DRAFT ORDINANCE

Master of Business Administration in Tourism & Hospitality Management (MBA T&HM Regular)
(Under Section 35 of the Himachal Pradesh Technical University Act 2014)

1.	**Short title and Commencement**	
	(a)	These ordinances shall be called the "Himachal Pradesh Technical University Ordinances for Master of Business Administration in Tourism & Hospitality Management Programme.
	(b)	They shall come into force with immediate effect.
2.	**Definitions**	
	(a)	"Academic Council" means the Academic Council of the University;
	(b)	"Advisory Committee" means an Advisory Committee comprising of prominent and knowledgeable members having expertise in the area of Tourism & Hospitality from within and outside the University or College;
	(c)	"Board" means the Board of Governors of the University;
	(d)	"Board of Studies" means the Board of Studies of the Department;
	(e)	""Common Entrance Test" (CET) means an entrance test conducted by the Himachal Pradesh Technical University for admission to post-graduate degree programs as per the directions of the Government of Himachal Pradesh from time to time;
	(f)	Institute or College" means an institution, organization, training centre or other establishment providing teaching, research, and experimentation of practical training in management affiliated to the University;
	(g)	National Level Test" means the Joint Entrance Examination like MAT, CAT, XAT etc, conducted by the National Level bodies like AICTE, AIMA etc.
	(h)	"NCC" means National Cadet Corps given basic military training in small arms and parades;
	(i)	"NSS" means National Service Scheme an Indian government sponsored public service program conducted by Department of Youth Affairs and Sports of the Government of India for developing student's personality through community service; and
	(j)	"University" means the Himachal Pradesh Technical University.
3.	**Post Graduate Degree Programme**	
	(a)	The University offers two year full time programs in specialized Management disciplines that address the immediate national requirements by providing adequately

		trained manpower.
	(b)	The University will confer MBA T&HM degree to candidates who are admitted to the Master of Business Administration in Tourism & Hospitality Management Programs and fulfill all the academic and co-curricular requirements as prescribed by these Ordinances.
	(c)	The programs may be added/deleted or amended in accordance with the decision of the School Board and BOS from time to time.
4.	**Academic Session**	
	(a)	Each academic year shall be divided into two semesters (Odd and Even) of approximately sixteen weeks duration excluding end semester examinations, evaluation and grade finalization. The academic session in each semester shall be of at-least seventy working days with 40 hours of teaching. The odd semester will normally commence in the month of July/August every year, and the even in the month of December/January. Academic Session may be scheduled for the Summer Session/Semester as well.
	(b)	The schedule of academic activities for a Semester, including the dates of registration, mid-semester and end-semester examinations, inter-semester break and other activities, etc. shall be referred to as the Academic Calendar, which shall be prepared by the Dean (Academic), approved by the Academic Council, and announced at least TWO weeks before the commencement of the academic year.
	(c)	The Academic Calendar must be strictly adhered to, and all other activities including co-curricular and/or extra-curricular activities must be scheduled so as not to interfere with the Curricular Activities as stipulated in the Academic Calendar.
	(d)	Whenever any of the Teaching Days gets declared as a Holiday or otherwise when the classes get suspended, irrespective of whatsoever be the reasons, appropriate makeup for such loss shall be made by having the class/lab /teaching sessions conducted on a suitable date by following the particular Class Time Table of that Teaching Day which was so lost.
5.	**Admission**	
	(a)	The admissions to MBA T&HM (Regular) programs shall be as per ordinances and regulations of the University and in accordance with the guidelines issued by the State and Central Government from time to time. The admissions shall be made by the University through centralized counseling on the basis of merit depending upon the availability of seats in the Institution.
	(b)	The admissions shall be made by the University through centralized counseling on the basis of merit depending upon the availability of seats in the Institution.

	(c)	Every student admitted to the Post Graduate degree program shall have to submit the necessary documents such as Migration Certificate /Transfer Certificate (in original), as the case may be, and attested copies of other required academic certificates. After completing all necessary formalities, a permanent Enrolment Number shall be provided to him/her for all future references.
6.		**Eligibility**
	(a)	A candidate shall be eligible for admission to MBA T&HM program if he/she has passed the Bachelor's degree from a recognized University in any stream securing at least 50% (45% in case for candidate belonging to reserved category) in the qualifying examination.
	(b)	The candidate must have qualified National Level Test like MAT, CAT & XAT etc. conducted by National Level bodies like AICTE, AIMA, XLRI etc. or Common Entrance Test conducted by the Himachal Pradesh Technical University.
	(c)	Candidates ***sponsored by the Industries, Govt. Departments,*** established Institutes/ Research and Development (R&D) Organizations/National laboratories fulfilling the eligibility as per **Clause 4(a)**are also eligible to apply subject to production of sponsorship Certificate and Leave sanctioned from the employer.
	(d)	***Foreign nationals*** whose applications are received through ***Indian Council for Cultural Relation,*** Government of India, fulfilling the eligibility as per **Clause 4(a),** are also eligible to apply.
	(e)	***Non Resident Indians*** fulfilling the eligibility as per **Clause 4(a)**are also eligible under the self-financing scheme, for which applications are invited through their embassies.
	(f)	**GRE/GMAT Score with TOEFL, academic record and letters of reference will be considered as additional requirement for Foreign nationals.**
7.	**Duration of the Program**	
	(a)	A student is ordinarily expected to complete the MBA T&HM program in 4 semesters from the date of initial registration. However, a student may complete the program at a slower pace by taking more time, but in any case not more than 8 semesters from the date of initial registration in the programme including rustication or temporary withdrawal from the course.
	(b)	A student, who fail to fulfill all the academic requirements for the award of the degree within the stipulated period from the date of his/her initial admission shall forfeit his/her seat.
8.	**Temporary Withdrawal from the Program**	
	(a)	A student may be permitted by the University to discontinue/withdraw from the program up to 1 year (2 Semester) for reasons of ill health or other valid reasons provided:

		(i)	He/she applies to the College/Institute within at least 2 weeks of the commencement of the semester or from the date he/she last attended his/her classes whichever is later, stating the reasons for such withdrawal together with supporting documents;	
		(ii)	The Institute/Department is satisfied that, counting the period of withdrawal, the student is likely to complete his/her requirements of the MBA T&HM Degree within the maximum time limits specified for the program above; and	
		(iii)	There are no outstanding dues in the Institute/Hostel/Department/Library.	
	(b)	A student who has been granted temporary withdrawal from the College/Institute under the provisions of Clause 6.(a) will be required to pay fees/charges (except tuition fees and hostel dues) till such time as his/her name is on the Roll List. However, fees once paid will not be refunded.		
	(c)	Normally, a student shall be permitted only once to withdraw from the program.		
9.	**Structure of the Program**			
	(a)	Every stream of specialization in MBA T&HM program will have a curriculum and syllabi for the courses approved by the Academic Council.		
	(b)	The curriculum shall broadly consist of following categories of courses:		
		(i)	Core courses are the courses which are to be compulsory studied by the students as a core requirement to complete the MBA T&HM programme.	
		(ii)	Elective course are the courses which may be very specific or specialized or advanced to obtain a specialization in the discipline/subject of study or which provides an extended scope or nurtures the candidates proficiency/skill; and	
		(iii)	Foundation course comprising of courses which leads to knowledge enhancement and value based aimed at man ethics and behaviour making education.	
	(c)	The student may be required to give requisite number of seminars and presentations during the programme.		
	(d)	The curriculum of MBA T&HM Programme is designed to have a minimum of 90 and a maximum of 120 credits. A candidate has to earn a minimum of 90 credits for successful completion of MBA T&HM degree under different categories of courses as follows:-		
		Sr. No	**Program Component**	**Minimum Credits**
		(i)	Compulsory Core Courses	54
		(ii)	Electives Courses	24
		(iii)	Foundation Course	12

		Total	**90**
	(e)	The nature of courses, syllabus and credits shall be reviewed and updated periodically by the Board of Studies (hereinafter referred as BOS) of the concerned Department and recommend the same to the Academic Council for approval.	
	(f)	A student will have to register in all the ***core courses*** listed in the curriculum of his/her stream of specialization and successfully complete all of them. However, the Departmental BOS may grant permission to a student not to register for some of the core courses and substitute them with some other courses, depending on the courses successfully completed by the student in the undergraduate program.	
	(g)	Elective Course will have to be taken from the courses offered by the Department in that particular semester. However, departments may permit the selection of electives other than those listed against the stream, provided they have relevance to the area of specialization and subject to the approval of the Faculty Adviser.	
	(h)	Medium of Instruction /Evaluation/etc. shall all be English.	
10.	**Credit System**		
	(a)	All courses have a Lecture/Tutorial/Practical/Design component (L-T-P) to indicate the contact hours. 'T' and 'P' components of a course may be void. Separate Laboratory course (0-0-P) may also be provided. All courses have credit counts (C) which reflect its weightage depending on the number of hours of instruction per week.	
	(b)	For calculating credit, in general each lecture and tutorial hour per week will be considered as 1 credit and two practical hours as one credit.	
	(c)	A Lab course may consist of 12 practicals/experiments for a 2 credit lab (one session per week) or 6 practicals/experiments for a 1 credit lab (one session per 2 weeks).	
	(d)	Credit for the seminar, project work and industrial /practical training will be as specified in the curriculum approved by the Academic Council.	
11.	**Enrolment and Registration**		
	(a)	From the second semester onwards, every student, after consulting his Faculty Advisor, is required to enroll with the Departmental Post Graduation Committee (herein referred to as DPGC) to be constituted by the Dean after the approval of the Vice-Chancellor by presenting himself/ herself at the commencement of each semester and register for the courses to be pursued by him/her, as per the program, on the date (s) fixed by the University in its academic calendar. While in affiliated colleges/institutions the registration will be done by the committee	

		constituted by Principal-cum-Director of the Institutions.	
	(b)	**Lower and Upper Limits for Credits Registered in a Semester:** A student must register for a minimum of 12 credits and up to a maximum of 24 credits in each semester. However the minimum/maximum credit limit can be relaxed by the DPGC on the recommendations of the faculty advisor, only under exceptional circumstances.	
	(c)	The sole responsibility for enrollment and registration rests with the student. A student who does not enroll on the specified date for the purpose may be permitted late-registration, in consideration of any compelling reason (including medical reasons), within the next 15 days on payment of late fee as prescribed by the University. However, under no circumstances late registration after 21 calendar days from the scheduled date of registration is allowed.	
	(d)	The registration procedure involves:	
		(i)	Filling of the registration cum examination form prescribed by the University, mentioning the courses to be pursued in the semester including the backlog, extra or optional courses if any;
		(ii)	Payment of fees including examination fee and clearance of outstanding dues (mess, library and others if any), and
		(iii)	Submission of the registration cum examination form and signing of the registration roll as notified by the College/Institution concerned.
	(e)	A student will be eligible for enrollment only if he/she has cleared all the dues of the College/Institute, Hostel, Library, etc. up to the end of the previous semester and completed the academic requirement of all the previous semesters, provided he/she is not debarred from enrolment, on disciplinary grounds.	
	(f)	The list of all the registered students for the semester shall be sent to the University by the Colleges/Institutions/Departments on or before 30 September and 28 February respectively every year for further processing and necessary action.	
	(g)	The registration cum examination form of each candidate must accompany the required examination fee as specified by the University to appear in the end semester examination. The examination fee once paid shall not be refunded if a student is expelled or detained/debarred from appearing the end semester examination on account of shortage of attendance, discipline or any other ground whatsoever.	
	(h)	A student must ensure that he/she has earned the minimum specified credits to register for a particular semester as specified in **Clause 21**.The number of courses for which they have registered should enable the student to earn the credits required to continue the program.	

12.	**Attendance**		
	(a)	A student must attend every lecture, tutorial and practical class. To account for approved leave of absence (e.g. representing the University in sports, games or athletics, placement activities, etc.) and /or any other such contingencies like medical emergencies etc., the attendance requirement shall be a *minimum* of 75% of the classes actually conducted. However, the Vice Chancellor may condone attendance to an extent of 10% only in special cases. Each subject shall be treated as a separate unit for calculation of the attendance.	
	(b)	A candidate, who does not satisfy the attendance requirement, mentioned as above, shall not be eligible to appear for the Examination of that subject and the candidate shall be required to repeat the subject during the summer term or whenever it will be offered next.	
	(c)	The Head of the Department shall notify regularly, the list of such candidates who fall short of attendance. The list of the candidates falling short of attendance shall be sent to the Controller of Examination with a copy to Registrar of the University at least one week prior to the commencement of the examination.	
13.	**Assessment and Evaluation**		
	(a)	Each course of the program has two components of evaluation i.e. Internal Assessment (Component -I) and External Assessment (end semester examination/evaluation -Component-II).	
	(b)	The Internal evaluation (Component-I)) is a continuous process throughout the semester and involves components as mid semester examinations, home assignments, quizzes, surprise quiz, case analysis, attendance, etc.	
	(c)	In order to maintain transparency in internal evaluation, the tests and quiz answer sheets will be shown to the students. If a student is not convinced with the marks awarded he/she can request the course coordinator to re-check on request.	
	(d)	The assessment in component-II will be based on the performance in the end semester examination/Vive-voce examination/Presentation as the case may be. The evaluation in theory courses which involves written examination shall be carried out by the external examiner whereas in case of practicals, projects, training, etc. it shall be carried out jointly by the course coordinator and external examiner.	
	(e)	For each subject, there is a passing minimum as follows:	
		(i) For Internal Assessment 40% (16 out of 40 marks) (ii) For External / end semester major examination 40% (24 out of 60 marks) (iii) Overall 40% (40 out of 100 marks).	
		(i)	**Theory Courses:**

			Component	Category	Max. Marks
			I	(a) Teachers Assessment (Assignments/Quizzes)	16
				(b) Mid- Semester Examinations/Tests (Two mid-term tests of 2 hrs. duration)	20
				(c) Attendance	04
			II	End-Semester Examination	60
				Total	**100**
		(ii)	**Projects/ Seminar/Training**		
			Component	**Category**	**Max. Marks**
			I	Internal Evaluation – The distribution and weightage to be decided by course co-coordinator	50
			II	End-Semester Evaluation	50
				Total	**100**
		Note: However, for special academic reasons, some courses may have different weightage for different components of evaluation from that given above and may be decided by the course coordinator.			
	(g)	The project courses will be evaluated by the teachers(s) associated with the course and an external examiner not in the service of the university at the time of examination. In case the external examiner does not turn up for the examination, the head/chairman of the department concerned, in consultation with the course in-charge, shall call another person to act as the external examiner, even from within the College/other Institutions/University, if necessary.			
	(h)	The Seminar and Colloquium courses will be examined by the teacher(s) associated with the course and one or more Examiners from among the teachers of the department to be recommended by the Board of Studies of the department concerned.			
14.	**End Semester Examinations**				
	(a)	The end semester examination shall be conducted by the University.			
	(b)	A student can only appear in the end-semester examination of a course if he/she			
		(i)	has registered for that course and paid the necessary fees;		

		(ii)	has minimum prescribed attendance;
		(iii)	has secured the minimum prescribed marks in Internal assessment (Component-I); and

15. **Grading System**

(a) Relative grading will be followed if the number of students registered for a course is greater than 10 (Table 13.1).

(b) The letter grade and the grade point to each student studying a course shall be awarded based on the statistical parameters, mean ($\bar{x}$) and standard deviation (σ) of the distribution of marks. These parameters are defined as follows:

$$\bar{x} = \frac{\sum_{i=1}^{n} x_i}{n} \qquad \sigma = \sqrt{\frac{\sum_{i=1}^{n}\left(x_i - \bar{x}\right)^2}{(n-1)}}$$

Where x_i is the aggregate of marks obtained both from continuous assessment if applicable and the end semester assessment by the student in a course. n is the number of students appeared in the course.

Table 13.1

Total Marks secured by the Candidate	Grade	Point Value of Grade	Qualitative Assessment
$x_i \geq \left(\bar{x} + 1.75\sigma\right)$	O	10	Outstanding
$\left(\bar{x} + 1.00\sigma\right) \leq x_i < \left(\bar{x} + 1.75\sigma\right)$	E	9	Excellent
$\left(\bar{x} + 0.25\sigma\right) \leq x_i < \left(\bar{x} + 1.00\sigma\right)$	A	8	Very Good
$\left(\bar{x} - 0.50\sigma\right) \leq x_i < \left(\bar{x} + 0.25\sigma\right)$	B	7	Good
$\left(\bar{x} - .25\sigma\right) \leq x_i < \left(\bar{x} - 0.50\sigma\right)$	C	6	Average/Fair
$\left(\bar{x} - 2.0\sigma\right) \leq x_i < \left(\bar{x} - 1.25\sigma\right)$	D	4	Pass (minimum pass grade)
$x_i < \left(\bar{x} - 2.0\sigma\right)$	F	-	Unsatisfactory (fail)
-	I	-	Incomplete/Detained due to Shortage of attendance.
-	Z	-	Absent in the End Semester/ Pending due to other reasons

		-	S	-	Grade "S" is awarded on satisfactory completion of audit courses.
		-	U	-	Grade "U" is awarded for not completing extra-curricular or general Proficiency activity satisfactorily.

(c) If the number of students registered for a course is ≤ 10, absolute grading system will be followed (Table 13.2).

Table 13.2:

Total Marks secured by the Candidate	Grade	Point Value of Grade	Qualitative Assessment
91 and above	O	10	Outstanding
81 and above but less than 91	E	9	Excellent
71 and above but less than 81	A	8	Very Good
61 and above but less than 71	B	7	Good
51 and above but less than 61	C	6	Average/Fair
40 and above but less than 51	D	4	Pass (minimum pass grade)
Below 40	F	-	Unsatisfactory (fail)

(d) The minimum grade for successfully completing a theory subject is "D" and Practical/ Project/Seminar is "C".

(e) A student is considered to have completed a course successfully and earned the credits if he / she secure a letter grade other than F,I and Z in that Course.

(f) In a laboratory course, if a student obtains ≥ 51 marks and is graded as 'D' or 'F' based on relative grading, he/she will be graded as 'C'.

(g) A student who obtains 'F' grade has to reappear for the Component-II only. Such a student need not attend the classes and marks obtained in sessional tests, assignments, quizzes and attendance will be carried for the subsequent attempts of the student.

(h) Grade "I" (Incomplete) is awarded to a student if he/she has shortage of attendance or does not obtain the minimum pass marks in the internal assessment (Component-I). Such a student has to re-register for the course during the summer term or whenever it is offered next.

	(i)	The grade "Z" is awarded to a candidate if he/she is reported to have compelling grounds to absent himself/herself from the end semester examination on account of:	
		(i)	Illness or accident which disabled him from appearing at the examination or
		(ii)	Any exigency in the family at the time of the examination, which, in the opinion of the Institute, required the student to be away from the campus
		Provided his/her attendance and performance in internal assessment are complete and satisfactory. Such a student shall have to appear only in the end semester examination only during the summer term or along with the next semester examinations provided he/she registers for the same. The grade shall be converted in to appropriate letter grade depending upon his/her combined performance in the sessional and end semester examination.	
16.	**Declaration of Results**		
	(a)	The result shall be announced by the Controller of Examination.	
	(b)	***The F/I grade once awarded stays in the record of the student and shall be deleted when he/she completes the course successfully later.*** The grade acquired by the student will be indicated in the grade card of the appropriate semester with an indication of the month and the year of passing of that course.	
17.	**Performance Indices**		
	(a)	At the end of every semester, a student's academic standing shall be determined by **Semester Grade Point Average (SGPA), and a Cumulative Grade Point Average (CGPA).**	
	(b)	The SGPA is the credit-weighted average of grade points of all courses pursued by the student during a semester and is computed as follows: $$SGPA = \frac{\sum_{i=1}^{n} C_i G_i}{\sum_{i=1}^{n} C_i}$$ where, 'C_i' is the course Credits allotted to the subject, 'G_i' the grade-points earned and 'n' is the number of courses pursued by the student during the semester. It would indicate the performance of the student in the semester to which it refers.	
	(c)	The CGPA is the credit-weighted average of grade points of all courses except "Graduating Course" passed by a student in all the semesters since admission. Starting from the second semester, at the end of each semester S, a Cumulative Grade Point Average (CGPA) will be computed for every student as follows:	

		$$CGPA = \frac{\sum_{i=1}^{m} C_i G_i}{\sum_{i=1}^{m} C_i}$$ where, 'm' is the total number of subjects the student has registered from the first semester onwards up to and including the semester S.
	(d)	Both SGPA and CGPA will be rounded off to the second place of decimal and recorded as such.
18.	**Summer Term and Supplementary Examination**	
	(a)	Students who could not earn the required minimum credits at the end of the even semester have two options to continue with the studies. They are permitted to re-register for the course, when it is offered in the next academic year or complete the course if offered during the summer term.
	(b)	Summer term courses will be announced by the Departments/Affiliated Colleges in consultation with the University at the end of the even semester. A student will have to register for summer term courses by paying the prescribed fee within the stipulated time.
	(c)	The student who has been awarded grade 'F', 'I' or 'Z' in a subject during the regular semester, shall be eligible for the summer term provided they have completed pre-requisites if any for the courses offered.
	(d)	A student shall be allowed to register for a maximum of two courses during a summer term.
	(e)	The assessment procedure in any summer term course will be the same as in the regular semester courses. However, absolute grading will be applied for the students appearing for the Supplementary Examination.
	(f)	A student failing in the supplementary examinations will have to re-register for the course whenever it will be offered next.
	(g)	Summer courses shall be conducted by giving a crash course in the subject (optional for theory and compulsory for other courses) for a minimum of 18 contact hours and will be conducted either by the colleges individually or by some in clusters. Supplementary examination for summer term and other courses shall be conducted immediately after the summer term by the University.
	(h)	Summer course is not a student right and will be offered based on availability of faculty and other institute resources.
	(i)	Marks sheets will be issued only once in a year after the result of supplementary examinations is declared, however a soft copy will be available at the end of each

		semester.		
19.	**Re-view of Answer Scripts**			
	In case any student feels aggrieved on the final outcome of the assessment in any course, the student shall apply to the Controller of Examinations, along with the prescribed fee, for the review of end semester examination answer script, within the stipulated time after the declaration of the results of the examination. The Controller of Examinations shall facilitate the review of the answer script and if any discrepancy is noticed during review the same shall be rectified and the originally awarded grade shall be amended accordingly.			
20.	**Re-registration for Betterment**			
	(a)	A student may re-register to reappear in Component - II (theory part only) for improving the Grade in any course/courses subject to the following conditions:		
		(i)	The student has obtained the lowest grade "D" in the course concerned, and	
		(ii)	The CGPA ≤ 6.5	
	(b)	A Student can re-register in a course at any time before the completion of his graduation program provided the University permits for it.		
	(c)	For re-registering for a course, the student has to pay the requisite fee as prescribed by the University.		
	(d)	A student cannot re-register for betterment in courses like Professional Practice in Industries, summer internship, courses having course Structure 0-0-P, mini Project, Project Work, etc.		
	(e)	In case of re-registration for betterment, the student is exempted from attending the course and the marks obtained in Component - I by the student earlier for that course will be carried forward.		
	(f)	The grade obtained by the student while repeating will be final and in no case the grade obtained in previous attempt will be considered. However, such an improvement is not considered for the award of Rank or Gold medal.		
21.	**Progression to Higher Semester**			
	(a)	A student has to earn a minimum number of credits and CGPA in a semester to move to the next semester.		
	(b)	To be eligible for admission to third Semester, a student must earn a minimum of 50% of total Credits in 1st year failing which he/she has to re-register for the summer term to earn the required minimum credits or join back the 1st Semester to repeat the 1st Year.		

	(c)	A student has to obtain a minimum CGPA of 4.0 in order to qualify for continuation of registration at any stage and to move to the next semester.	
22.	**Detention**		
	(a)	A student shall be detained in a subject/course and will not be allowed to appear in the end semester examination (Component-II) if he/she secures less than minimum pass marks in internals assessment (Component-I) and/ or 75% of attendance in that course.	
	(b)	In case of the marks in continuous evaluation of any subject of a semester being less than 40% or the attendance is less than 75 %, the student has to repeat the subject.	
	(c)	A student shall be detained in a semester if he/she remains absent continuously for more than 6 (six) weeks in a semester without sanctioned leave from the authorities concerned. He/she has to repeat the semester.	
23.	**Termination from the Program**		
	(a)	A student shall be terminated from the program at the end of a semester if he/she	
		(i)	fails to earn less than ***8 credits*** in the first semester and 18 ***credits*** at the end of the second semester.
		(ii)	fails to secure CGPA of 4.00 at the end of first semester. ***However, if the CGPA of any student falls below 4.0, he/she will be issued a warning and if he/she does not make good and continues to get a CGPA less than 4.0 after the completion of second semester also then he/she will be relieved from the program.***
		(iii)	is found to have produced false documents or having made false declaration at the time of seeking admission.
	(b)	A student may be rusticated from the University/College on disciplinary grounds based on the recommendations of any committee or examination committee by the Vice Chancellor/Head of the Institution.	
	(c)	**Mercy Appeal:** If the name of a student is removed from the rolls of the University/College, he/she may appeal to the Vice-Chancellor/Head of Institution stating the reasons for not being able to abide by the regulations or earn the requisite credits and the Vice-Chancellor/Head of Institution, if satisfied with the reasons, may allow the continuation of admission of the student only once during the tenure of the program or extend the total duration of the program beyond 8 semesters.	
	(d)	Under no circumstances a student will be allowed to complete the program after a lapse of 8 semesters from the initial registration in the program. However, in case of rustication or temporary withdrawal, the student shall be allowed to complete the program in 10 semesters.	

24.	**Moderation Committees**		
	(a)	**Question Paper Moderation Committee:** There shall be a Question Paper Moderation Committee of the University consisting of the following members to moderate the Question Paper(s) of the End-Semester Examination if required in view of large number of complaints from the students.	
		(i)	Dean Academic – (Convener)
		(ii)	One subject expert who shall invariably the paper setter and
		(iii)	One subject experts to be nominated by the Vice-Chancellor.
	(b)	**Result Moderation Committee:** There shall be a Result Moderation Committee for the concerned School/Department consisting of the following members to moderate course-wise results of the End-Semester Examinations if required in view of extremely poor performance by a large number of students:	
		(i)	Controller of Examination - (Convener)
		(ii)	One subject expert who shall invariably the paper setter and
		(ii)	One subject experts to be nominated by the Vice-Chancellor.
		The above Committee will examine the result of the courses and in case of abnormal situation; it may suggest suitable measures to amend the result or award grace marks in appropriate component as the case may be. The controller of Examinations will place the evaluated answer scripts along with the brief solution and marking scheme before the Committee for appropriate decision.	
25.	**Graduating Requirement**		
	(a)	A student shall be considered to have completed the program requirement successfully if he/she has	
		(i)	cleared all courses prescribed for him/her in the discipline;
		(ii)	earned a minimum credits specified for the degree; and
		(iii)	obtained a minimum CGPA of 4.5 for ordinary degree.
26.	**Award of MBA T&HM Degree**		
	(a)	A student who fulfills the following requirements shall be awarded the MBA T&HM degree in the appropriate discipline by the University:	
		(i)	successfully acquired minimum credits as specified in the curriculum corresponding to the branch of his/ her study within the stipulated time;

		(ii)	earned the specified credits in all the categories of subjects;
		(iv)	secured a CGPA of 4.5 in passed subjects only;
		(v)	no dues outstanding to the Institute, Hostels, Libraries, etc. and
		(vi)	no disciplinary action is pending against him / her.
	(b)	The degree shall be awarded after the same is recommended by the Academic Council and approved by the Board of Governors of the University.	
27.	**Classification of Awards**		
	(a)	A student is awarded Ist Class with distinction if he/she passes all the required courses in first attempt within the permitted period and has CGPA more than 8.5. Even if a student takes a 'break of study' on valid reasons and pass all courses in first attempt, shall be eligible to get Ist class with distinction.	
	(b)	A student is awarded Ist Class if he/she	
		(i)	has a CGPA more than 6.5 at the completion of the required number of credits and
		(ii	has passed all the subjects within the normal duration in not more than two attempts.
	(c)	All the other candidates who qualify for the degree shall be awarded second class.	
	(d)	To convert CGPA into equivalent marks a multiplication factor of 9.5 is adopted. Ex: CGPA6.5 is equivalent to 6.5x9.5=61.75% of marks.	
	(e)	Extra credits earned by the students shall be counted for Honors degree, prizes and awards. However, the grade obtained by re-registration, shall not be considered for the award.	
28.	**Award of Medals**		
	(a)	University may institute Gold and Silver medals to the highest and second highest rank holders respectively as per CGPA and other academic conditions in each program of specialization.	
	(b)	Ranks/Positions shall be awarded at the end of the terminal semester. Only those students who fulfill the following conditions shall be eligible for ranks/positions:	
		(i)	earned the required minimum credits as per the schedule given in the curriculum without any break; and

		(ii)	passed every scheduled course in single attempt and
	(c)	A student fulfilling all the conditions stated in sub-clause 26(b) and obtaining CGPA of 9.5 and above may be recommended by the Academic Council for Outstanding Performance.	
29.	**Credit Transfer**		
	(a)	University offers Credit Accumulation and Credit Transfer frame work for promoting and facilitating inter University transfer and mobility of students across different Indian Universities and educational institutions.	
	(b)	The procedure and conditions for transfer/ accepting of credits earned by a student shall be as follows:	
		(i)	**Credit transfer from Himachal Pradesh Technical University (herein after referred to as HPTU) to other University:** Student from HPTU can take transfer to another University under the following conditions:
			• HPTU has signed an Agreement with the University.
			• A student has to pay the fees for all the remaining years when he/she seeks transfer.
			• However, a student, after seeking transfer from HPTU can return to HPTU after a semester or year. Based on courses done in the other University, equivalent credits shall be awarded to such students.
		(ii)	**Credit transfer from another University to HPTU:** The University will accept the transfer of credits earned by a student from the following Institutions/Universities:
			• Universities recognized under section 12(b) of the UGC Act.
			• Universities as members of the Association of Indian Universities.
			• Institutions established by the State and Central Governments.
			• Any Institution/University with which HPTU has a signed Agreement.
	(c)	When a student seeks transfer from other University to HPTU, equivalent credits based on the courses studied by him/her shall be assigned.	
	(d)	To graduate from HPTU, a student must study at least half of the minimum duration prescribed for a program at HPTU.	
30.	**Transitory Ordinance**		

	Candidates admitted prior to the implementation of these Ordinances shall be governed by the Ordinances under which they were admitted. Students who fail in the courses that are no more offered in these new ordinances and new curriculum will be allowed to pass the alternative courses, and in case there are no alternative courses, the old courses may be offered. For such candidates, any marks obtained earlier shall not be taken into account for passing the course(s) and they will have to obtain marks in all components of evaluation afresh. A student admitted previously may apply to the University to be governed by these ordinances.
31.	**Powers To Modify**
	Notwithstanding all that has been stated above, if any difficulty arises in giving effect to the provisions of these Ordinances, the Vice-Chancellor may by order make such provisions not inconsistent with the Act, Statutes, Ordinances or other Regulations, as appears to be necessary or expedient to remove the difficulty. Every order made under these Ordinances shall be subject to ratification by the Appropriate University Authorities. Such actions of Vice-Chancellor shall not be treated as precedence under any circumstances.