or University.
13. Students shall conduct themselves with decorum and dignity and shall not create any nuisance or disturbance for the neighbouring students.
14. The hostellers should not enter into any unnecessary conversation, quarrel or altercation with the hostel staff. If anyone has any complaint against any employee of the hostel, a written complaint against the person is to be lodged with the Warden. Use of abusive, vulgar and unparliamentary language with anyone is strictly forbidden. Any complaint received in this regard will be taken seriously.
15. Students shall not go outside the campus between 10.45 pm and 6.00 am.
16. It is mandatory for the students to seek Warden's permission before going out of station. They shall report to the Warden immediately on return.
17. Students who are likely to be away from the hostel for one or more nights must fill an Outstation Form and hand it over to the Warden at least 48 hours in advance of the trip. However, filling up of Outstation Form does not guarantee the sanction of leave, for which the student must get in touch with the respective Institute.

18. It is mandatory for the student to obtain prior permission from their parent/s before filling the Outstation Form and declare the same in the Outstation Form. The Warden may grant or decline the permission for outstation trip.
19. Students shall not invite any unauthorized person to their hostels. They shall deal with only authorized vendors, washermen, cobblers, etc. during the prescribed hours and pay them at prescribed rates.
20. Day scholars are not allowed in the hostels.
21. Students shall not keep or entertain local or outside guests in their rooms.
22. Students shall not organize in hostel any party, assembly or activity without the written permission of the Warden.
23. Students shall neither form any Hostel Society nor issue any publication without the written permission of the Vice Chancellor.
24. Students shall not display or circulate any notice or put anything on the notice board without written permission from the Warden.
25. Students shall not invite any speaker to address a hostel meeting without the written permission of the Chief Warden.
26. Students shall not take to their rooms any newspaper, magazine, TV or games material from the Common Rooms to their rooms or mishandle/damage them. Any such damage or loss is recoverable from the students as decided by the University.
27. Students shall not take mess utensils or food to their hostel/rooms.
28. Students are expected to cooperate with the Warden and fellow students and obey Warden's instructions on all matters concerning hostel/mess.
29. Students are expected to keep their rooms clean and tidy and are supposed to use the dustbins provided to them. It is the responsibility of the students to empty/clear their dustbins in the larger dustbins provided in the corridors.
30. The University shall provide housekeeping facility in the common areas, staircase and washrooms. The rooms shall not be cleaned by the housekeeping staff. However, if a student wishes to get his room cleaned, he/she may do so after seeking permission of the Warden. The students should get their room cleaned in their presence at their own risk at the rates approved by the University.



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31. Any complaint regarding the furniture and fixtures in the rooms/ washrooms must be recorded in the complaint register kept in the Warden's office.
32. **Hostel Timings (Boys Hostel):**
- a. Returning to the Campus : 11:00 pm
  - b. Returning to the Hostel: 11:30 pm (On all days except Saturdays) and 12:00 midnight (On Saturdays)
  - c. Returning to the respective rooms: 12:00 midnight  
(On all days except Saturdays) and 12:30 am (On Saturdays)
- Hostel Timings (Girls Hostel):**
- a. Returning to the Campus : 8:00 pm
  - b. Returning to the Hostel: 10:00 pm (On all days) and 10:30 pm  
(On prior permission)
  - c. Returning to the respective rooms: 11:00 pm (On all days except Saturdays) and 11:30 pm (On Saturdays)
33. Students are expected to be in their respective rooms after the prescribed hours.
34. Students are permitted to go outside the campus as per the permissible hostel timings. Boys going out will be required to make an entry in the in/out register placed at the main gate. Girl students must take the out-pass, signed by the Warden, for outing or any other personal work.
35. All those students who want to avail the University bus service must inform the Warden and pay the admissible charges.
36. Students can use desert cooler in their rooms with prior permission of the Chief Warden and pay the electricity charges as decided by the University.
37. The Hostel staff is authorized to conduct a roll call to ensure all the students are in their respective rooms after 11.30 pm. Any student not found in the room shall be reported as absent and appropriate action shall be taken against such student. In addition, surprise checks may also be conducted by the University staff to ensure students' presence after the designated timing to return to the rooms.

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38. Ragging, even in the name of introduction, is strictly prohibited inside or outside the campus and is a cognizable offence. Strict disciplinary action will be taken against those found involved in the menace of ragging. Under no circumstances, seniors shall be found in the juniors' rooms or vice versa. It is the collective responsibility of all the students to immediately bring any such incident to the notice of any member of the Anti Ragging Committee.
  39. The University reserves the right to add/amend any or all of the above rules at any point of time. In case any student is found violating or not abiding by any of the rules, strict disciplinary action shall be taken against the erring student that may even lead to his/her expulsion from hostel and/or University.

**JK LAKSHMIPAT UNIVERSITY, JAIPUR****Outstation Form**

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

I, \_\_\_\_\_, a student of \_\_\_\_\_  
(Name of the Student) (Programme, Semester and Section studying in)

programme, residing in \_\_\_\_\_ in Room No. \_\_\_\_ wish to go to  
(Name of the Hostel)

\_\_\_\_\_ as per the following details:  
(Destination/Place)

Date of Departure: \_\_\_\_\_ Time of Departure: \_\_\_\_\_

Date of Return: \_\_\_\_\_ Expected Time of Return: \_\_\_\_\_

I hereby undertake that I have informed my parents/guardian about this visit and have obtained necessary permission from them for the same. In the case of emergency, my parents/guardian may be contacted at the following address:

Name &amp; Address of the Parent/Guardian:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact Nos. (with STD Code): \_\_\_\_\_

\_\_\_\_\_

(Signature of the Student)

\_\_\_\_\_

(Signature of the Warden)

**No. JKL/007/01/2013**

**Date of Approval: 07.01.2013**

**REGULATION ON PROCEDURE**  
**FOR ADMISSIONS AT JKL**

Our University has adopted standard procedure for admitting the students in various programmes. The procedure for Admissions is based on the prescribed guidelines of the regulating authority as well as Supreme Court of India. All possible care has been taken to abide by the necessary guidelines. The whole process is divided into 3 stages for clarity and transparency.

**Stage 1**

**Admissions Division** shall undertake various activities for promotion of the programmes offered by the University. These activities would include:

- Visit to various degree colleges, schools and coaching centres.
- Participation in Fairs.
- Organize counseling meets to educate the students and their parents about our University and its offerings.
- Give detailed information to aspirants about each programme offered by the University.
- Conduct campaign on social networking sites.
- Ensure installation of hoardings / kiosks at decided spots.
- Pay attention to the prospective students and their parents when they are on campus. Take them around the campus. Arrange their meeting with faculty, Director-IM/Director-IET, Vice Chancellor or any other authorized person on the campus, if required.
- Organize other activities for promotion as advised by the competent authority from time to time.
- Submit media plan to the Vice Chancellor.
- Maintain record of the applications, brochures, handouts, pamphlets and any other promotional material used for the purpose of admission.

- Maintain record of the filled up applications received from the candidates.
- Send all the filled up applications to Director-IM or Director-IET based on the programme applied for by the candidate.

**Stage 2**

- Office of the Director-IM/Director-IET shall maintain the record of all the filled up applications received from various sources. All steps in terms of Written Test, Group Discussion, Personal Interview / Counselling shall be undertaken by the **Admissions Committee** of each Institute headed by the respective Director as Chairperson.
- Director of each Institute shall forward for approval of the Vice Chancellor the names of eligible and suitable candidates for admission in various programmes after undertaking all the steps prescribed by the Supreme Court of India and AICTE in terms of Written Test, Group Discussion, Personal Interview / Counselling.

**Stage 3**

- Record of the list of candidates recommended for admission by Director of each Institute shall be maintained by the office of the Vice Chancellor.
- After approval of the Vice Chancellor, the list of the candidates who are offered admission shall be displayed by Director of each Institute on the Notice Boards.
- The students shall be advised to report for registration on a particular day decided by the University. The Roll List will be prepared based on the details of registered candidates.
- The registration shall be followed by Invocation, Induction and commencement of the classes.
- The list of registered candidates, who shall now onwards be addressed as students, shall be forwarded by Director of each Institute to the Accounts Section with a copy to the Registrar of the University within one week after registration.
- **The Admission Process ends here.**

**No. JKL/008/01/2013**

**Date of Approval: 07.01.2013**

**REGULATION ON**  
**STUDENT ATTENDANCE**

1. Every student is expected to put in 100% attendance. The minimum attendance for appearing in End Term examination for every student is 75% in every course. A student, who has attendance lower than 75%, will not be permitted to appear in the End Term Semester examination of the course(s) in which the shortfall exists.
2. Every faculty member teaching a course shall take attendance till the last day of instruction in the Semester in the attendance sheet provided for the same and finalize the attendance secured by the student. In addition, the attendance will also be marked through ERP.
3. Since regular attendance and punctuality in the classes is compulsory, leave can be granted to a student by the Director of the Institute on genuine reasons, not exceeding 25% of the total classes held during the Semester under any circumstances.
4. Absence without leave will not be permitted beyond 10% of the classes during a Semester. Once the student exceeds 8% of absence without leave during the Semester, the student will be warned by the Institute under intimation to the Academic Section for informing the parent of the student.
5. The details of all students who have attendance less than 75% in a particular course will be announced in the class by the faculty himself/herself every month. Cumulative attendance of each course has to be displayed on the notice board by the Institute prior to the Mid term examination/s and the End term examination.
6. The cumulative attendance of all the Programmes shall be forwarded by the Director of each Institute to the Academic Section before each Mid term examination along with names of the students having deficiency for forwarding letters to the parents intimating them of the deficiency in attendance in respect of students.

7. Condonation of Attendance: Those students who have availed medical leave on valid grounds or any other valid reason may be considered for condonation of attendance provided the percentage of attendance excluding the period of medical leave is not below 75% and their overall attendance including the period of illness/absence for other valid reason does not fall below 65%. All cases shall be reviewed by the Director of the respective Institute and the recommendations discussed with the Vice Chancellor for condonation.
8. The condonation of attendance has to be got approved at least ten days prior to the commencement of the End Term Examination.
9. After the approval of the condonation, the details of all students who have attendance less than 75% in a particular course(s) or whose absence has not been condoned shall be displayed on the Institute notice board at the end of every Semester seven days prior to the commencement of the End Term Examination. Those students will not be allowed to appear in the End Term Examinations.
10. The details of all students who have attendance less than 75% in a particular course(s) or whose absence has not been condoned shall also be sent to the Academic Section seven days prior to the End Term Examination for information and records.
11. Copies of the attendance sheets of all the courses for the Semester shall also be sent to the Academic Section within seven days after the last day of instruction of the Semester.
12. If a student who has not been allowed to appear in the End Term Examination due to deficiency in attendance in a course, he/she shall be awarded “I” grade (where “I” stands for incomplete for want of minimum attendance) in that course. This grade shall appear in the Grade Card till the course is successfully completed.
13. A student awarded “I” grade in a course has to clear it compulsorily when the course is offered next. However, he will be allowed a maximum of two attempts including the first attempt to clear the course. If the student fails to clear the course in two attempts, he may not be allowed to continue in the programme.
14. A student securing “I” grade in two or more courses shall not be promoted to the next Semester. In case the student secures two or

more “I” grades in the first Semester the student may re-register as a fresh candidate with the next batch. However, if the student secures two or more “I” grades in the second Semester or thereafter, he may not be allowed to continue in the programme.

15. The Vice Chancellor as the Chairman of the Academic Council is authorized to consider condonation if the student has secured attendance of at least 55% under the following conditions:
  - (a) Condone the deficiency in attendance of a student if he is convinced that the reasons are genuine.
  - (b) Keeping in view the career of the candidate, he may condone detention of a student if he is convinced that injustice is done to the student by detaining him/her.
16. However, it is not binding on the Vice Chancellor to condone any deficiency under any circumstances.
17. This Regulation will take effect from even Semester of the Academic year 2012 – 13. The Regulation shall be applicable to all the Programmes offered by the University.
18. This regulation supersedes the Office Order bearing No. JKLU/VCO/022 dated September 05, 2011 issued under the heading Attendance Record.



**No. JKL/009/01/2013**

**Date of Approval: 11.01.2013**

**REGULATION ON EVALUATION &  
EXAMINATION SCHEME FOR  
VARIOUS PROGRAMMES**

1. **APPLICABILITY:** This Ordinance shall apply to all Programmes leading to Undergraduate and Postgraduate Degrees from 2011-12 batches.
2. **DEFINITIONS**
  - (a) Academic Programme shall mean a Programme of courses and/or any other components leading to Undergraduate and Postgraduate Degrees.
  - (b) An Academic Year/Session is a period of 12 months devoted to completion of requirements specified in the Scheme of Teaching and the related Examination of a Programme.
  - (c) Semester System - a Programme wherein each Academic Year is apportioned into two semesters.
  - (d) Board of Studies (BoS) shall mean the Board of Studies of the University.
  - (e) Academic Council shall mean the Academic Council of the University
  - (f) Course means a component of the academic Programme, carrying a distinct code number and specific credits assigned to it.
  - (g) Student shall mean a person admitted to any Programme offered by the University.
  - (h) University shall mean JK Lakshmipat University, Jaipur.
  - (i) “CGPA” means the Cumulative Grade Point Average obtained by a student.
  - (j) “GPA” means Grade Point Average obtained by a student in the particular Semester.

**3. SEMESTER**

- (a) An Academic Year shall be divided into two semesters. Each of the two semesters shall be of a duration of 12-16 weeks. The duration of Odd and Even Semesters in a year with summer vacations and other breaks shall be notified by the University every year. A number of courses as notified shall be offered in each Semester before the commencement of the Academic Session.
- (b) Each course shall have credit/s assigned to it depending upon the academic load of the course assessed on the basis of weekly contact hours assigned for lecture, tutorial and laboratory classes (whichever applicable). The credits for the Project and the Seminar shall be based on the quantum of work expected.
- (c) Each credit shall be equal to minimum of 10 contact hours or equivalent.

**4. BOARD OF STUDIES**

- (i) There shall be a Board of Studies for Management and Engineering disciplines separately. The Board of Studies shall be constituted by the Vice Chancellor as follows:
  - (1) Director of the Institute as Chairman
  - (2) Atleast one Faculty Member of each functional area of the Institute of Management in the case of Board of Studies – Management and atleast one Faculty Member of each branch in the case of Board of Studies –Engineering and Technology.
  - (3) Atleast two external experts for each functional area/branch, of which one shall be from the Industry.
- (ii) The basic responsibilities of the Board of Studies shall be:
  - (1) To review periodically the curricula and syllabi.
  - (2) To suggest changes/additions/deletions in the curricula and syllabi.
  - (3) To suggest new Programmes/Courses.
  - (4) The recommendations of the Board of Studies shall be forwarded to the Academic Council for consideration and approval.

**5. ATTENDANCE**

- (a) Every student is expected to put in 100% attendance. The minimum attendance for appearing in End-Term Examination for every student is 75% in every course. A student, who has attendance lower than 75%, will not be permitted to appear in the

- End-Term Semester Examination of the course(s) in which the shortfall exists.
- (b) Every faculty member teaching a course shall take attendance till the last day of instruction in the Semester in the attendance sheet provided for the same and finalize the attendance secured by the student. In addition, the attendance will also be marked through ERP.
  - (c) Since regular attendance and punctuality in the classes is compulsory, leave can be granted to a student by the Director of the Institute on genuine reasons, not exceeding 25% of the total classes held during the Semester under any circumstances.
  - (d) Absence without leave will not be permitted beyond 10% of the classes during a Semester. Once the student exceeds 8% of absence without leave during the Semester, the student will be warned by the Institute under intimation to the Academic Section for informing the parent of the student.
  - (e) The details of all students who have attendance less than 75% in a particular course will be announced in the class by the faculty himself/herself every month. Cumulative attendance of each course has to be displayed on the notice board by the Institute prior to the Mid-Term Examination/s and the End-Term Examination.
  - (f) The cumulative attendance of all the Programmes shall be forwarded by the Director of each Institute to the Academic Section before each Mid-Term Examination along with names of the students having deficiency for forwarding letters to the parents intimating them of the deficiency in attendance in respect of students.
  - (g) Condonation of Attendance: Those students who have availed medical leave on valid grounds or any other valid reason may be considered for condonation of attendance provided the percentage of attendance excluding the period of medical leave is not below 75% and their overall attendance including the period of illness/absence for other valid reason does not fall below 65%. All cases shall be reviewed by the Director of the respective Institute and the recommendations discussed with the Vice Chancellor for condonation.
  - (h) The condonation of attendance has to be got approved at least ten days prior to the commencement of the End-Term Examination.
  - (i) After the approval of the condonation, the details of all students who have attendance less than 75% in a particular course(s) or whose absence has not been condoned shall be displayed on the Institute notice board at the end of every Semester seven days prior to the commencement of the End-Term Examination. Those

students will not be allowed to appear in the End-Term Examinations.

- (j) The details of all students who have attendance less than 75% in a particular course(s) or whose absence has not been condoned shall also be sent to the Academic Section seven days prior to the End-Term Examination for information and records.
- (k) Copies of the attendance sheets of all the courses for the Semester shall also be sent to the Academic Section within seven days after the last day of instruction of the Semester.
- (l) If a student who has not been allowed to appear in the End-Term Examination due to deficiency in attendance in a course, he/she shall be awarded “I” grade (where “I” stands for incomplete for want of minimum attendance) in that course. This grade shall appear in the Grade Card till the course is successfully completed.
- (m) A student awarded “I” grade in a course has to clear it compulsorily when the course is offered next. However, he will be allowed a maximum of two attempts including the first attempt to clear the course. If the student fails to clear the course in two attempts, he may not be allowed to continue in the Programme.
- (n) A student securing “I” grade in two or more courses shall not be promoted to the next Semester. In case the student secures two or more “I” grades in the first Semester the student may re-register as a fresh candidate with the next batch. However, if the student secures two or more “I” grades in the second Semester or thereafter, he may not be allowed to continue in the Programme.
- (o) The Vice Chancellor as the Chairman of the Academic Council is authorized to consider condonation if the student has secured attendance of at least 55% under the following conditions:
  - (i) Condone the deficiency in attendance of a student if he is convinced that the reasons are genuine.
  - (ii) Keeping in view the career of the candidate, he may condone detention of a student if he is convinced that injustice is done to the student by detaining him/her.
- (p) However, it is not binding on the Vice Chancellor to condone any deficiency under any circumstances.
- (q) This Regulation will take effect from even Semester of the Academic year 2012 – 13. The Regulation shall be applicable to all the Programmes offered by the University.

**6. EVALUATION & EXAMINATION**

- (a) The University follows the system of 100 percent evaluation by the full time faculty. Normally, a full time faculty who has taught a course during the semester shall be appointed as examiner for that course. A visiting faculty may be appointed as examiner of the course taught during the semester by him/her with the approval of the Vice Chancellor.
- (b) The examiner shall set the question paper only on the approved syllabus of the course.
- (c) The examiner shall ensure that question paper shall carry correct title and code of the course. He shall also ensure the incorporation of the duration of the Examination and the maximum marks allotted to question paper. The examiner shall indicate the permissible use of mathematical and statistical tables, charts, data or any other relevant material permitted to be used by the examinee during the Examination, on the top of the question paper.
- (d) The examiner shall arrange to deliver the hard copy of the question paper to the Examination Section of the University in person in a sealed cover marked "CONFIDENTIAL" one week before the commencement of the Examination of the first course of the End-Term Examination without fail.
- (e) The overall weightage of a course and Scheme of Teaching & Examination shall be determined in terms of credit/s assigned to the course as mentioned in the detailed Examination scheme of the respective Programme after the approval of the Academic Council.
- (f) The evaluation of students in a course shall have two sets of components unless specifically stated otherwise in the Scheme of Teaching & Examination:
  - (i) Mid-Term Examination
  - (ii) Other Continuous Evaluation components such as Quiz, Assignments and class participation
  - (iii) End-Term Examination
- (g) The Programme wise suggestive components of evaluation shall be as below:

<b>For MBA</b>	
<b>A</b>	Mid-Term Examination Quizzes Assignments/Presentations

	Class Participation End-Term Examination
	<b>For BBA+MBA</b>
<b>B</b>	Mid-Term Examination Quizzes Assignments/Presentations Class Participation End-Term Examination
	<b>For B. Tech</b>
C	THEORY COURSES Mid-Term Test-1 Mid-Term Test-2 Continuous Evaluation (Assignments, Presentations, Quizzes and Class participation) End-Term Examination
D	PRACTICAL/LABORATORY COURSES Mid-Term Test Continuous Evaluation (Viva Voce, Discipline, Punctuality, Assignments, Presentations, Quizzes, Class participation etc.) End-Term Examination
E	SEMINAR/PRACTICE SCHOOL/THESIS Presentations Report
	<b>For M. Tech</b>
F	THEORY COURSES Mid-Term Test-1 Mid-Term Test-2 Continuous Evaluation (Assignments, Presentations, Project, Class participation and Quizzes) End-Term Examination
G	PRACTICAL/LABORATORY COURSES Mid-Term Test Continuous Evaluation (Viva Voce, Discipline, Punctuality, Assignments, Presentations, Class participation Quizzes, etc.)

H	End-Term Examination Lab Record SEMINAR/DISSERTATION/PROFESSIONAL PRACTICE Presentations Report
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- (h) Mid-Term Examination
  - (i) will be conducted by the respective Institutes under the supervision of the Director.
  - (ii) The schedule of the Examination shall be as per the annual calendar approved by the Vice Chancellor. The date sheet of the Examination shall be circulated to the students atleast 15 days prior to the commencement of the Examination.
- (i) Continuous Evaluation
  - (i) shall normally constitute of Class Assignment, Role Play, JAM, Group Discussion, Mock Interview, Presentation, Discipline, Punctuality, Attendance, Class participation and Viva Voce.
  - (ii) Composition may, however, vary depending upon the nature of course and as mentioned in the scheme of Teaching and Examination.
- (j) Conduct of End-Term Examination
  - (i) All End-Term Examinations shall be conducted by the University.
  - (ii) The Schedule of Examination shall be notified by the respective Institute after approval of the Vice Chancellor at least fifteen (15) days prior to the first day of the commencement of End-Term Examination.
  - (iii) The Examination in theory and lab shall be conducted as per the approved schedule and no deviation shall be permitted without the prior approval of the Vice Chancellor atleast 10 days prior to the required change of date.
- (k) The Examination Committee headed by the Director of the respective Institute and approved by the Vice Chancellor shall be responsible to oversee the administration of various Examinations and ensure the conduct of the Examination smoothly.
- (l) The Examination Committee shall ensure that all the components of the Examination are conducted as per schedule and record is maintained properly. It is the responsibility of the Examination

- Committee to ensure the confidentiality, rigor and soundness of the Examination system.
- (m) For any other type of Examination, not covered by sub-clauses (e) above, the mode of conduct of Examination shall be as specifically provided in the syllabus/scheme of Examination and in the absence of such a provision shall be decided by the Director on the recommendation of the Board of Studies concerned, with the approval of the Vice-Chancellor.
  - (n) General Instructions for Invigilators:
    - (i) Invigilators shall reach the Examination hall 20 minutes prior to the commencement of the Examination
    - (ii) Invigilators shall ensure that students bring their ID Cards and keep them on the table during the Examination.
    - (iii) The invigilators shall make sure that the students do not enter the Examination hall with mobile phone or any other material which comes under the purview of unfair means.
    - (iv) The students may be allowed to leave the Examination hall only after 2-hours after the commencement of the Examination.
    - (v) The invigilator shall clearly mention his/her name and sign at the relevant place in all the answer books and supplementary copies given to the students during the Examination.
    - (vi) While collecting the answer books, the invigilator shall ensure all the blank pages of the answer books are struck off by the students.
    - (vii) The invigilator shall remain vigilant by taking rounds during the exam and shall restrain from reading, working on the laptop or being occupied in any other activity which is likely to hinder invigilation.
  - (o) The Examination Reforms Committee shall also act as Flying Squad during the End-Term Examination. The Committee members shall conduct surprise visits to the Examination halls and ensure compliance of Examination procedures.
  - (p) Compiling of the grades
    - (i) A hard copy of the result sheet for each course containing the absolute marks of all the components of the assessment duly signed by the respective faculty member along with a soft copy should be submitted to the concerned Examination Committee Chairman (Director) within seven days of the conduct of the respective End-Term Examination.
    - (ii) A final meeting of the Examination Committee shall be convened within ten days after the last day of the End-Term



- Examination. After finalization of the marks at the Examination Committee Meeting, the hard copy with the absolute marks of all the components of the assessment of all the courses of the respective semester of the Programme duly signed by the respective faculty member, shall be forwarded by the Examination Committee Chairman (Director) to the Examination Section along with a soft copy.
- (iii) The absolute marks received from the Examination Committee Chairman shall be compiled by the Examination Section showing the grades, GPA and CGPA. The same shall be verified by the Examination Committee and the hard copy of the verified result shall be forwarded to the Examination Section.
  - (iv) The result shall then be declared by the Examination Section after the approval of the Vice Chancellor. However, after scrutiny of the detailed result, if it is observed that there has been a distinct change of standard in the Examination as a whole or in a particular course, it may be referred to the Moderation Committee, specially constituted for the purpose by the Vice Chancellor before declaring the result.
  - (v) The Award List showing the Grade obtained by a student in various courses shall be issued by the Examination Section, at the end of each semester, within one month after the declaration of the result.
  - (vi) All the End-Term Examination answer books and Mid-Term Examination answer books shall be forwarded by the Institutes to the Examination Section for record along with the marks list.

#### **7. GENERAL GUIDELINES FOR THE AWARD OF GRADES**

The following are the general guidelines for the award of grades:

- (a) All evaluations of different components of a course shall be done in marks assigned for the course for each student.
- (b) The marks of various components viz., Mid-Term Examination I and II, End-Term Examination, Internal Assignments, Quiz for the Theory Papers, Practicals and Sessionals, shall be as per the Scheme of Teaching and Examination approved by the Academic Council and scaled to a 100-points scale. The rounding off shall be done on the higher side if the marks are 0.5 and above. However, it shall be done on the lower side if marks are less than 0.5.
- (c) If a course contains theory as well as practical content then the ratio of weightage between theory and practical content shall be 60 : 40 respectively for awarding the Grade in that particular course.

- (d) The University shall be following Relative Grading Scheme for all courses of the Programmes offered by various Institutes, where the number of students is more than 10. The Grading Scheme to be followed in all Programmes of the University is given as under:
- (i) “Highest Marks obtained by a student in the class in a particular course will be treated equivalent to 100 per cent marks. Students having obtained 85 per cent and above marks of the highest scorer will be awarded ‘A’ Grade. Students having obtained 70 per cent and above but below 85 per cent of the highest scorer will be awarded ‘B’ Grade. Students having obtained 55 per cent and above but below 70 per cent of the highest scorer will be awarded ‘C’ Grade. Students having obtained 40 per cent and above but below 55 per cent of the highest scorer will be awarded ‘D’ Grade. Students having obtained below 40 per cent marks of the highest scorer will be awarded ‘F’ Grade”.
  - (ii) Pass Grade is D and above (Grade F is a fail grade).
  - (iii) The student has to clear both theory and lab components independently to consider 60:40 ratio of obtained marks for awarding pass grade for that course. If the student fails either in theory or in lab component, he/she shall be awarded ‘F’ in that course.
  - (iv) Illustration
  - (a) If a student has obtained 80 marks in a course which is highest in the class, then for that course 80 marks will be treated equivalent to 100 per cent. The Grades will be awarded as under:

Marks obtained	Grade
68-80	A
56-67	B
44-55	C
32-43	D
Below 32	F

- (b) In the case of courses where the number of students is less than or equal to 10, the Absolute Grading Scheme will be followed as given under, all the other conditions being the same as mentioned at para:

<u>Percent of Marks Obtained</u>	<u>Grade</u>
85 and above	A
70 – 84	B
55 – 69	C
40 – 54	D
Below 40	F

(c) This Grading Scheme will be applicable to each course. A student will be allowed to carry Five 'F' Grades. However, he/she will not be allowed to carry more than Six 'F' Grades to the next Semester any time during the Programme. A student will not be declared successful in the Programme unless he/she has cleared all the 'F' Grades.

(d) A student who has more than Six 'F' Grades may appear in the Special Examination offered within one month of the publication of the result.

8. It is mandatory for a student to appear in the End-Term Examination of each Course. A student who has not appeared in the End-Term Examination of a particular course shall be awarded 'F' Grade in that course, irrespective of the marks obtained by him/her in the Mid-Term Examination and other components of the Continuous Evaluation Scheme.

9. If a student is awarded 'F' Grade in a particular course, he/she shall be given an opportunity to clear his back paper(s) by either -:

(i) re-appearing in the Special Examination within one month after declaration of the Semester Examination results in both the theory and lab component. In this case, the student's Mid-Term Examination and internal assessment marks of the said semester (applicable for both theory and lab) shall be added to his special component to arrive at the grades.

or

(ii) re-appearing as and when the End-Term Examination is offered along with the students of the relevant semester the following year. However, the student may be given a choice to appear in the Mid-Term theory and lab (where applicable) with the next batch of the Semester concerned. The internal assessment marks of his first attempt shall remain unchanged.

(a) The student has an option to choose either of the Examinations mentioned at Para 9(i) and 9(ii) for his first attempt. He, however, has to execute his option to appear in

the Special Examination within ten days after the publication of the result or by the date notified by the University by paying the necessary Special Examination fee.

- (b) However, if the student fails to clear the backlog in his first attempt he shall have to appear in the next Special Examination or the relevant semester exam whichever is held earliest.
  - (c) A student failing to clear his backlog either in the Special Examination or in the relevant End-Term Examination the following year shall have to appear along with the students of the next relevant End-Term Examination the subsequent year or the subsequent Special Examination respectively.
  - (d) A student has to clear his back log in two chances given to him/her in order to continue his/her Programme.
  - (e) The Grading of the students appearing for back Examination shall be done on Absolute/Relative Grading Scheme, as applicable.
  - (f) If the student with back log appears in the End-Term Examination offered along with the students of the relevant semester the following year, he shall have to attempt in the same question paper of the relevant semester irrespective of changes, if any, in the course content. No separate question paper shall be set for back log students. The Grading shall be done on Absolute/Relative Grading Scheme, as applicable, along with the students of the relevant batch.
  - (g) However, if the course has been discontinued in the next batch, a separate question paper shall be set by the respective faculty for the back log. The grading shall be on Absolute / Relative Grading Scheme, as applicable.
10. A student shall be given an opportunity for re-evaluation of End-Term Examination Answer Books upto a maximum of two courses, provided that he/she applies for the same within 10 days after the declaration of the result. The marks of End-Term Examination will be changed only if there is a change exceeding 10% of the maximum marks of the End-Term Examination of that particular course.
- (a) The GPA will be calculated as per the following formula at the end of the semester.

$$\text{GPA} = \frac{\sum_{i=1}^n (\text{Grade Obtained}_i \times \text{Credit Hours}_i)}{\text{Total number of credit hours for all courses}}, \text{ where } i = \text{course and } n = \text{number of courses}$$

- (b) The CGPA will be calculated as per the following formula.

$$\text{CGPA} = \frac{\sum_{i=1}^n (\text{Grade Obtained}_i \times \text{Credit Hours}_i)}{\text{Total number of credit hours for all courses upto 2nd Semester where } i = \text{course and } n = \text{number of courses}}$$

$$A=10, \quad B=8, \quad C=6, \quad D=4, \quad F=0$$

## 11. MAKEUP EXAMINATION

- (a) Students who have missed Mid-Term Examination for valid reasons shall apply to the concerned Director through the concerned faculty indicating the reasons for the absence and the faculty shall consider these requests suitably.

## 12. DISCIPLINE

- (a) Act of indiscipline
- (i) Every student is required to observe discipline and decorous behaviour both inside and outside the campus and not to indulge in any activity which will tend to bring down the prestige of the Institute, damage to the property or misconduct.
  - (ii) Any act of indiscipline of a student reported to the Director, Faculty or Chief Warden, will be referred to the Disciplinary Committee constituted by the Vice Chancellor.
  - (iii) The Committee will enquire into the charges and recommend suitable punishment if the charges are substantiated to the Vice Chancellor. The Vice Chancellor will consider the recommendation of the Disciplinary Committee and approve appropriate action.
- (b) Ragging
- (i) Ragging of any dimension is a crime and non-bailable offence in our country.
  - (ii) Ragging, in any form, is strictly prohibited and any violation shall be considered as a serious offence, leading even to dismissal from the Institute.
  - (iii) The Vice Chancellor shall constitute a Standing Committee to investigate the alleged offence reported to recommend a suitable course of action as per the UGC Regulations on "Curbing the Menace of Ragging in Higher Educational

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Institutions (2009)” as issued and amended by the UGC from time to time.

(c) Use of Unfair Means during Examinations

If the student is detected to be using unfair means, he shall invite disciplinary action as per “Regulations Relating to Unfair Means Cases”.

**13. AWARD OF DEGREE**

The final award of the Degree must be approved by the Academic Council.

**14. AUTHORITY TO AMEND**

Notwithstanding all that has been stated in the Regulation, the Academic Council has the right to amend any of the Regulations from time to time.

**No. JKLU/010/02/2013**

**Date of Approval: 05.02.2013**

## **REGULATION ON FEE COLLECTION**

### **Introduction**

1. The Fees shall be charged from students under various heads for various programmes as per Information Brochure. The procedure to be followed for timely notification and collection of the Fees is enumerated in this Regulation.

### **Procedure**

2. The details of Tuition and other Fee (including Hostel Fees, Advance for Mess Expenses, Electricity charges and Advance for Books) for the semesters of various programmes, the last date of payment, the fine @ Rs. 100/- per day after due date to be levied and other details will be approved by the Hon'ble Vice Chancellor and notified to the Institutes at least one month before the due date of payment.
3. Once approved, the notice will be displayed on the Institute Notice Board for the information of the students. The notice will include detailed instructions to the students and parents about the mode of payment, intimation about the submission of details of fees paid and proof of payment. Copy of Notice should also be sent by Director of the Institute to Parents of students by e-mail. Following points to be taken care of by the students / parents:
  - (a) Fee may be paid through Cheque (Payable at Par or Intercity Cheque only) or Demand Draft Cheque/DD should be drawn in favour of "JK Lakshmipat University" payable at Jaipur. The student's name, roll number and programme should be written on the reverse side of the Cheque/DD. The same can be forwarded to the following address through speed post/Registered post only:

**CF&AO**

**JK Lakshmipat University,**  
LalyaKa Vas,  
P.O. Mahapura, Ajmer Road,  
Jaipur – 302026

- (b) The student can also deposit the Cheque/DD directly in the Accounts Section of the University.
  - (c) Fees can also be deposited in any branch of the IDBI Bank other than JKL U Branch, Jaipur in the account of JK Lakshmipat University, bearing Account number 0273102000012616. The scanned copy of the pay in slip has to be mailed along with date of deposit, student's name, roll number and Programme to CF&AO at [cfao@jkl u.edu.in](mailto:cfao@jkl u.edu.in) or the photo copy of the pay-in-slip along with the details mentioned above may be sent by post to CF&AO at the University address mentioned in (a) herein above.
  - (d) No Cash should be deposited with IDBI Bank at other places except with IDBI Bank, JKL U Branch in Jaipur.
  - (e) NEFT/RTGS transfers are accepted. The amount has to be credited to JK Lakshmipat University account in IDBI bank, JK Lakshmipat University Branch, bearing Account No. 0273102000012616 IFSE code IBKL0001111.
  - (f) The deposit details of NEFT/RTGS with the student's name, roll number and Programme, date of transfer and bank from where amount is transferred should be intimated by e-mail to CF&AO at [cfao@jkl u.edu.in](mailto:cfao@jkl u.edu.in).
4. The Accounts Section will account for the fee collection and monitor progress. The first defaulters' list of students who have not paid the fee by the due date will be generated within ten days after the due date and forwarded to the Director of each Institute under intimation to Registrar's office.
  5. Director - IM and Director - IET or any faculty/staff nominated by the Director, will facilitate implementing payment of fee along with fine by the students within the next fifteen days.
  6. The Accounts Section will generate the second defaulters' list within ten days after the expiry of the fifteen days period and inform the Directors of each Institute and the Registrar office. The Registrar office shall forward a letter or send a mail to the parents of all the students of the second defaulters' list, intimating them of the possibility of suspension of the concerned student from the classes/Hostel or debarring him/her from the Mid-Term Examination if the fee is not deposited along with the fine, within the specified date.
  7. Only in exceptional cases or due to unavoidable circumstances, a request for extension of due date has to be submitted by the parent to the Director of respective Institute well before the due



date. The request will be forwarded by the concerned Director with the recommendations to the Vice Chancellor for approval and forward the same to Accounts Section.

8. In case any of the students remains a defaulter beyond ten days from the last date specified in the letter to the parent, the Director of respective Institute shall recommend suspension/debarring of the student from examination to the Vice Chancellor for approval.
9. Request for condonation of fine received in the office of the Vice Chancellor shall only be considered on case to case basis and decision of the Vice Chancellor in this regard shall be final.

**Authority to amend**

10. Notwithstanding all that has been stated in the regulation, the Vice Chancellor has the right to amend any of the regulations from time to time.

**No. JKL/011/03/2013**

**Date of Approval: 28.03.2013**

## **Learning Resource Centre**

### **Rules & Regulations**

#### **1. About LRC**

The Learning Resource Centre (LRC) came into existence as a constituent of the JK Lakshmipat University, Jaipur. **The aim of the LRC is to serve the needs of the Faculty, Research Scholars, Students and External Members of the LRC.** It is heart of the University and acts as a centre for the collection of literature predominantly related to management, engineering and technology and its allied subjects and develops a comprehensive collection of information that is useful for teaching and reference purposes. User satisfaction is the prime objective of LRC services. Library is situated in a multi-story building with growing collection of Books, Journals and other reading materials. LRC is subscribing wide range of national and international periodicals and journals, in addition to an impressive collection of databases such as EBSCO, corporate & technical annual reports and CDs, ETintelligence Service, CII (Confederation of Indian Industry) publications, IEEE Transactions and ASME (American Society of Mechanical Engineers) Publications. LRC is also in the process of subscribing databases such as Science Direct, ACSE (American Society of Civil Engineers) Publications etc.

Learning Resource Centre (LRC) is managed by KOHA software integrated with ERP system of the University. It is web based integrated library system installed on Linux platform. KOHA is equipped with Acquisition, Cataloging, Circulation, Serial Control and OPAC modules. It supports MARC21 and UNIMARC for professional cataloguing and z39.50 for copy cataloguing from reputed libraries. OPAC module provides access to the library catalogue. Through this module, users of the library will also be able to check their borrowing details, reserved items, make suggestions for new books, and update their personal details as well as add tags to books of their liking. This module provides a simple and clear

search interface. Users are able to search through all fields of the database as well as within specific fields.

## **2. Resources**

LRC has a collection of books, journals and other reading materials in the area of Management, Engineering, Humanities and Social Sciences and allied subjects taught in the University. This collection includes text-books, general and reference books, conference proceedings, CD-ROMs, VCDs, DVDs etc. LRC collection is growing rapidly.

### **2.1 General Collection**

Books, monographs etc., are a part of this collection. This collection is located on the ground floor stack area next to the Circulation Desk. These materials can be borrowed by the LRC members.

### **2.2 Reference (Ref) Books Collection**

Reference (Ref) books such as encyclopedias, dictionaries, directories, handbooks, geographical sources, manuals and other related reading materials are located in the stack area on the ground floor next to the general stack with separate labels indicating the reference collection. User can refer/ use them in the LRC only/ not allowed for borrowing.

### **2.3 Reserve Book (RB) Collection:**

Reserve Book (RB) Collection consists one copy out of three multiple copies of each text and reference book is kept in this section. These materials are kept behind the reference collection and borrowing is not allowed. One can borrow only for overnight on special request especially at the time of exams. The borrower is required to return the book on specified time, failing which he/ she will have to pay a fine of Rs. 5 per hour till he returns the book.

### **2.4 Current Print Subscription**

LRC subscription of journals/ magazines and newspapers are kept in this section and arranged for display under their main streams alphabetically.

1. Management Journals and Magazines
2. Engineering Journals and Magazines
3. General Reading Journals and Magazines

### **2.5 Bound Volumes of Journals (BV)**

All peer reviewed and selected journals are bounded by the LRC after receiving all volumes and are kept in a section at ground floor of the LRC. Bound volumes are kept behind the reference collection and borrowing is not allowed.

## 2.6 JKLU Publication (JKLU)

JKLU publications received under various series in book form are kept in this collection. One copy out of five copies received is kept reserved and other copies can be borrowed and are arranged by the publication no.

## 2.7 E-Resources

LRC also subscribes to online resources such as EBSCO, IEEE, ASME, Sage Online which provides online access to over 2500 journals. Details are as follows.

### 2.7.1 EBSCO

LRC subscribes to EBSCO's Business Source Premier. This is industry's most popular business research database and features the full text for more than 2150 journals. It is world's definitive scholarly business database, providing the leading collection of bibliographic and full-text content (Access through intranet . It can be accessed through following link: <http://search.ebscohost.com> (IP Authentication)

Business Source Premier Contains:

Content Type		Data
1	Full-Text Books & Monograph	56
2	Full-Text Case Studies	4257
3	Full-Text Company Profiles	10152
4	Full-Text Conference Papers/ Proceedings Collection	5
5	Full-Text Country Economic Reports	1418
6	Full-Text Industry Reports	5164
7	Full-Text Market Research Reports	94
8	<b>Full-Text Peer-Reviewed Journals</b>	<b>1104</b>
9	Full-Text SWOT Analyses	3023
10	<b>Full-Text Trade Journals &amp; General Business Magazines</b>	<b>1078</b>
11	Full-Text Working Papers Collection	2

### 2.7.2 Sage Journals

LRC subscribes to following full-text online Journals along with print journals published by Sage Publications. It can be accessed by following link: <http://online.sagepub.com> (IP Authentication)

#### List of Journals:

- A. Asian Journal of Management Cases
- B. Journal of Entrepreneurship
- C. Journal of Health Management
- D. Journal of Human Values
- E. Journal of Management
- F. Margin- Journal of Applied Economic Research
- G. South Asia Economic Journal
- H. Vision
- I. Journal of Industrial Relations
- J. Human Resource Development Review
- K. Journal of Applied Behavioral Science
- L. Journal of Management Education
- M. Journal of Service Research
- N. Leadership
- O. Action Research

### 2.7.3 ET Intelligence

This Database provides research knowledge of macro-economic and sectorial research for the benefit of Indian business. ETintelligence provides detailed primary, secondary and market research based studies. This database analyses business from various angles – sectorial, firm level, macro-economic, process and functional. It can be accessed from following link: [www.etintelligence.com](http://www.etintelligence.com) (for username & password contact to the LRC)

### 2.7.4 Confederation of Indian Industry (CII)

This database enables the user to get online access to:

- Various reports, newsletters, publications and other knowledge resources of CII.
- Government notifications issued by Central and State Governments.

- Key initiatives and activities of CII in various industrial sectors.
- Tender information from across 200 countries.
- CII news updates.
- Online discussion on various important policy issues.
- Online groups moderated by experts etc.

It can be accessed by using following link: [www.mycii.in](http://www.mycii.in) (for username & password contact to the LRC).

#### 2.7.5 The IEEE/IEE Electronic Library (IEL)

- It covers almost one third of the world's current electrical engineering and computer science literature, providing unparalleled access to publications from the Institute of Electrical and Electronics Engineers (IEEE) and the Institution of Electrical Engineers (IEE).
- The resource covers more than 9,50,000 documents from over 12,000 publications, including **219 journals**, transactions, magazines, conference proceedings, IEEE Standards.
- More than 25,000 new pages are added per month. It provides access to more than two million full-page PDF images, including all original charts, graphs, diagrams, photographs and illustrative material.

It is single user and can be accessed by using following link: <http://ieeexplore.ieee.org> in the LRC on dedicated machine to facilitate maximum users.

#### 2.7.6 The American Society of Mechanical Engineers (ASME)

- It is a nonprofit educational and technical organization serving the worldwide community of mechanical engineers.
- The ASME conducts one of the world's largest technical publishing operations. The society holds more than 30 technical conferences and 200 professional development courses each year.
- The ASME promotes and enhances the technical competency and professional well-being through quality programs and activities in mechanical engineering to better enable its practitioners to contribute to the well-being of humankind through its publications that include **19 journals**.

It can be accessed by using following link: <http://asmedl.org> (IP Authentication).

## **2.8 Multimedia or CD-DVD (CD)**

All CDs and DVDs received as accompanying material or purchased separately for teaching and research purpose are kept here and arranged accession wise. These can be referred in the LRC only on production of ID Card and are not meant for borrowing except for the faculty.

### **Organizing the Collection on the Shelf**

LRC follows Dewey Decimal Classification System (DDC) for classification of books and documents to manage collection on the shelf. Maximum collections are arranged by their Call Numbers.

## **3. LRC Services**

### **Borrowing of LRC Materials**

JKLU Learning Resource Centre provides access to all reading materials. A full range of loan services is available for the materials that are in general stack. These services include circulation (check in and check out) and shelving of materials. Circulation staff in the LRC also assists in placing reservation and recall request on items that are issued out and help users in locating items in the stack area.

### **3.1 Membership**

#### **3.1.1 Membership for JKLU Community**

All registered students, faculty members and staff of the University are entitled to register as members of the LRC and to use the facilities and services offered for the purpose of their academic, research and administrative work. Use of LRC facilities and services implies acceptance of LRC rules and procedures.

#### **3.1.2 External Membership**

Individuals and Organizations can become deposit borrowers. Borrowing privileges and refundable deposits for various categories are as follows.

##### **● Deposit Users:**

<b>Membership Category</b>	<b>Refundable Deposit</b>	<b>Borrowing Privilege</b>	<b>Annual Service Charges</b>
Alumni	Rs. 5,000.00	1 Book for 10 Days	Rs. 500.00
Individual	Rs. 5,000.00	1 Book for 10 Days	Rs. 1,000.00
Organization/ Institutional	Rs. 20,000.00	03 Book for 10 Days	Rs. 5,000.00

**Note:** The total price of the book/s issued to deposit borrowers shall not be exceed 75% of the amount of deposit.

### ● Non-Deposit Users

Non-Deposit users have to pay as follows for regular reference only and not for loan:

o Up to three days	:	Rs. 50.00
o For one week	:	Rs. 100.00
o For one month	:	Rs. 500.00
o For three months	:	Rs. 1250.00
o For one year	:	Rs. 4500.00

Services Offered to External Members:

- i. Reference and consultation of resources.
- ii. Access to subscribed online resources in the LRC premises.
- iii. Number of books to be issued (Mentioned under borrowing privilege).
- iv. Duration/Issue period: 10 days (One time renewable).
- v. Printout/photocopy of articles: Rs. 5/- per page + the actual postage/ courier charges.

### Visitor Information

LRC serves primarily the JKLU Community. However, visitors from other academic and research institutions, Government officials, prominent personalities, officials from JK Organizations and others associated with JKLU are welcome to use the collection and services of the LRC on the site for a short duration. No borrowing facility is available to Visitors. Visitor pass is issued on producing identification documents such as ID card, Voters ID card letter from the parent institution. Advance intimation about the visit is highly appreciated. Please contact the Circulation Desk on arrival. Email: [lrc@jklu.edu.in](mailto:lrc@jklu.edu.in) Tel. No. 0141 - 2259529.

### 3.2 Circulation Policies

Borrowing of reading material facility is available to the faculty, Ph.D Scholar, students, staff of the university. The registration to use the LRC and services is automatic for the faculty and staff on joining the University and for students on receiving list from respective Institutes.

***The rules are framed to facilitate and promote services in efficient manner, rather than to constrain the use of LRC collection and services.***



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**Borrowing Privileges for JKLU Communities**

- **Faculty/Visiting Faculty/Academic Staff**
  - 10 Books - for 30 Days
  - 1 Reference book- for 2 days
  - 1 Bound volume / 1 loose back issue of a journal for 2 days
  - 2 CD/VCD/DVD/Video etc.- for 2 days
- **Administrative and Project Staff including Trainees**
  - 5 Books for 30 Days
  - 1 Bound volume/ 1 loose back issue of a journal for 2 days
- **Students**
  - Research Scholars (Ph.D Scholar)
    - § 4 Books - for 30 Days
  - PG Students
    - § 4 Books for 10 days
  - UG Students
    - § 4 Books for 10 days
  - Late Fee
    - § Rs.5.00 per day

**General Rules (Circulation)**

- Issue & return of LRC materials are handled from the Circulation Desk during working hours.
- Borrowers are requested to ensure that the books are properly issued or returned in the database.
- The borrowers will not be issued book/ material to which he/ she is entitled, if he/ she fails to return the overdue book/ material.
- LRC users are requested to bring their ID cards while coming to the LRC.
- The borrower is requested to check the books & other reading materials thoroughly for missing pages, chapters, any damages, markings etc. before borrowing.
- No book in damaged conditions may be accepted from the borrower. Mutilated or spoiled books may have to be replaced by the borrower.

- The borrowing facility can be restricted or suspended in case of misbehavior or misuse of the LRC facilities/ materials.
- Resource Centre materials will be issued/ returned, only if borrower shows the ID card at the circulation Desk.
- The ID card used for borrowing LRC materials is not transferable and must be produced whenever requested by LRC staff.
- Members are responsible for all items issued on their name, until they are returned by the respective members to the Resource Centre.
- Latest issues of journals/ magazines are not issued. They are meant to be referred in the LRC only.
- Materials designated as Newspapers are not issued. They are meant to be referred in the LRC only.
- Faculty and staff going on long leave, with or without salary, deputation, study leave, or extraordinary leave will have to return all borrowed materials before proceeding for leave.
- No material from the LRC should be taken out without proper issue/ recording. Any type of violation may lead to a disciplinary action.

**Issue & Return (Circulation) Timings:**

Monday to Saturday (working days) : 10:00am to 6.00pm

- Materials issued from the LRC are to be returned at the Circulation Desk during the working hours.
- Materials issued have to be returned on or before the due date.

**Reminders**

- LRC usually sends reminders to members for the overdue items. However, not getting the reminders is no reason for returning books not on time.

**Late fee**

- Overdue/ Fine is charged to the members as per the details given in the Borrower Privilege Table.
- Members who have overdue item(s) outstanding are not permitted to borrow any materials until the overdue items have been returned and fines are paid.
- If the fine amount exceeds Rs.50.00, the membership will be blocked and new materials will not be issued.

**Renewals**

- LRC materials can be renewed, if they are not reserved by other users.

- Same materials cannot be renewed more than once.
- Borrower has to bring the material physically to the LRC for renewal.
- Journals, reference books, CDs etc., (other than books) will not be renewed.
- No renewal will be entertained at the time of examination.

**Recall**

- Resource Centre staff may recall a book at any time before its due date. The overdue charges will increase in case member fails to return the book when it is due or recalled.

**Reservation**

- Members can reserve only those materials, which are already issued at the Circulation Desk.
- Book displayed on new arrival shelf can be reserved.
- One reader can reserve maximum two books at any given point of time.
- If book has more than one reservation it will be reserved on first come first serve basis.
- Reserved books will be put on hold at the Circulation desk for maximum two working days (inclusive of the day on which it is returned and hold period can be reduced keeping demand in view) from the date of return by previous borrower. If the member who has reserved the book fails to pick up the same within this period the reservation stands cancelled and the next member in the list will get priority.
- The availability of reserved items will be informed through email.

**Loss of / Damage to Learning Resource Centre (LRC) material**

- Loss of book(s) must be reported immediately.
- Overdue fine, if any will be charged till the loss of book(s) is reported.
- If the original book is returned after reporting it is lost, the fine will be calculated till the date of its return.
- Borrower will have to replace the book, if lost/ damaged with latest edition within 30 days from reporting, along with overdue charges.
- If the lost book is out of print and if the borrower is unable to replace it, he/ she will have to pay the double the cost of the book.

- If the lost book is a part of multivolume series, the borrower will be charged for the entire set.
- The price of the book/ document once received will not be refunded under any circumstances even if the original book/ document is recovered.
- The document once replaced with a new copy, will not be returned under any circumstances even if the original document is recovered.
- In case of loss of the book/ document whose value cannot be determined (price of book / document is not available or the book is rare) the penalty will be charged by the library incharge / librarian after judging the value of the book on the basis of the preciousness of the material.

### 3.3 Reprographic Service

Xerox facility is available at LRC. It is for the library materials only particularly for copying research papers published in journals, conference proceedings for academic and research work without violating the Copy Right Act. Following Xerox charges are applicable for different user groups.

Official	Fee*
Faculty/ Officers & Staff (Personal)	50 paisa per page
Students	Rs. 1.00 per page
External users	Rs. 1.50 per page

\* Please submit the filled up form approved by the competent authority which is available in Xerox room.

### 3.4 Printing Facility

Printing facility is also available at LRC subject to copyright restrictions. Following printing charges are applicable for different user groups.

Official	Fee*
Faculty/ Officers & Staff (Personal)	Rs. 3.00 per page
Students	Rs. 3.00 per page
External users	Rs. 3.00 per page

\* Please submit the filled up form approved by the competent authority which is available in Xerox room.

### **3.5 Users Orientation**

In order to enable the students to use the LRC resources fully the LRC initiates a User Education / Orientation activity by dedicating a session on LRC usage in the beginning of new academic session as well as in the LRC during the semester.

### **3.6 Reference and Information Services**

Reference Service is to assist students, faculty, researchers and staff in locating the required information, or information sources available in the LRC or elsewhere. It is a personal service, which involves various activities, aimed at making information available to the users as easily as possible. In order to provide information, our professional staff makes use of resources of the LRC as well as those resources available outside the library. This service is provided personally or by e-mail.

## **4. LRC General Rules**

- LRC is a place for individual study and research therefore members are requested to maintain an atmosphere of dignity, peace and silence within the LRC premises.
- Entry to the Resource Centre is restricted to the bonafide members on production of ID Card.
- All members are requested to make entry at the property counter in visitors register.
- All members are requested to keep their personal belongings, personal book and other reading materials at the Property Counter at their risks. LRC is not responsible for loss or damage.
- No material including books, CDs, newspapers, magazines etc. from the LRC should be taken out until it is checked out. Any type of violation may lead to a disciplinary action and suspension of Resource Centre Membership.
- Members are requested to handle the LRC reading materials with utmost care. Mutilation, writing, scribbling, marking, cutting pages are serious offence that will be severely dealt with.
- The use of personal stereos, music sets, walkmans in the LRC is not permitted.
- The audible use of mobile phones is not permitted in the LRC premises.

- User should “**SWITCH OFF / SILENT MODE**” mobile/ Cell phone in the LRC.
- Suggestions for procurement of new books & other reading materials, if any, from student members may be sent to the librarian.
- Members may kindly inform the Resource Centre immediately of any change in their contact address including email.
- Members are requested to leave the reading materials on the reading tables. The Resource Centre staff will shelve these materials. However, newspapers and magazines should be replaced on the display shelves after reading.
- Smoking, food and drinks are not allowed in the LRC.
- Members are required to show the items to the LRC staff at the Circulation Desk/ Property Counter when requested.
- The librarian reserves the right to suspend the membership of any member found misbehaving with the LRC staff. No user will be allowed to argue with the library staff.

**ASK A LIBRARIAN** is a ready reference service to provide research and academic assistance in a multiple ways. This service is available to the JKLU-LRC students, faculty, and staff.

Other users are welcome to use ASK A LIBRARIAN service for questions dealing specifically with information related to the LRC and its collections.

**By Email:** [lrc@jklu.edu.in](mailto:lrc@jklu.edu.in)

**By phone or In person:** For reference assistance, phone the Librarian during working hours

Consultation of Individual Research Consultancy is available for JKLU Graduates, Post Graduates, Faculty and Staff. Schedule time to meet the Librarian for customized help in your research area to find useful resources, learn to search databases, or just get started using the LRC. Consultations may usually be scheduled within the week.

**LRC Timings:**

All working days	:	10.00 am to 8.00 pm
(Monday to Friday)		
(Saturday)	:	10.00 am to 6.00 pm
Holidays	:	Closed

(National Holidays, 2<sup>nd</sup> Saturday, All Sundays)

**No. JKL/012/06/2013**

**Date of Approval: 24.06.2013**

## **REGULATION ON STUDENT ATTENDANCE**

1. Every student is expected to put in 100% attendance. The minimum attendance for appearing in Mid Term Examination/s and End Term Examination for every student is 75% in every course. A student, who has attendance lower than 75%, will not be permitted to appear in the Mid Term Examination/s and End Term Examination of the course(s) in which the shortfall exists.
2. Every faculty member teaching a course shall take attendance during the Semester till the last day of instruction before Mid Term Examination/s and End Term Examination in the attendance sheet provided for the same and finalize the attendance secured by the student. In addition, the attendance will also be marked through ERP.
3. Since regular attendance and punctuality in the classes is compulsory, leave can be granted to a student by the Director of the Institute on genuine reasons, not exceeding 25% of the total classes held during the Semester under any circumstances.
4. Absence without leave will not be permitted beyond 10% of the classes during a Semester. Once the student exceeds 8% of absence without leave during the Semester, the student will be warned by the Institute under intimation to the Academic section for informing the parent of the student.
5. The details of all students who have attendance less than 75% in a particular course will be announced in the class by the faculty himself/herself every month. Cumulative attendance of each course shall be displayed on the notice board by the Institute prior to the Mid Term Examination – I / Mid Term Examination (in the case of Programmes having only one Mid Term Examination). Students having less than 75% attendance in a particular course as on the last Instructional day prior to the commencement of the Mid Term Examination – I /

Mid Term Examination (in the case of Programmes having only one Mid Term Examination), shall not be allowed to appear in the Mid Term Examination – I/Mid Term Examination (In the case of Programmes having only one Mid Term Examination) in the respective course. He/she shall forfeit the component of marks allotted to that examination.

6. Students who have been debarred from appearing in the Mid Term Examination-I/Mid Term Examination (in the case of Programmes having only one Mid Term Examination), due to shortage of attendance, however, shall be allowed to continue to attend the classes to give him/her a chance to achieve 75% attendance by the last Instructional day prior to the commencement of Mid Term Examination–II/End Term Examination as applicable.
7. A letter intimating the shortage of attendance and the de-barring of the student shall be sent to the parent of the student by the Institute within one week of the de-barring notification.
8. If the students who were de-barred to appear in the Mid Term Examination – I due to shortage of attendance improve their attendance percentage to 75% by the last Instructional day prior to the commencement of Mid Term Examination – II, such students shall be allowed to appear in the examination of the respective course in the Mid Term Examination – II.
9. However, if the student fails to achieve 75% attendance in a particular course even by the last Instructional day prior to the commencement of Mid Term Examination – II, he/she shall not be allowed to appear in Mid Term Examination – II in that respective course and he/she shall forfeit the component of marks allotted to that examination also.
10. Students who have been debarred from appearing in the Mid Term Examination –II/Mid Term Examination (in the case of Programmes having only one Mid Term Examination), due to shortage of attendance, however shall be allowed to continue to attend the classes with an undertaking (given as Appendix to this Regulation) that he / she will not be allowed to appear in the End Term Examination unless he/she fulfills the minimum attendance of 75% by the last Instructional day before the End Term examination.
11. A letter intimating the shortage of attendance and the de-barring of the student along with the undertaking of the student shall be sent to the parent of the student by the Institute within one week of the de-barring notification.



12. In spite of the chances given to a student to continue to attend classes with shortage of attendance in both the Mid Term Examinations / Mid Term Examination (In the case of Programmes having only one Mid Term Examination) if the student fails to achieve 75% attendance in a particular course by the last Instructional day before the End Term Examination such student shall not be allowed to appear in the end Term Examination in that course.
13. If the student achieves 75% attendance by the last Instructional day before the End Term Examination such student shall be allowed to appear in the End Term Examination in that respective course. However, the evaluation components will only comprise of the additional internal assessment components (Class participation, Quizzes, Assignments, Presentations etc.) and the End Term Examination component.
14. The cumulative attendance of all the Programmes shall be forwarded by the Director of each Institute to the Academic section before each Mid Term Examination along with names of the students having deficiency for forwarding letters to the parents intimating them of debarring of their ward from appearing in the courses/s in Mid Term Examination/s due to deficiency in attendance.
15. **Condonation of Attendance:** Those students who have availed medical leave on valid grounds or any other valid reason may be considered for condonation of attendance provided the percentage of attendance excluding the period of medical leave is not below 75% and their overall attendance including the period of illness/absence for other valid reason does not fall below 65%. All cases shall be reviewed by the Director of the respective Institute and the recommendations discussed with the Vice Chancellor for condonation.
16. The condonation of attendance has to be got approved at least ten days prior to the commencement of the Mid Term Examination/s and End Term Examination.
17. After the approval of the condonation, the details of all students who have attendance less than 75% in a particular course(s) or whose absence has not been condoned shall be displayed on the Institute notice board prior to the commencement of the Mid Term Examination/s and at the end of every Semester seven days prior to the commencement of the End Term Examination. Those students will not be allowed to appear in the Mid Term Examination/s or the End Term Examinations.

18. If the attendance falls short of 75% at any stage of the Semester, the student shall not be allowed to attend the corresponding next examination.
19. The details of all students who have attendance less than 75% in a particular course/courses or whose absence has not been condoned shall also be sent to the Academic Section seven days prior to the End Term examination for information and records.
20. Copies of the attendance sheets of all the courses for the Semester shall also be sent to the Academic Section within seven days after the last day of instruction of the Semester.
21. If a student who has not been allowed to appear in the End Term Examination due to deficiency in attendance in a course, he/she shall be awarded “I” grade (where “I” stands for incomplete for want of minimum attendance) in that course. This grade shall appear in the Grade Card till the course is successfully completed.
22. A student awarded “I” grade in a course has to clear it compulsorily when the course is offered next. A student can appear in the examination as per the schedule of the University to clear the course/s any number of times within the total duration of the programme and grace period.
23. A student securing “I” grade in more than three courses shall not be promoted to the next Semester. In case the student secures more than three “I” grades in the first Semester the student may re-register as a repeater with the next batch. If the student secures more than three “I” grades in the second Semester or thereafter, he may not be allowed to continue in the programme. However, he may re-register in the respective semester when it is offered by the University to continue the programme but he/she has to complete the programme within the stipulated grace period.
24. A student shall be allowed to carry a combined backlog of Five ‘F’ and ‘I’ Grades to the next semester. However, he/she will not be allowed to carry a combined backlog of more than Six ‘F’ and ‘I’ Grades to the next semester any time during the programme.
25. The Vice Chancellor as the Chairman of the Academic Council is authorized to consider condonation if the student has secured attendance of at least 55% under the following conditions:
  - (a) Condone the deficiency in attendance of a student if he/she is convinced that the reasons are genuine.

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- (b) Keeping in view the career of the candidate, he/she may condone detention of a student if he is convinced that injustice is done to the student by detaining him/her.
  - 26. However, it is not binding on the Vice Chancellor to condone any deficiency under any circumstances.
  - 27. This Regulation will take effect from odd Semester of the Academic year 2013-14. The Regulation shall be applicable to all the Programmes offered by the University.
  - 28. This Regulation supersedes the Office Order No. JKL/VCO/022 dated September 05, 2011 and REGULATION ON STUDENT ATTENDANCE No. JKL/008/01/2013 approved on January 07, 2013.

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**JK LAKSHMIPAT UNIVERSITY, JAIPUR**

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Appendix to Regulation on Student Attendance

**Undertaking by the student having less than  
75% attendance at the end of Mid-Term  
Examination–II / Mid Term Examination in the  
case of Programmes having only one Mid Term  
Examination**

This is to certify that I \_\_\_\_\_ of \_\_\_\_\_  
Programme have failed to secure the required 75% attendance by the last  
instructional day prior to the Mid-Term Examination-II/Mid Term  
Examination of \_\_\_\_\_ course/s.

I further request that I may be allowed to attend classes with a condition  
that I will not be allowed to appear in the End Term Examination unless I  
fulfill the minimum attendance of 75% by the last Instructional day before  
the End Term Examination.

Signature of the Student

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

Accepted/Rejected

Date:

Director

Institute of Management/Institute of Engineering and Technology

Copy to:

PA to VC for the information of the Hon'ble Vice Chancellor

Academic Section

Student's personal file

Institute concerned

Date:

No. JKLU/013/08/2013

**Date of Approval: 22.08.2013**

**REGULATION ON EVALUATION & EXAMINATION**  
**SCHEME FOR VARIOUS PROGRAMMES**

1. **APPLICABILITY:** This Regulation shall apply to all Programmes leading to Undergraduate and Postgraduate Degrees from 2011-12 batches.
2. **DEFINITIONS**
  - (a) Academic Programme shall mean a Programme of courses and/or any other components leading to Undergraduate and Postgraduate Degrees.
  - (b) An Academic Year/Session is a period of 12 months devoted to completion of requirements specified in the Scheme of Teaching and the related Examination of a Programme.
  - (c) Semester System - a Programme wherein each Academic Year is apportioned into two semesters.
  - (d) Board of Studies (BoS) shall mean the Board of Studies of the University.
  - (e) Academic Council shall mean the Academic Council of the University
  - (f) Course means a component of the academic Programme, carrying a distinct code number and specific credits assigned to it.
  - (g) Student shall mean a person admitted to any Programme offered by the University.
  - (h) University shall mean JK Lakshmipat University, Jaipur.
  - (i) “CGPA” means the Cumulative Grade Point Average obtained by a student.
  - (j) “GPA” means Grade Point Average obtained by a student in the particular Semester.

**3. SEMESTER**

- (a) An Academic Year shall be divided into two semesters. Each of the two semesters shall be of a duration of 12-16 weeks. The duration of Odd and Even Semesters in a year with summer vacations and other breaks shall be notified by the University every year. A number of courses as notified shall be offered in each Semester before the commencement of the Academic Session.
- (b) Each course shall have credit/s assigned to it depending upon the academic load of the course assessed on the basis of weekly contact hours assigned for lecture, tutorial and laboratory classes (whichever applicable). The credits for the Project and the Seminar shall be based on the quantum of work expected.
- (c) Each credit shall be equal to minimum of 10 contact hours or equivalent.

**4. BOARD OF STUDIES**

- (i) There shall be a Board of Studies for Management and Engineering disciplines separately. The Board of Studies shall be constituted by the Vice Chancellor as follows:
  - (1) Director of the Institute as Chairman
  - (2) Atleast one Faculty Member of each functional area of the Institute of Management in the case of Board of Studies – Management and atleast one Faculty Member of each branch in the case of Board of Studies –Engineering and Technology.
  - (3) Atleast two external experts for each functional area/branch, of which one shall be from the Industry.
- (ii) The basic responsibilities of the Board of Studies shall be:
  - (1) To review periodically the curricula and syllabi.
  - (2) To suggest changes/additions/deletions in the curricula and syllabi.
  - (3) To suggest new Programmes/Courses.
  - (4) The recommendations of the Board of Studies shall be forwarded to the Academic Council for consideration and approval.

**5. ATTENDANCE**

- (a) Every student is expected to put in 100% attendance. The minimum attendance for appearing in End-Term Examination for every student is 75% in every course. A student, who has attendance lower than 75%, will not be permitted to appear in the End-Term Semester Examination of the course(s) in which the shortfall exists.
- (b) Every faculty member teaching a course shall take attendance till the last day of instruction in the Semester in the attendance sheet provided for the same and finalize the attendance secured by the student. In addition, the attendance will also be marked through ERP.
- (c) Since regular attendance and punctuality in the classes is compulsory, leave can be granted to a student by the Director of the Institute on genuine reasons, not exceeding 25% of the total classes held during the Semester under any circumstances.
- (d) Absence without leave will not be permitted beyond 10% of the classes during a Semester. Once the student exceeds 8% of absence without leave during the Semester, the student will be warned by the Institute under intimation to the Academic section for informing the parent of the student.
- (e) The details of all students who have attendance less than 75% in a particular course will be announced in the class by the faculty himself/herself every month. Cumulative attendance of each course has to be displayed on the notice board by the Institute prior to the Mid-Term Examination/s and the End-Term Examination.
- (f) The cumulative attendance of all the Programmes shall be forwarded by the Director of each Institute to the Academic section before each Mid-Term Examination along with names of the students having deficiency for forwarding letters to the parents intimating them of the deficiency in attendance in respect of students.
- (g) Condonation of Attendance: Those students who have availed medical leave on valid grounds or any other valid reason may be

considered for condonation of attendance provided the percentage of attendance excluding the period of medical leave is not below 75% and their overall attendance including the period of illness/absence for other valid reason does not fall below 65%. All cases shall be reviewed by the Director of the respective Institute and the recommendations discussed with the Vice Chancellor for condonation.

- (h) The condonation of attendance has to be got approved at least ten days prior to the commencement of the End-Term Examination.
- (i) After the approval of the condonation, the details of all students who have attendance less than 75% in a particular course(s) or whose absence has not been condoned shall be displayed on the Institute notice board at the end of every Semester seven days prior to the commencement of the End-Term Examination. Those students will not be allowed to appear in the End-Term Examinations.
- (j) The details of all students who have attendance less than 75% in a particular course(s) or whose absence has not been condoned shall also be sent to the Academic Section seven days prior to the End-Term Examination for information and records.
- (k) Copies of the attendance sheets of all the courses for the Semester shall also be sent to the Academic Section within seven days after the last day of instruction of the Semester.
- (l) If a student who has not been allowed to appear in the End-Term Examination due to deficiency in attendance in a course, he/she shall be awarded “I” grade (where “I” stands for incomplete for want of minimum attendance) in that course. This grade shall appear in the Grade Card till the course is successfully completed.
- (m) A student awarded “I” grade in a course has to clear it compulsorily when the course is offered next. A student can appear in the examination as per the schedule of the University to clear the course/s any number of times within the total duration of the programme and grace period.



- (n) A student securing “I” grade in more than three courses shall not be promoted to the next Semester. In case the student secures more than three “I” grades in the first Semester the student may re-register as a repeater with the next batch. If the student secures more than three “I” grades in the second Semester or thereafter, he may not be allowed to continue in the programme. However, he may re-register in the respective semester when it is offered by the University to continue the programme but he/she has to complete the programme within the stipulated grace period.
- (o) The Vice Chancellor as the Chairman of the Academic Council is authorized to consider condonation if the student has secured attendance of at least 55% under the following conditions:
  - (i) Condone the deficiency in attendance of a student if he is convinced that the reasons are genuine.
  - (ii) Keeping in view the career of the candidate, he may condone detention of a student if he is convinced that injustice is done to the student by detaining him/her.
- (p) However, it is not binding on the Vice Chancellor to condone any deficiency under any circumstances.
- (q) This Regulation will take effect from even Semester of the Academic year 2012 – 13. The Regulation shall be applicable to all the Programmes offered by the University.

## **6. EVALUATION & EXAMINATION**

- (a) The University follows the system of 100 percent evaluation by the full time faculty. Normally, a full time faculty who has taught a course during the semester shall be appointed as examiner for that course. A visiting faculty may be appointed as examiner of the course taught during the semester by him/her with the approval of the Vice Chancellor.
- (b) The examiner shall set the question paper only on the approved syllabus of the course.
- (c) The examiner shall ensure that question paper shall carry correct title and code of the course. He shall also ensure the incorporation

of the duration of the Examination and the maximum marks allotted to question paper. The examiner shall indicate the permissible use of mathematical and statistical tables, charts, data or any other relevant material permitted to be used by the examinee during the Examination, on the top of the question paper.

- (d) The examiner shall arrange to deliver the hard copy of the question paper to the Examination Section of the University in person in a sealed cover marked “CONFIDENTIAL” one week before the commencement of the Examination of the first course of the End-Term Examination without fail.
- (e) The overall weightage of a course and Scheme of Teaching & Examination shall be determined in terms of credit/s assigned to the course as mentioned in the detailed Examination scheme of the respective Programme after the approval of the Academic Council.
- (f) The evaluation of students in a course shall have two sets of components unless specifically stated otherwise in the Scheme of Teaching & Examination:
  - (i) Mid-Term Examination
  - (ii) Other Continuous Evaluation components such as Quiz, Assignments and class participation
  - (iii) End-Term Examination
- (g) The Programme wise suggestive components of evaluation shall be as below:

**For MBA**

- A Mid-Term Examination
  - Quizzes
  - Assignments/Presentations
  - Class Participation
  - End-Term Examination

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**For BBA+MBA**

- B Mid-Term Examination
  - Quizzes
  - Assignments/Presentations
  - Class Participation
  - End-Term Examination

**For B. Tech**

- C THEORY COURSES
  - Mid-Term Test-1
  - Mid-Term Test-2
  - Continuous Evaluation (Assignments, Presentations, Quizzes and Class participation)
  - End-Term Examination
- D PRACTICAL/LABORATORY COURSES
  - Mid-Term Test
  - Continuous Evaluation (Viva Voce, Discipline, Punctuality, Assignments, Presentations, Quizzes, Class participation etc.)
  - End-Term Examination
- E SEMINAR/PRACTICE SCHOOL/THESIS
  - Presentations
  - Report

**For M. Tech**

- F THEORY COURSES
  - Mid-Term Test-1
  - Mid-Term Test-2
  - Continuous Evaluation (Assignments, Presentations, Project, Class participation and Quizzes)
  - End-Term Examination

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G PRACTICAL/LABORATORY COURSES

Mid-Term Test

Continuous Evaluation (Viva Voce, Discipline, Punctuality, Assignments, Presentations, Class participation Quizzes, etc.)

End-Term Examination

Lab Record

H SEMINAR/DISSERTATION/PROFESSIONAL PRACTICE

Presentations

Report

(h) Mid-Term Examination

- (i) will be conducted by the respective Institutes under the supervision of the Director.
- (ii) The schedule of the Examination shall be as per the annual calendar approved by the Vice Chancellor. The date sheet of the Examination shall be circulated to the students atleast 15 days prior to the commencement of the Examination.

(i) Continuous Evaluation

- (i) Shall normally constitute of Class Assignment, Role Play, JAM, Group Discussion, Mock Interview, Presentation, Discipline, Punctuality, Attendance, Class participation and Viva Voce.
- (ii) Composition may, however, vary depending upon the nature of course and as mentioned in the scheme of Teaching and Examination.

(j) Conduct of End-Term Examination

- (i) All End-Term Examinations shall be conducted by the University.
- (ii) The Schedule of Examination shall be notified by the respective Institute after approval of the Vice Chancellor at least fifteen (15) days prior to the first day of the commencement of End-Term Examination.

- (iii) The Examination in theory and lab shall be conducted as per the approved schedule and no deviation shall be permitted without the prior approval of the Vice Chancellor atleast 10 days prior to the required change of date.
- (k) The Examination Committee headed by the Director of the respective Institute and approved by the Vice Chancellor shall be responsible to oversee the administration of various Examinations and ensure the conduct of the Examination smoothly.
- (l) The Examination Committee shall ensure that all the components of the Examination are conducted as per schedule and record is maintained properly. It is the responsibility of the Examination Committee to ensure the confidentiality, rigor and soundness of the Examination system.
- (m) For any other type of Examination, not covered by sub-clauses (e) above, the mode of conduct of Examination shall be as specifically provided in the syllabus/scheme of Examination and in the absence of such a provision shall be decided by the Director on the recommendation of the Board of Studies concerned, with the approval of the Vice-Chancellor.
- (n) General Instructions for Invigilators:
  - (i) Invigilators shall reach the Examination hall 20 minutes prior to the commencement of the Examination
  - (ii) Invigilators shall ensure that students bring their ID Cards and keep them on the table during the Examination.
  - (iv) The invigilators shall make sure that the students do not enter the Examination hall with mobile phone or any other material which comes under the purview of unfair means.
  - (v) The students may be allowed to leave the Examination hall only after 2-hours after the commencement of the Examination.
  - (vi) The invigilator shall clearly mention his/her name and sign at the relevant place in all the answer books and supplementary copies given to the students during the Examination.

- (vii) While collecting the answer books, the invigilator shall ensure all the blank pages of the answer books are struck off by the students.
- (viii) The invigilator shall remain vigilant by taking rounds during the exam and shall restrain from reading, working on the laptop or being occupied in any other activity which is likely to hinder invigilation.
- (o) The Examination Reforms Committee shall also act as Flying Squad during the End-Term Examination. The Committee members shall conduct surprise visits to the Examination halls and ensure compliance of Examination procedures.
- (p) Compiling of the grades
  - (i) A hard copy of the result sheet for each course containing the absolute marks of all the components of the assessment duly signed by the respective faculty member along with a soft copy should be submitted to the concerned Examination Committee Chairman (Director) within seven days of the conduct of the respective End-Term Examination.
  - (ii) A final meeting of the Examination Committee shall be convened within ten days after the last day of the End-Term Examination. After finalization of the marks at the Examination Committee Meeting, the hard copy with the absolute marks of all the components of the assessment of all the courses of the respective semester of the Programme duly signed by the respective faculty member, shall be forwarded by the Examination Committee Chairman (Director) to the Examination Section along with a soft copy.
  - (iii) The absolute marks received from the Examination Committee Chairman shall be compiled by the Examination Section showing the grades, GPA and CGPA. The same shall be verified by the Examination Committee and the hard copy of the verified result shall be forwarded to the Examination Section.

- (iv) The result shall then be declared by the Examination Section after the approval of the Vice Chancellor. However, after scrutiny of the detailed result, if it is observed that there has been a distinct change of standard in the Examination as a whole or in a particular course, it may be referred to the Moderation Committee, specially constituted for the purpose by the Vice Chancellor before declaring the result.
- (v) The Award List showing the Grade obtained by a student in various courses shall be issued by the Examination Section, at the end of each semester, within one month after the declaration of the result.
- (vi) All the End-Term Examination answer books and Mid-Term Examination answer books shall be forwarded by the Institutes to the Examination Section for record along with the marks list.

## **7. GENERAL GUIDELINES FOR THE AWARD OF GRADES**

The following are the general guidelines for the award of grades:

- (a) All evaluations of different components of a course shall be done in marks assigned for the course for each student.
- (b) The marks of various components viz., Mid-Term Examination I and II, End-Term Examination, Internal Assignments, Quiz for the Theory Papers, Practicals and Sessionals, shall be as per the Scheme of Teaching and Examination approved by the Academic Council and scaled to a 100-points scale. The rounding off shall be done on the higher side if the marks are 0.5 and above. However, it shall be done on the lower side if marks are less than 0.5.
- (c) If a course contains theory as well as practical content then the ratio of weightage between theory and practical content shall be 60 : 40 respectively for awarding the Grade in that particular course.
- (d) The University shall be following Relative Grading Scheme for all courses of the Programmes offered by various Institutes, where the number of students is more than 10. The Grading Scheme to be followed in all Programmes of the University is given as under:

- (i) “Highest Marks obtained by a student in the class in a particular course will be treated equivalent to 100 per cent marks. Students having obtained 85 per cent and above marks of the highest scorer will be awarded ‘A’ Grade. Students having obtained 70 per cent and above but below 85 per cent of the highest scorer will be awarded ‘B’ Grade. Students having obtained 55 per cent and above but below 70 per cent of the highest scorer will be awarded ‘C’ Grade. Students having obtained 40 per cent and above but below 55 per cent of the highest scorer will be awarded ‘D’ Grade. Students having obtained below 40 per cent marks of the highest scorer will be awarded ‘F’ Grade”.
- (ii) Pass Grade is D and above (Grade F is a Fail Grade).
- (iii) The student has to clear both theory and lab components independently to consider 60:40 ratio of obtained marks for awarding pass grade for that course. If the student fails either in theory or in lab component, he/she shall be awarded ‘F’ in that course.
- (iv) Illustration
- (aa) If a student has obtained 80 marks in a course which is highest in the class, then for that course 80 marks will be treated equivalent to 100 per cent. The Grades will be awarded as under:

Marks obtained	Grade
68-80	A
56-67	B
44-55	C
32-43	D
Below 32	F

- (ab) In the case of courses where the number of students is less than or equal to 10, the Absolute Grading Scheme will be followed as given under, all the other conditions being the same as mentioned at para:



<u>Percent of Marks Obtained</u>	<u>Grade</u>
85 and above	A
70 – 84	B
55 – 69	C
40 – 54	D
Below 40	F

- (e) This Grading Scheme will be applicable to each course. A student shall be allowed to carry a combined backlog of Five 'F' and 'I' Grades to the next semester. However, he/she will not be allowed to carry a combined backlog of more than Six 'F' and 'I' Grades to the next semester any time during the programme.
  - (f) A student who has secured 'F' Grade in the preceding End-Term Examination may appear in the Special Examination offered within one month of the notification of the result. Subject to his clearing in any of the course he shall be permitted to continue the programme. However, a student securing 'I' Grade cannot appear in the Special Examination. He has to appear when the course is offered next time.
8. It is mandatory for a student to appear in the End-Term Examination of each Course. A student who has not appeared in the End-Term Examination of a particular course shall be awarded 'F' Grade in that course, irrespective of the marks obtained by him/her in the Mid-Term Examination and other components of the Continuous Evaluation Scheme.
9. If a student is awarded 'F' Grade in a particular course, he/she shall be given an opportunity to clear his back paper(s) by either -:
- (i) re-appearing in the Special Examination within one month after declaration of the Semester Examination results in both the theory and lab component. In this case, the student's Mid-Term Examination and internal assessment marks of the said semester (applicable for both theory and lab) shall be added to his special component to arrive at the grades.
- or
- (ii) re-appearing as and when the End-Term Examination is offered along with the students of the relevant semester the following year. However, the student may be given a choice to appear in the Mid-Term theory and lab (where applicable)

with the next batch of the Semester concerned. The internal assessment marks of his first attempt shall remain unchanged.

- (a) The student has an option to choose either of the Examinations mentioned at Para 9(i) and 9(ii) for his first attempt. He, however, has to execute his option to appear in the Special Examination within ten days after the publication of the result or by the date notified by the University by paying the necessary Special Examination fee.
- (b) However, if the student fails to clear the backlog in his first attempt he shall have to appear in the next Special Examination or the relevant semester exam whichever is held earliest.
- (c) A student failing to clear his backlog either in the Special Examination or in the relevant End-Term Examination the following year shall have to appear along with the students of the next relevant End-Term Examination the subsequent year or the subsequent Special Examination respectively.
- (d) A student is expected to complete the programme in which he/she is admitted as per Curriculum /Regulation approved by the competent authority. However, if a student has backlog courses yet to be cleared even after the completion of the stipulated duration of the programme, the student shall be permitted to complete all the courses and credit requirements specified in the Curriculum with an additional grace period. A student can appear in the examination / special examination as per the schedule of the University to clear his/her backlog/s any number of times within the total duration of the programme including grace period. The additional grace period for clearing all the courses of the programme is as mentioned below:

- |       |               |           |
|-------|---------------|-----------|
| (i)   | MBA           | - 1 Year  |
| (ii)  | M.Tech        | - 1 Year  |
| (iii) | B.Tech        | - 2 Years |
| (iv)  | BBA+MBA       | - 2 Years |
| (v)   | B.Tech+M.Tech | - 2 Years |
| (vi)  | B.Tech+MBA    | - 2 Years |

- (e) However, the student has to satisfy para 7 (e) of the Regulation for being promoted to the next semester and availing the additional grace period mentioned above.
  - (f) Under no circumstances, the period of study shall be extended beyond the additional grace period mentioned above and thereafter his/her studentship stands cancelled automatically. No separate intimation in this regard shall be sent to the student.
  - (g) The Grading of the students appearing for back Examination shall be done on Absolute/Relative Grading Scheme, as applicable.
  - (h) If the student with backlog appears in the End-Term Examination offered along with the students of the relevant semester the following year, he shall have to attempt in the same question paper of the relevant semester irrespective of changes, if any, in the course content. No separate question paper shall be set for backlog students. The Grading shall be done on Absolute/Relative Grading Scheme, as applicable, along with the students of the relevant batch.
  - (i) The marks of the backlog student shall not be considered for calculating the relative marks in respect of the highest marks of the complete batch/all the students appearing in the respective course. The marks of all the backlog students scoring higher than the regular student will be considered at par with the highest marks of the regular student for calculating relative marks.
  - (j) However, if the course has been discontinued in the next batch, a separate question paper shall be set by the respective faculty for the backlog students. The grading shall be on Absolute / Relative Grading Scheme, as applicable. The highest marks amongst the students appearing in the course will be considered for relative grading.
10. A student shall be given an opportunity for re-evaluation of End-Term Examination Answer Books upto a maximum of two courses, provided that he/she applies for the same within 10 days after the declaration of the result. The marks of End-Term Examination will be changed only if there is a change exceeding 10% of the maximum marks of the End-Term Examination of that particular course.

- (a) The GPA will be calculated as per the following formula at the end of the semester.

$$\text{GPA} = \frac{\sum_{i=1}^n (\text{Grade Obtained}_i \times \text{Credit Hours}_i)}{\text{Total number of credit hours for all courses}}, \text{ where } i = \text{course and } n = \text{number of courses}$$

- (b) The CGPA will be calculated as per the following formula.

$$\text{CGPA} = \frac{\sum_{i=1}^n (\text{Grade Obtained}_i \times \text{Credit Hours}_i)}{\text{Total number of credit hours for all courses upto 2nd Semester where } i = \text{course and } n = \text{number of courses}}$$

$$A=10, \quad B=8, \quad C=6, \quad D=4, \quad F=0$$

## 11. MAKEUP EXAMINATION

- (a) Students who have missed Mid-Term Examination for valid reasons shall apply to the concerned Director through the concerned faculty indicating the reasons for the absence and the faculty shall consider these requests suitably.

## 12. DISCIPLINE

- (a) Act of indiscipline

- (i) Every student is required to observe discipline and decorous behaviour both inside and outside the campus and not to indulge in any activity which will tend to bring down the prestige of the Institute, damage to the property or misconduct.
- (ii) Any act of indiscipline of a student reported to the Director, Faculty or Chief Warden, will be referred to the Disciplinary Committee constituted by the Vice Chancellor.
- (iii) The Committee will enquire into the charges and recommend suitable punishment if the charges are substantiated to the Vice Chancellor. The Vice Chancellor will consider the recommendation of the Disciplinary Committee and approve appropriate action.

- (b) Ragging

- (i) Ragging of any dimension is a crime and non-bailable offence in our country.

- (ii) Ragging, in any form, is strictly prohibited and any violation shall be considered as a serious offence, leading even to dismissal from the Institute.
  - (iii) The Vice Chancellor shall constitute a Standing Committee to investigate the alleged offence reported to recommend a suitable course of action as per the UGC Regulations on “Curbing the Menace of Ragging in Higher Educational Institutions (2009)” as issued and amended by the UGC from time to time.
- (c) Use of Unfair Means during Examinations

If the student is detected to be using unfair means, he shall invite disciplinary action as per “Regulations Relating to Unfair Means Cases”.

### **13. AWARD OF DEGREE**

The Degree shall be awarded on the recommendation of the Academic Council and approval of the Board of Management. The Degree shall be jointly signed by the Chancellor and the Vice Chancellor of the University.

14. This amended Regulation on Evaluation & Examination Scheme for various Programmes comes into effect from the Academic Session 2013-14 and shall be applicable to all the students of all the Programmes offered by the University.
15. This Regulation supersedes the Office Order No. JKL/UCO/028A dated September 09, 2011 and Regulation on Evaluation & Examination Scheme for various Programmes No. JKL/009/01/2013 approved on January 11, 2013.

### **16. AUTHORITY TO AMEND**

Notwithstanding all that has been stated in the Regulation, the Academic Council has the right to amend any of the Regulations from time to time.