

**THE MAHARAJA BHUPINDER SINGH
PUNJAB SPORTS UNIVERSITY, PATIALA**
(ESTABLISHED UNDER PUNJAB ACT 11 OF 2019)



ORDINANCE PART-1

Courses, Admission, Examination, Award of Degrees and Certificates, Students' Discipline, and Related Matters.

ORDINANCES PART – I

1. MBSPSU Act Section 27 (1) stipulates, "*Subject to the provisions of this Act and the Statutes, the Ordinances may provide for all or any of the following matters, namely:-*

- a) *the admission of students to the University and their enrolment as such;*
- b) *the courses of study and their duration to be laid down for all degrees, diplomas and certificates of the University;*
- c) *the medium of instruction and examination;*
- d) *the award of degrees, diplomas, certificates and other academic distinctions, the qualification for the same and the means to be taken relating to the granting and obtaining of the same;*
- e) *the fees to be charged for courses of study in the University and for admission to examinations, degrees and diplomas of the University;*
- f) *the conditions for award of fellowships, scholarships, studentships, medals and prizes;*
- g) *the conduct of examinations, including the term of office and manner of appointment and the duties of examining bodies, examiners and moderators;*
- h) *the conditions of residence of the students of the University; the special arrangements, if any, which may be made for the residence and teaching of women students and prescribing of special courses of studies for them;*
- i) *the establishment of Centres of Studies, Board of Studies, Specialized Laboratories and other Committees;*
- j) *the manner of co-operation and collaboration with other Universities, institutions and other agencies including learned bodies or associations;*
- k) *the creation, composition and functions of any other body which is considered necessary for improving the academic life of the University;*
- l) *the institution of fellowships, scholarships, studentships, medals and prizes; the setting up of a machinery for redressal of grievances of employees and students; and*
- m) *the institution of fellowships, scholarships, studentships, medals and prizes;*
- n) *the setting up of a machinery for redressal of grievances of employees and students; and*
- o) *any other matter which, by this Act or the Statutes, is to be or may be, provided for by the Ordinances.*

2. Section 27 (2), "*The first Ordinances shall be made by the Vice- Chancellor with the previous approval of the Government and the Ordinances so made may be repealed, amended or substituted at any time by the Executive Council in the manner prescribed by the Statutes.*

The Executive Council in its 2nd meeting held on 21.07.2020 approved the Ordinance Part I after it was approved by the AAC in its 2nd meeting held on 26.02.2020, Govt Approval was taken vide SYS Letter No.3/06/2021/4FF/233,dated:16-03-2021.

Addendums to the Ordinance Part I were approved vide 5th and 6th EC meetings held on 17-06-2021 & 22-07-2021 respectively. These are endorsed in the text accordingly.

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1. ADMISSION OF STUDENTS TO THE UNIVERSITY AND ENROLMENT **[Refer Section 27(1)(a) of the Act]**

1) Admissions

- (a) The admission to the various Courses of the University shall be subject to fulfillment of minimum eligibility conditions prescribed by the University for the respective Course.
- (b) Candidates who have appeared for the qualifying examination and whose result has not been declared will be provisionally allowed to take admission or appear in the PFT at their own risk and responsibility.
- (c) Personal appearance of the candidate is essential for the interview. The admission in Course shall be according to *inter se* merit of the applicants, in different categories, prepared by the University as per prescribed criteria and procedure. When two or more candidates have secured equal marks in the merit list, their inter-se-merit for admission will be decided on the following criteria in the order of preference:
 - i) Candidate with higher educational qualification.
 - ii) Candidate older in age.
- (d) The candidate seeking admission shall be required to apply for the concerned course in the prescribed form within the scheduled date supported by copies of certificates, testimonials and required documents as shall be notified in the admission brochure of the respective year of admission. Incomplete forms and forms not supported with required documents shall be liable to be rejected.
- (e) The students shall be enrolled only after clearance of medical test conducted by the University medical officer.
- (f) The detailed guidelines regarding admission shall be given in the admission brochure which are required to be duly abided by the candidate. Failing this candidature of the erring student can be cancelled by the university.
- (g) There shall be two counseling for admission to all the courses.

2) Enrolment of Students.

- (a) The students shall be enrolled for each Course on submission of migration certificate issued by the concerned Board or University where he/she was last registered and character certificate issued by the institution last attended.
- (b) In case a candidate for admission to a Course has gap of academic session(s) in the last examination passed, the student shall be required to submit an affidavit that he/she has not taken admission and appeared in any examination of any Board or the University during the gap year(s).
- (c) The students shall furnish the following certificates :-
 - i) Academic Qualification Certificates
 - ii) Date of Birth Certificate
 - iii) Character Certificate
 - iv) Sports Certificate
 - v) Claim for Reserved Seats
 - vi) Any other Certificate which you wish to attach
 - vii) 3 Attested Photos (1 Pasted to Form) and 2 recent Photos to be brought at the time of Interview
 - viii) Aadhaar Card, Voter Card.

2. COURSES OF STUDY OFFERED BY THE UNIVERSITY:

[Refer Section 27(1)(b) of the Act]

- 1) **Under-Graduate Three Years Courses**
 - (a) Bachelor of Physical Education and Sports (BPES) with 50 seats
 - (b) Bachelor of Sports Science (B.S.S.* with 30 Seats
 - (c) Bachelor of Sports Nutrition & Dietetics (B.Sc.) with 30 seats.
{Approved vide 9th AAC & 11th EC}.
- 2) **Post-Graduate Diploma Courses:** The University shall offer following one year post -graduation Diploma Courses in :-
 - (a) Health, Fitness & Wellness with 30 seats
 - (b) Yoga with 30 seats.
 - (c) Sports Management with 30 seats.
- 3) **Post-Graduation Course:**
 - (a) Master of Science (MSc) Yoga .Two year Course with 20 seats.
 - (b) Master of Physical Education & Sports (MPES) 2 years with 20 seats.
{Approved vide 9th AAC, 6th FC & 11th EC}
- 4) **Certificate Courses (3 Months) 30 Seat Each.** {Approved vide 9th AAC, 6th FC & 11thEC)
 - (a) Physical Fitness.
 - (b) Yoga & Health Science

Note*: UGC letter: 5-2/2021 (CPP-II), dated: 25-03-2022, Gazette of India, Notification dated: 03 March 2022, in which the UGC with approval of Govt. of India notifies the fourth amendment on Specification of Degrees.

2A. COURSES OF STUDY OFFERED BY THE CONSTITUENT COLLEGES:-

- 1) **Prof. Gursewak Singh College of Physical Education, Patiala (Constituent College of the vide section 4 (a) of the MBSPSU Act)** {Courses Approved vide 6th AAC & 5th EC)
 - a) Bachelor of Physical Education [BPED) (2 years)]-100 Seat
 - b) Bachelor of Physical Education [BPED) (4 years)]-50 Seat
 - c) Master of Physical Education [MPED) (2 years)]-40 Seat
- 2) **Govt. Arts and Sports College, Jalandhar and Govt. College, Kala Afghana (Gurdaspur) (Made Constituent Colleges of the University, Govt. vide their Notification No.13/11/2010-3Edu1/1521, dated 03/07/2020**
{Courses Approved vide 6th AAC & 5th EC)
 - (a) **Under-Graduate [3 Years Courses]**
 - i) Bachelor of Physical Education and Sports (BPES). 50 Seats.
 - ii) Bachelor of Arts (BA). 100 Seats.
 - (b) **Post-Graduate Diploma Course. [1 year]**
 - i) Post-Graduation Diploma (PGD) in Yoga. 30 Seats.

3. ELIGIBILITY CRITERIA FOR COURSES IN THE UNIVERSITY: [Refer Section 27(1)(b) of the Act]

➤ Under-Graduate Three Years Courses:-

1) Bachelor of Physical Education & Sports (BPES) Course:

(a) Eligibility Criteria for Application:

- i) 10+2 pass with minimum 50 % pass percentage Marks for General Category and 45% for SC/ST/OBC and for the candidates who have participated at International/National levels with a preference for position holders.
- ii) Graded Sports Certificate by the Sports Department Punjab/ Any other State.

(b) Selection Criteria for Admission:

- i) Physical Fitness Test (PFT) shall be mandatory to qualify for admission.
- ii) Details of Physical Fitness Test, Norms for preparing Merit list based on academics and sports achievement as well as distribution of marks for Sports performances are attached at **Annexure 1**.
- iii) Admission seekers suffering from an injury will be given another chance to qualify in the Physical Fitness Test for the course in which applicable, depending on the extent of the injury. (Approved vide 7th AAC, 6th EC)

2) Bachelor of Sports Science (B.S.S)

(a) Eligibility Criteria for Admission:

- i) **Essential:** 10+2 (Science) with minimum 50 % pass percentage Marks for General Category and 45% for SC/ST/OBC and for candidates who have participated at International/National levels.
- ii) **Desirable:** Preference will be given to candidates who have participation in any sports competition at the International / National / State / Federation / District levels (Position holder will be preferred).

3) Bachelor of Sports Nutrition & Dietetics:

(a) Eligibility Criteria for Admission:

- i) **Essential:** 10+2 (Science) with minimum 50 % pass percentage Marks for General Category and 45% for SC/ST/OBC and for candidates who have participated at International/National levels.
- ii) **Desirable:** Preference will be given to candidates who have participation in any sports competition at the International / National / State / Federation / District levels (Position holder will be preferred).

4) Bachelor of Arts (BA) 3 years

(a) Eligibility Criteria for Admission:

- i) Candidate should have passed (10+2) or High School Senior Secondary Exam by the Punjab School Education Board (PSEB) or Central Board of Secondary Education (CBSE) or any equivalent exam conducted by any State Board or Equivalent.
- ii) Preference will be given to sports students who have participated in athletics/State Championships.

Post-Graduate Diploma Courses

1) Post-Graduate Diploma in Yoga:

(b) Eligibility Criteria:

- i) **Essential:** Graduation in any stream with minimum 50 percent marks for General Category and minimum 45 percent marks for SC/ST/OBC and for candidates who have participated at International / National levels
- ii) **Desirable:** Preference to 4/2 years BPED, BPES, B.Sc. (Sports Science/ Sports Nutrition and other sports related courses) and who have participation in any Sports Competition at the International / State/ University / College levels (Position holder may be preferred).

2) Post-Graduate Diploma in Health Fitness and Wellness:

(a) Eligibility Criteria:

- i) **Essential:** Graduation in any stream with minimum 50 percent marks for General Category and minimum 45 percent marks for SC/ST/OBC and for candidates who have participated at International / National levels
- ii) **Desirable:** Preference to 4/2 years BPED, BPES, B.Sc. (Sports Science/ Sports Nutrition and other sports related courses) and who have participation in any Sports Competition at the International / State / University / College levels (Position holder may be preferred).

3) Post-Graduate Diploma in Sports Management:

(a) Eligibility Criteria:

- i) **Essential:** Graduation in any stream with minimum 50 percent marks for General Category and minimum 45 percent marks for SC/ST/OBC and for candidates who have participated at International / National levels
- ii) **Desirable:** Preference to 4/2 years BPED, BPES, B.Sc. (Sports Science/ Sports Nutrition and other sports related courses) and who have participation in any Sports Competition at the International / State / University / College levels (Position holder may be preferred).

Post-Graduation Course:

1) Master of Yoga (MSc Yoga)

(a) Eligibility Criteria:

- i) **Essential:** Graduation in any stream with minimum 50 percent marks for General Category and minimum 45 percent marks for SC/ST/OBC and for candidates who have participated at International / National levels

- ii) **Desirable:** Preference to 4/2 years BPED, BPES, B.Sc. (Sports Science/ Sports Nutrition and other sports related courses) and who have participation in any Sports Competition at the International / State / University / College levels (Position holder may be preferred).

2) Master of Physical Education & Sports (MPES) 2 years.

(a) Eligibility Criteria:

- i) Graduation in Physical Education with minimum 50% Marks for General Category. 45% Marks for SC/ST/OBC and for candidates who have participated at International and National levels.
- ii) Preference will be given to 4 and 2 years BPED, BPES, B.Sc.(Sports Science) Yoga/Sports & Other Physical Education and Sports related courses & those who have participated in any Sports Competition at the International/State/University/College levels. **(Position Holders will be preferred).**
- iii) **Selection Criteria for Admission.** Candidates seeking admission to MPES must qualify in the Physical Fitness Test.

Certificate Course (3 Months)

- 1) Physical Fitness and,
- 2) Yoga & Health Science with 30 Seats each.

(a) Eligibility Criteria for both courses :

- i) 12th pass.
- ii) Benefit: For personal Healthcare & wellbeing and to be aware about body-mind health, ailments & their treatment.
- iii) Empower the youth by giving accreditation for Physical fitness centers & trainers.

3A. ELIGIBILITY CRITERIA FOR CONSTITUENT COLLEGES OF THE UNIVERSITY

1) Prof. Gursewak Singh Govt. College of Physical Education, Patiala.

(a) BPED 4 Years (Innovative) Course. 50 seats.

Eligibility Criteria :

- i) Candidates with at least 45% marks in the Senior Secondary Examination(10+2) or its equivalent are eligible for admission. For those who have participated in State or National or Inter-University level in games/sports, the minimum percentage of marks in the Senior Secondary examination (+2) shall be at least 40%.
- ii) A candidate is required to qualify in the Physical Fitness Test (PFT).

(b) BPED 2 Years

Eligibility Criteria:

- i) Bachelor's degree in any discipline with 50% marks and having at least participated in the inter-college / Inter-Zonal / District / School competition in sports and games as recognized by the AIS / IOA / SGFI / Government of India.
Or
- ii) Bachelor's degree in Physical Education with 45% marks.
Or
- iii) Bachelor's degree in any discipline with 45% marks and studied Physical Education as compulsory/elective subject.
Or
- iv) Bachelor's degree with 45% marks and having participated in National /Inter-University / State completions or secured First, Second or Third position in Inter-Collegiate / Inter-Zonal / District / School in sports and games as recognized by the AIU / IOA / SGFI / Government of India.
Or
- v) Bachelor's degree with participation in International competitions or secured First, Second or Third position in National/ Inter-university competitions in sports and games as recognized by respective federations / AIU / IOA / SGFI / Government of India.
Or
- vi) Graduation with 45% marks and at least three years of Teaching experience (for deputed in-service candidates i.e. trained Physical Education Teacher / Coaches).

(c) **MPeD 2 Years.** The intake, Eligibility, and Admission Procedure will be as per the NCTE/UGC/State Government. Eligibility Criteria is as follows:-

i) Bachelor of Physical Education (B.P.Ed) Four years Integrated Program after 10+2 with at least 50% marks

Or

ii) Bachelor of Physical Education (B.P.Ed.) Two years after graduation from any statutory University.

Or

iii) Bachelor of Science (B.Sc.) in Physical Education with at least 50% marks.

2) Govt. Arts and Sports College, Jalandhar & Government College, Kala Afghana

(a) **BPES and PGD Yoga.** The **Eligibility Criteria for Application and Selection Criteria for Admission for BPES and Eligibility Criteria for PGD Yoga Course** same as specified in above Para 3.

(b) **Bachelor of Arts (BA) 3 Year.**

Eligibility Criteria:

i. Candidate should have passed (10+2) or High School Senior Secondary Exam by the Punjab School Education Board(PSEB) or Central Board of Secondary Education (CBSE) or any equivalent exam conducted by any State Board or Equivalent.

4. FEE STRUCTURE FOR THE UNIVERSITY [Refer Section 27(1)(e) of the Act]

Fee structure and other charges for different courses offered in each Academic Session shall be notified in the University Brochure. The fee structures for 2020-21 are attached at **Annexure 2.** {Approved by the Govt of Punjab vide under the provisions of section 27 (1) (e).

4A. FEE STRUCTURE (FOR CONSTITUTENT COLLEGES)

Fee structure and other charges for courses offered in each Academic Session to be conducted in **Prof. Gursewak Singh College of Physical Education, Patiala** are attached in **Annexure 2A (As per Gursewak College)** and **Govt. Arts and Sports College, Jalandhar & Govt. College, Kala Afghan** - the constituent colleges of MBSPSU from the academic session 2021-22 are attached in **Annexure 2B.** {Approved vide 7th AAC, 6th EC & 4th FC).

4B. COURSE FEE EXEMPTION FOR THE WARDS OF PERMANENT RESIDENCE OF SIDHWAL

- 1) Fee exemption for the students of Sidhuwal Village belonging to the economically weaker sections (EWS) who seek admission to the University will be considered on a case-to-case basis.
- 2) **The concession will be extended to a maximum of three candidates in each academic session.**

5. REFUND OF FEE.

The provisions for refund of fees are placed in [Annexure 2C](#).

6. RESERVATION POLICY:-

The Govt. of Punjab Deptt. of Higher Education, (Education 1 Branch) vide their Letter No.HED.EDU10M.L/16/2021-3edu-Part(1)/1824, dated:17-08-2021, has notified the New Reservation Policy. **(Copy enclosed at Enclosure-1)**

7. MEDIUM OF INSTRUCTIONS [Refer Section 27(1)(c) of the Act]

The medium of instructions and examination shall be English. However a student may opt for write answer books in Punjabi or Hindi by opting the language in the examination form submitted by the candidate for the respective examination.

8. EXAMINATION [Refer Section 27(1)(c) of the Act]

- (1) The examination process shall be as under:
 - (a) Mid Term Examination (Theory)
 - (b) Mid Term Examination (Practical) where applicable.
 - (c) End Term Examination (Theory) .
 - (d) End Term Examination (Practical) where applicable.
 - (e) Internal assessment Continuance Evaluation.

The total marks for a paper and its sub-division for Theory, Practical and Continuous Evaluation shall be determined by the Board of Sports Studies of a Department.

The student shall be required to pass both the parts of each subject separately.

9. ATTENDANCE RULES

- (1) Every student shall be required to attend minimum 75% theory classes and practical sessions for each subject of the Course to be eligible for taking end semester examinations
- (2) A student who has attended the prescribed number of classes but did not appear in the examination or failed in the examination may be allowed to appear at any subsequent examination within two years without attending classes afresh.
- (3) If any student falls short of attendance he/she shall not be allowed to appear in the end semester examination. Such student may be allowed to appear in the examination on attending deficit lectures or training sessions through special classes arranged for detained students on payment of prescribed fee.
- (4) In case of late admission the attendance shall be counted as under:
 - (a) From the date of admission for the first year class.
 - (b) For other classes a student shall be deemed to have been admitted from the scheduled date of commencement of classes or one week of the date when he/she becomes eligible for admission, whichever is later.
- (5) In case a student does not join the course after taking admission within seven days of the start of academic session / date of admission whichever is later, his or her candidature shall be cancelled and the vacant seat shall be offered to the next candidate in the order of merit.
- (6) In case a student remains absent from classes for ten consecutive days without leave his/her name shall be struck off the rolls. However a student may be readmitted within fifteen days, if there was any genuine cause, with the approval of the Registrar/Dean Academic Affairs/Vice-Chancellor.
- (7) Benefit of additional lectures may be given to the students participating in sports events /competitions or other Co-curricular Activities representing the University.

Provided that such students must have actually attended minimum 50% lectures delivered or training sessions held, to that class.
- (8) In case of serious ailments when a student is admitted as an in-patient in a clinic/hospital or otherwise confined to bed, the number of classes or training sessions missed may be deducted from the total number of classes held and his/her attendance shall be calculated accordingly.

Provided such student must have actually attended at least 50% of the lectures delivered or training sessions held for that class without the aforesaid relaxation.
- (9) The student is required to submit their medical certificates, issued by a qualified doctor who administered the treatment, immediately on joining University after his or her illness/confinement, to be duly countersigned by the University Medical Officer. Subsequent submission of medical certificate shall not be considered for medical leave.

- (10) The Vice-Chancellor shall constitute a Condonation Committee to recommend condonation/ addition of attendance as per rules.
- (11) The student who has 50% or above attendance but less than 75% may be allowed to appear in the examination by the Vice-Chancellor on the recommendation of the aforesaid Committee.
- (12) Subject to the aforesaid provisions a student with less than 50% per cent of attendance shall not be allowed to appear in the End-Term Examination.

Provided that the Vice-Chancellor may consider extreme cases of hardship on the recommendation of the Condonation Committee referred above and may allow a student to appear in the examination. Cases so allowed are to be put before the Academic and Activity Council at its next meeting for information.

- (13) In exceptional cases, where the hospitalization is not necessary, the Condonation Committee may accept Medical Certificate from a qualified Medical Practitioner and the same must be endorsed by the Medical Officer of the University.
- (14) In case it is found that any medical certificate submitted is false disciplinary action shall be initiated.

10. SCHEME OF STUDY AND COURSE CURRICULA

[Refer Section 27(1)(g) of the Act]

1) **Semester System.** The University shall adopt semester system, continuous evaluation and choice-based credit system for its Courses. The three year undergraduate Courses shall be divided into six semesters while the two year post graduation Course shall be divided into four semesters. One year post-graduate diploma courses shall be divided into two semesters.

2) The concerned Board of Sports Studies shall formulate the following :-

- a) Scheme of Study of a Course.
- b) Course Curriculum for each subject.
- c) Review of Course Curriculum of the contents of the course curriculum before the start of each academic session, if required.
- d) Number of Subjects to be taught in each undergraduate, post graduate and post graduate diploma courses.
- e) Lay down the weightage for Theoretical and Practical Study.
- f) Introduction of optional subjects in each Course along with Core subjects.

3) The School Board may review and revise the Scheme of Study formulated by the Board of Sports Studies and shall recommend it to the Academic and Academic Council for approval. Changes suggested by the Board will approved by the School Board

4) Each subject shall be taught in two parts viz., Theory and Practical Training. The sub-division of marks for Theory and Practical of each subject will be decided by the Board of Sports Studies and approved by the concerned School Board.

(2) Pattern Of Question Paper

- (a) **Pattern of Question papers** for the Mid Term Examination and End Term Examination shall be laid down by the Board of Sports studies of each department.
- (b) **Modalities for the Mid Term and End Term Practical Examination** shall be given by the subject teacher with approval of the Head of the Department.
- (c) **The Continuous Evaluation** shall be through theory or practical assignments given by the subject teacher.

(3) Pass Percentage and Grace Marks:

- (a) A student shall pass both theory and practical examination separately with at least 40 % marks in each subject.
- (b) 1% of the total marks for all the subjects including practical part may be given as grace marks to a candidate who is failing in any subject of that semester.

The grace marks can also be split for more than one paper. Available grace marks to a candidate can also be given in re-appear paper.

(4) Re-Appear Examination:

- (a) Re-appear examination of the 1st, 3rd, 5th will be held in the month of December along with end-term examination.
- (b) Re-appear examination of the 2nd, 4th, 6th semester will be held in the month May along with regular examination.

11. APPOINTMENT OF PAPER SETTERS AND EVALUATORS

[Refer Section 27(1)(g) of the Act]

- 1) Paper setters and evaluators may be internal teachers or subject experts from outside the University.
- 2) Paper Setters and evaluators shall be appointed by the Vice-Chancellor out of the panel of subject experts approved by the School Board.
- 3) In case of non-availability of subject expert from the panel or in other urgent situations the Vice-Chancellor may appoint any other subject expert as paper setter or evaluator.
- 4) The mid-semester examination answer books shall be evaluated by the concerned subject teacher or any other teacher appointed by the Vice-Chancellor.
- 5) Practical examination shall be conducted by panel of one internal teachers or one internal teacher and another external evaluator appointed by the Vice-Chancellor.
- 6) The following appointments will be paid as per rates mentioned against each :

{Approved by 7th AAC, 12th AAC & 6th EC}

Sr. No.	Staff	Rates
1.	Paper-setter	UG:600/- (per set) PG:750/- (per set) Professional Course-675/- (per set) Translation: 300/- (per set) (Deduct 10% tax)
2.	Examiner/Evaluation work and Sub-Examiner	UG: 15/- per Answer Script PG : 18/- per Answer Script
3.	Inspectors/ Checking Assistant	225/- per session
4.	Supervisory staff	180/- per session
5.	Superintendents	225/- per session
6.	Deputy Superintendents	180/- per session
7.	Travelling and Daily Allowance	8/- per Km + Toll tax
8.	Online Examinations to include Coding and Decoding of papers	Rs.15.00 per Answer Sheet
9.	Coordinator/Principal	Rs 8,000/- for the whole semester examination irrespective of the no. of sessions and Centres
10.	Assistant Superintendent	Rs. 120/- per session
11.	Member Flying Squad	Rs. 200/- per member per centre per session subject to a maximum of Rs.400/- per day + TA/DA as per Punjab Govt. rules.
12.	Peon	75/- per session
13.	Daftri/Sweeper	75/- per session
14.	Contingency Expenses	Up to a maximum of Rs. 800/- for the whole semester examination.
15.	Refreshment to Supervisory Staff	Rs. 20/- per session per person

12. GRADING OF STUDENTS

1) University Graduation norms on percentage performance bases are as under:

- (a) First Division with Distinction - 75% & above*
- (b) First Division - 60% & above
- (c) Second Division - 50% to 59.99%
- (d) Third Division - Below 50%

2) **Grade Scheme and Important Information**

- a) Letter Grade is awarded to the students. Each letter grade indicates the level of performance in the courses and has a grade point for purpose of computing the Cumulative Grade Point Average (CGPA) as given below

Letter Grade		Marks	Grade Point
O	Outstanding (O)	91-100	10
A+	Excellent (E)	81-90	9
A	Distinction (D)	71-80	8
B+	High First Class (A+)	61-70	7
B	First Class (A)	51-60	6
C	High Second Class (B+)	41-50	5
D	Second Class (B)	40-40.99	4
E	Fail (F)		0
D	DETAINED		0

thweighted average of all the grades awarded to a student since his entry into the course including the latest Semester and is computed as follows:

$$CGPA = \frac{\sum G K}{\sum G}$$

Where Cg denotes credits assigned to the ith courses and Gg indicates the Grade point equivalent to the letter grade obtained by the student in the ith course.

- b) The Division obtained by each student is classified on the following basis:

<u>Division</u>	<u>CGPA</u>
i. 1 St with distinction	7.5 or more
ii. 1 St	6.0 or more but less than 7.5
iii. 2 nd	5.0 or more but less than 7.5

- c) In order to compare the students of this University Vis-à-vis other Universities where percentage of marks is shown in the final result, the

following conversion formula will be Percentage of marks obtained by a student = (CGPA x 10).

13. MODIFICATION OF RESULT

- 1) The Vice-Chancellor shall have the power to quash the declared result of candidate if:
 - (a) The candidate is disqualified for using any type of unfair means in the examination or
 - (b) He/she is found ineligible to appear in the examination.
- 2) The Vice-Chancellor has also the power to modify the result if any error is detected in preparation or compiling the result.

14. PROMOTION TO NEXT CLASS

- (1) Promotion from odd semester to even semester shall be automatic.
- (2) The candidate shall be promoted from 3rd semester toif he/she clears 50 % papers of the first two semesters.
- (3) The candidate shall be promoted to 5th Semester if he/she clears all the papers of 1st& 2nd semesters and at least 50 % papers of the 3rd& 4th Semesters in the Bachelor Degree Course.
- (4) A Candidate shall be promoted to 3rd Semester of the Master Degree Course if he/she has cleared 50% papers of the 1st and 2nd Semesters.
- (5) A student shall have to complete the three Bachelor Degree Course in a maximum period of 06 years and two year Master Degree Course in maximum period of four years and one year Diploma Course in a period of three years from the date of his/her admission.

15. AWARD OF DEGREES, DIPLOMAS AND CERTIFICATE:

[Refer Section 27(1)(d) of the Act]

- 1) The student shall be issued a detailed marks card after declaration of result of each semester, which shall include marks secured in mid-semester and end-semester examinations and the practical in each subject. The detail marks certificate shall also include aggregate grade secured in the previous semesters.
- 2) On successful completion of the all semesters of the graduation and post-graduation courses the students shall be awarded respective degrees after approval of the result by the Academic and Activities Council.
- 3) On successful completion of all semesters of a diploma course the students shall be awarded certificates after approval of the result by the Academic and Activities Council.

16. DISTINCTIONS, MERIT CERTIFICATES AND MEDALS

Distinctions, Merit Certificates, and Medals shall be awarded to the meritorious students as per the policy and norms approved by the Academic and Activities Council.

17. REEVALUATION AND RECHECKING

(Approved by 12th AAC meeting, 7th FC and 11th EC meeting)

- 1) There shall be no re-evaluation of the mid-term examination answer books and practical examination. Evaluated answer books of mid-semester examination shall be shown to the concerned student by the teacher, and deficiency, if any, shall be explained.
- 2) A student may apply for re-evaluation of the answer book of the end-semester examination within ten working days from the date of declaration of result on payment of the prescribed fee. Re-evaluation shall be done by an evaluator other than the first evaluator.
- 3) The award of the second evaluator shall be accepted if the increase or decrease is not more than ten percent of the secured marks given by first evaluator. In case variation is more than ten per cent, the answer book shall be evaluated by the third evaluator and average marks of nearest two evaluators including the first evaluator shall be taken. On re-evaluation the first result shall stand superseded.
- 4) A student may apply rechecking of the answer book of the end-semester examination within ten working days from the declaration of result, on payment of prescribed fee.
- 5) Rechecking shall be done by the examination branch to see that all the questions are duly marked and total is correct.
- 6) A student may also view his/her marked answer book on payment of prescribed fee.

Sr. No.	Descriptions	Rates of MBSPSU
1)	Re-valuation Fee and Re-Checking Fee	Within 14 days after result Rs.600/-, after 10 days (i.e. 24 days after result -1000/-, thereafter twice the rate after every 15 days up to 30 days.
2)	Re-Appear	Without late fee –First Date mentioned. After one week of declaration of result 500/-, thereafter Rs. 1000/- after every 10 days +GST as applicable, Maximum late fee up to Rs. 15000/- ten days before the commencement of Examination+GST as applicable.
3)	Duplicate DMC. And Degree Re-Issuance Fee	600/- for per document/ DMC, 800/- for Duplicate degree
4)	Correction fee in all DMC and Degree per Course	a) 10,000/- + GST as applicable in case of mistake by the Student b) Nil in case of mistake committed by the University
5)	Migration Certificate Fee	Migration Certificate -1000/- Migration Cancellation -500/- Duplicate Migration fee: -Up to Five Years Rs. 2500/- Fee for Inter- College/University Migration Fee: (Under Graduate Classes) Rs. 5000/-
6)	Examination Late Fee	Without Late Fee upto last date mentioned. With late fee of Rs. 500/- +GST as applicable. After one-week from the last date of submission late fee Rs. 1000/- +GST as applicable. After 2 nd week from the last date of submission late fee of Rs. 3,000/- +GST as applicable. After 3 rd Week from the last date of submission late fee of Rs. 5,000/- and thereafter Rs.10,000/- fixed +GST as applicable.
7)	Transcripts	a) 2000/- per document +18% GST b) Rs. 20,000/- for the entire course documents

18. THE ESTABLISHMENT OF SCHOOL BOARDS, BOARD OF SPORTS STUDIES AND SPECIALISED LABORATORIES [Refer Section 27(1)(i) of the Act]

- (1) **School Boards.** The University shall have Schools of Studies as may be specified in the Statutes. Every School shall have a School Board.
- (a) **Composition of the School Board**
- i) Dean of the School shall be the Chairperson of the School Board.
 - ii) There shall be one Professor, one Associate Professor, and one Assistant Professor from each Department of the School as members of the School Board, nominated by the Vice-Chancellor by rotation in the order of seniority for a period of two years or till he ceases to hold respective position in the Department whichever is earlier.
 - iii) Two outside experts nominated by the Vice-Chancellor for a period of two years.
- (b) **Powers and Functions of the School Board.** Powers and Functions of the School Board shall as are given in the Statute and include:-
- i) To approve the Scheme of Studies recommended by the Board of Sports Studies.
 - ii) To approve the Syllabus and Course of the Departments in the School.
 - iii) To approve the subjects of research for various degrees and other requirements of research degrees
 - iv) To approve Panel of Examiners, other than Research Degrees.
 - v) To approve Panel of Paper Setter for the different subject taught in the departments.
 - vi) To appoint the supervisors for research.
 - vii) To suggest measures to improve standards of teaching and research.
 - viii) To recommend establishment of Sports labs for the specific Departments and the requirement of equipment therein.
 - ix) Any other function as may be assigned by the Academic and Academic Council.
- (2) **Board of Sports Studies.** Each Department in a School shall have a Board of Sports Studies.
- a) **Composition.**
- i) The Head of the Department shall be the Chairperson of the Board of Sports Studies.
 - ii) All Professors of the Department;
 - iii) Two associate Professors of the Department;
 - iv) Two Assistant Professors of the Department;
 - v) Two outside experts nominated by the Vice-Chancellor
- b) **Powers and Functions of Board of Studies:** The Board of Sports Studies shall have powers and functions as are specified in the Statute and shall include:
- i) To recommend Scheme of Studies to the School Board
 - ii) To Recommend Syllabus and Courses to the School Board

- iii) To recommend subjects of research for various degrees and other requirements of research degrees
- iv) To recommend Panel of Examiners to School Board, other than Research Degrees.
- v) To recommend Panel of Paper Setters for the different subject taught in the Department to the School Board.
- vi) To recommend names of Supervisors to the School Board for research.
- vii) To implement suggestions of School Board for improvement of standards of teaching and Research in the Department
- viii) To work out the requirements of establishment of Sports labs in the Department and requirements of specific equipment therein and recommend it to the School Board.
- ix) Any other function as may be assigned by the Academic and Academic Council.

19. APPOINTMENT OF AMANUENSIS

- 1) Amanuensis may be appointed by the Vice-Chancellor on the basis of Medical Report / Medical Examination made by University Medical Officer or Medical Officer of Government Hospital with a specialty in the relevant area. A certificate shall be issued by the Medical Officer that the candidate is permanently or temporarily disabled to write the examination paper on a specified date with his / her own hand.
- 2) Criteria like educational qualification, marks scored, age or other such restrictions for the scribe/reader/Lab assistant shall not be applicable. However, the invigilation system shall be strengthened, so that the candidates using scribe/reader/lab assistant do not indulge in mal-practices like copying and cheating during the examination.
- 3) The relative of the candidate shall not be appointed as amanuensis.
- 4) The proportionate compensatory time shall not be less than 20 minutes for an examination of one hour duration, for examinees who are allowed scribe / reader / lab assistant.
- 5) The examinee with disability, not availing the facility of scribe, may also be allowed additional time in proportion of minimum of twenty minutes for an examination of one hour duration, which may further be increased, if so required, on case to case basis.
- 6) A suitable separate room / seating arrangement shall be made for the examinee who has been allowed amanuensis.
- 7) A prescribed fee shall be payable for each paper, where an amanuensis is appointed by the university. Out of this prescribed amount shall be paid as remuneration to the amanuensis.
- 8) The amanuensis fee shall be in addition to the examination fee.

20. USE OF UNFAIR MEANS AND MISCONDUCT IN EXAMINATIONS

1) In relation to the University Examinations, a candidate may be liable for:

- (a) Using Unfair Means (UMC)
- (b) Misconduct

Explanation: The University Examination includes Mid Term, End Term or any other Examination in which the performance of the candidate is evaluated for the purpose of inclusion in any certificate / degree issued by the University.

2) The unfair means case may be of First Degree, Second Degree and Third Degree as under:

(a) **Unfair Means Cases of the First Degree**

- i. Copying from any paper, book, notes, answer book or any other material / device in any form that is used to answer a question in the examination.
- ii. Allowing any other candidate to copy from his / her answer book.
- iii. Receiving or giving help by / to a candidate for copying in the examination
- iv. Copying in the examination by exchanging the answer book or part thereof.
- v. Making impersonation or allowing other person to make impersonation in the examination in his/her place.
- vi. Replacing the answer book or pages in the answer book.
- vii. Making other person to sit in the written examination or physical/sports tests in place of him/her

(b) **Unfair Means Cases of the Second Degree**

- i. Possession of any material relevant to the examination in any form including paper books or notes, matter written on clothes or on any part of the body or on table or desk or foot rule of other instrument or device, even if the material is not used by the candidate.
- ii. Taking or giving verbal help to the other candidate during the examination.
- iii. Going out of the Examination Hall during the examination and consulting any material.
- iv. Possession of mobile phone or other communication device in the Examination Hall.
- v. Swallowing, attempting to swallow any paper in the Examination Hall.
- vi. Taking out pages from the answer book.

(c) **Unfair Means Cases of the Third Degree**

- i. Inadvertent possession of any material relevant to the examination and the candidate has not used it.
- ii. Possession of any material not relevant to the examination in which the candidate is appearing on that date.
- iii. Submission of Project Report / Term Paper / Dissertation as part of University Examination that is not his / her own works.

3) **Misconduct Relating to Examination.** The following acts and conduct shall be taken as misconduct in relation to the examination:

- (a) Leaving the Examination Hall without delivering the answer book
- (b) Intentionally tearing or damaging the answer book.
- (c) Using force against any member of the invigilation staff
- (d) Misbehavior with any member of the invigilation staff.
- (e) Creating disturbance in the Examination Hall or on ground during physical or sports tests
- (f) Making any kind of appeal to the examiner in the answer book or otherwise
- (g) Making any identity mark on the answer book.
- (h) Obtaining admission to examination hall on a forged admit card.
- (i) Furnishing of wrong information in the examination form.

4) **Procedure for Handling Unfair Means Cases / Misconduct Cases**

- (a) Whenever a candidate is found using Unfair Means in the University Examination the incriminatory material and the answer book shall be taken from the candidate.
- (b) The written report of the matter is to be made to the Centre Superintendent / Examination In charge by the invigilator immediately about the use of Unfair Means and / or Misconduct on the part of the candidate.
- (c) Another copy of answer book shall be offered to the candidate to complete the paper.
- (d) The Centre Superintendent / Examination In charge shall require the Candidate to make written statement about the incident.
- (e) On completion of the Examination the Centre Superintendent / Examination In charge shall send the Unfair Means Case to the Controller of Examination / Registrar along with the following documents (as far as applicable) in separate envelop marked as 'UMC'.
 - i. Answer book(s) of the Candidate
 - ii. Incriminating Material
 - iii. Seating plan with location of the student
 - iv. Report of the Invigilator

- v. Statement of the Candidate
- vi. The copy of the question paper
- vii. Report of the Centre Superintendent

5) **UMC Committee and Procedure**

- (a) The Vice-Chancellor shall appoint a committee of not less than three members from within or outside the University to decide the Unfair Means / Misconduct Cases.
- (b) The quorum of the Committee shall be two.
- (c) The Candidate concerned shall be given a chance of hearing / explanation in writing before the Committee.
- (d) The Committee shall give a finding as to the guilt of the Candidate for use of Unfair Means / Misconduct in the examination.
- (e) In case a candidate is found guilty of using Unfair Means or Misconduct in the examination, the Committee may propose the punishment for the Candidate as prescribed in these Ordinances.
- (f) Provided that before recommending the punishment the Committee shall give an opportunity of hearing to the Candidate.
- (g) The report of the Committee, if unanimous for absolving the candidate **or recommended for cancellation of the paper/examination only**, shall be accepted by the Vice-Chancellor. Otherwise, if the report is not unanimous or candidate is found guilty **and debarred from appearing in future examination**, the case shall be put before the Executive Council in its next meeting for final decision.
- (h) The Executive Council may accept the report of the Committee with or without modifications in findings and recommended punishment of the Candidate or absolve him / her from the liability.

6) **Punishments in Unfair Means Case.** A candidate found guilty of using Unfair Means may be awarded the punishment as under:

- (a) **Unfair Means of the First Degree.** Disqualification from appearing in any University Examination up to six semesters duration including the examination in which he / she is found guilty.
 - i. **Explanations:** In case impersonation is done by the student of the University the punishment of disqualification may also be imposed on him / her.
 - ii. Where an impersonation is committed by an outsider the case may be reported to the police.
 - iii. Any person who has impersonated and was not the student of the University may also be debarred from taking admission / examination of the University for specified duration.

- (b) **Unfair Means of the Second Degree.** Disqualification from appearing in any University examination up to four semesters duration including the examination in which he / she is found guilty.
- (c) **Unfair Means of the Third Degree.** Disqualification from the examination in which he / she was appearing or cancellation of the paper in question.

Explanation: In case of Project Report / Term Paper / Dissertation as part of University Examination that is not his / her own work the Project Report / Term Paper / Dissertation shall be cancelled.

(7) **Punishment for Misconduct.** Punishment for Misconduct may be determined by the Unfair Means Cases Committee keeping in view the gravity of the misconduct, as under:

- (a) Disqualification from appearing in the examination up to six semesters, Or
- (b) Disqualification from the entire examination in which the misconduct was committed, Or
- (c) Cancellation of the paper in question.

Explanation: The aforesaid punishment for misconduct during the examination may also be imposed in addition to any other punishment for indiscipline for which the student may be liable under the rules.

(8) A candidate who is involved in an unfair means case may be allowed provisional admission to the next higher class / examination of the same course, pending decision in his / her case, at his / her own risk and responsibility, subject to the condition that in the event of his disqualification, the fee paid by him / her for next higher class / examination shall not be refunded.

Provided that such a candidate shall not be allowed during the pendency of the case, any further provisional admission to the next higher course.

Provided further that in the event of his / her disqualification in the lower examination, as a result of unfair means case, the result of the higher examination taken by him / her provisionally, along with the lower examination or subsequently, during the pendency of the case as above, shall stand cancelled.

- (9) (a) A candidate involved in an Unfair Means case in a lower examination, who has also appeared in the next higher examination, provisionally and whose result for the lower examination is declared late owing to his / her involvement in the unfair means case, his / her result for the higher examination shall be kept in abeyance, till he / she has exhausted the permissible number of chances for the lower examination.
- (b) In the event of the candidate having failed in the higher examination, he / she shall be informed of the paper(s) in which he /

she has failed and is eligible to reappear to enable him / her to take the higher examination, along with the lower examination.

(10) A candidate who is disqualified for the use of Unfair Means in a University examination may on the expiry of the period of his / her disqualification be allowed the same number of chances to appear in the examination as is missed.

21. DISCIPLINE AMONGST STUDENTS

(1) **Scope and Application**

- (a) These Ordinances shall be applicable to all the students of MBS PSU on Roll, in all the courses.
- (b) All MBSPSU students are required to maintain good conduct, discipline and decency within and outside the University.
- (c) Any student who commits breach of Code of Conduct or indulges in an act of any kind of indiscipline shall be liable to be punished under the Ordinances.
- (d) Students will follow the laid down Covid-19 pandemic, guidelines issued by the Govt. of Punjab in terms of wearing masks and maintaining social distances.

(2) **Code of Conduct.** Code of Conduct is the general norms of good behavior and includes the following:

- (a) **General Code of Conduct.** MBSPSU students shall-
 - i) not do anything which is unbecoming of MBS PSU students
 - ii) maintain cordial relation with their fellow students
 - iii) respect culture and tradition of fellow students
 - iv) wear uniform on the specified day
 - v) wear identity card as per directions issued by the authorities
 - vi) follow the dress code
 - vii) not to carry mobile phones to the class rooms/official functions
 - viii) maintain cleanliness and hygiene at the campus
 - ix) be honest and truthful
 - x) up keep moral and ethical values
 - xi) follow the University timings and schedule
 - xii) Be regular in their class attendance. In case of unavoidable circumstance shall seek prior leave as per University norms
 - xiii) Maintain such other conduct as may be notified by the University from time to time.
- (b) **Hostel Code of Conduct.** MBSPSU students shall-
 - i) not stay back in hostels while classes are going on
 - ii) not allow any outsider in the hostel
 - iii) maintain due tidiness and hygiene in their hostel room
 - iv) not to take their meals to the hostel rooms

v) not use the music systems in a manner that may disturb other students

vi) save and conserve electricity and water

vii) Maintain such other conduct as may be notified by the University from time to time.

(3) **Disciplinary action for violation of Code of Conduct**

(a) The student who shall violate the Code of Conduct shall be issued a warning by the Authorized Teacher/Hostel Warden/Officer on the first violation.

(b) On subsequent violation the Authorized Teacher/Hostel Warden/Officer may impose a fine of ` Rs. 100 for every act of violation.

(c) On repeated violation the matter shall be reported by the Authorized Teacher/Warden/Officer to the Chief Warden. The Chief Warden after giving an opportunity of hearing to the student may impose a fine of ` 200 for each violation.

(d) For any grievance regarding disciplinary action under these provisions the student may make an application for review to the Dean Students Welfare. The decision of the Dean Students Welfare shall be final for all matters of violation of Code of Conduct.

(e) When a fine is imposed upon a student for three times in a semester or five times in an academic session for violation of Code of Conduct, it shall be considered as deemed to be "**indiscipline**".

(4) **Indiscipline.** Indiscipline is categorized according to the gravity of the act as under:

(a) Indiscipline

(b) Serious Indiscipline

(c) Grave Indiscipline

(5) **Acts of indiscipline in different categories:**

(a) **Indiscipline:** Incidents of Indiscipline shall include the following:

i. Causing disturbance in the classroom/hostels

ii. Misbehavior with staff/employees of the University or contractors

iii. Abusing/insulting the fellow students

iv. Leaving campus without permission

v. Reporting late at Hostel

vi. Allowing any guest to stay in hostel room

vii. Cooking meals in the hostel room

viii. Changing room without permission of the Warden

ix. Using unauthorized electric gadgets in hostel rooms

x. Organizing parties in the hostel rooms

xi. Bringing vehicle at the University Campus without permission

xii. Any other act notified by the University from time to time

(b) **Serious Indiscipline:** Incidents of Serious Indiscipline shall include the following:

- i. Misbehavior with Teacher/University authorities
- ii. Smoking, drinking or use of narcotics at the Campus
- iii. Bringing/supplying liquor, narcotics etc. at campus/hostels
- iv. Third incident of indiscipline in one academic session or fifth incident of indiscipline in the course
- v. Threatening/intimidating fellow students/ employees
- vi. Display vulgarity in any form
- vii. Damaging or defacing University property
- viii. Theft in hostel or at the Campus
- ix. Any other act notified by the University from time to time

(c) **Grave Indiscipline:** Incidents of grave indiscipline shall include the following:

- i. Ragging in any form
- ii. Physical assault on any person on the campus
- iii. Indecent behavior of sexual nature at the campus (both consensual and non-consensual)
- iv. Any act of violence or moral turpitude that is an offence under any law in force in the country committed at or outside the campus
- v. Three repeated incidents of serious indiscipline shall be considered as grave indiscipline

(6) **Punishments for Indiscipline.** Any student found guilty of indiscipline shall be liable for fine up to Rs. 5000 with or without community Service in the form of duty in the library/grounds/ hostel/any office/working place of the University for a period up to one week.

(7) **Punishment for Serious Indiscipline.** Any student found guilty of serious indiscipline shall be liable for fine upto Rs. 10000 with or without community service at the Library/grounds/ Hostel/any office or other working place of the University up to two weeks.

(8) **Punishment for Grave Indiscipline.** A student found guilty of grave indiscipline shall be-

(a) Liable to a fine as determined by the Vice-Chancellor

Or

(b) Debarred from examination with or without fine

Or

(c) Rusticated from the University/Hostel.

Explanation:

- i. Debarring of a student from examination may be for one or more papers in a semester/semesters or more than one semester.
- ii. Rustication shall be construed as expulsion of the student from the University for all times.

- (9) **Procedure to deal with act of Indiscipline**
- (a) On commission of an act of indiscipline the matter shall be reported by the Warden/Teacher/ Officer/Security men/other concerned person to the Dean Students Welfare.
 - (b) The Dean Students Welfare shall hold an inquiry into the matter himself or through a Committee of the following:
 - i. Chief Warden
 - ii. Warden/Teacher concerned
 - iii. Nominee of the Vice-Chancellor
 - (c) The Dean Students Welfare/the above said fact finding Committee, as the case may be, shall give the opportunity of hearing to the concerned students and collect the relevant evidence. In case the enquiry is done by the Committee it shall on completion of the inquiry, submit the report to the Dean Students Welfare.
 - (d) The Dean Students Welfare, if satisfied on enquiry by himself or with the findings of the Committee on guilt the Committee give an opportunity of hearing to the student on proposed punishment and may impose the appropriate punishment as per these Ordinances.
 - (e) For any grievance regarding disciplinary action under these provisions a student may make an application for review to the Registrar. The decision of the Registrar shall be final, for all matters of indiscipline.

- (10) **Procedure to deal with "Serious Indiscipline"**
- (a) On commission of an act of serious indiscipline the Administrative Officer/ Warden/Teacher/Officer of the University shall report the matter to the Dean Students Welfare.
 - (b) The Dean Students Welfare shall conduct a preliminary inquiry and if satisfied that act of the student amounts to an act of serious indiscipline submit a report to the Vice-Chancellor through Registrar.
 - (c) The Vice-Chancellor may constitute a Committee that may comprise the following to inquire into any act of serious indiscipline:
 - i. Dean Students Welfare
 - ii. Chief Warden
 - iii. Senior teacher to be nominated by the Vice-Chancellor
 - (d) The fact finding Committee shall give an opportunity to the concerned student to explain his/her position and shall also collect/record relevant evidence.
 - (e) If the student is found guilty the Committee shall give an opportunity of hearing to the guilty student on nature and quantum of proposed punishment.

- (f) After the hearing, the Committee shall make its recommendations to the Vice-Chancellor regarding guilt and also nature and quantum of the proposed punishment.
- (g) The Vice-Chancellor on perusal of the recommendations of the above said Committee and record may pass an appropriate order/ award punishment as prescribed by these Ordinances for indiscipline/ serious indiscipline. The decision of the Vice-Chancellor shall be final.

(11) **Procedure to deal with acts of "Grave Indiscipline"**

- (a) On commission of an act of grave indiscipline the matter shall be immediately reported to the Vice-Chancellor by anyone having the information about the "grave indiscipline".
- (b) On the basis of the information/preliminary report, the Vice-Chancellor may pass an order of suspension of the student from classes or/and order vacation of hostel by the student involved in grievous indiscipline.
- (c) The Vice-Chancellor may constitute a Committee which may comprising the following to inquire into the matter:
 - i. Registrar
 - ii. Dean Students
 - iii. Chief Warden
 - iv. A Senior Teacher nominated by the Vice-Chancellor
 - v. Hostel Warden
- (d) The Committee shall hold inquiry and collect relevant information/ evidence about the incident. The concerned student shall be given opportunity to explain his/her position.
- (e) The Committee shall submit its report on the facts and circumstances of the case, as also its finding on the guilt of the student, to the Vice-Chancellor along with proposed nature and quantum of punishment.
- (f) The Vice-Chancellor may pass an appropriate order/ punishment as per these regulations and in case the punishment to be awarded is debarring the student from the examination or rustication from the University or the Hostel, give an opportunity of hearing to the student/his or her parents. If Vice-Chancellor is of the view that punishment should be of debarring the student from examination or rustication of the student from the University or Hostel, report shall be submitted to the Executive Council along with substance of reply of the student
- (g) The Executive Council may take an appropriate decision on the guilt and punishment after considering the recommendation of the Vice-Chancellor and, if required, perusal of the record of the case.

- (h) In case of grave indiscipline attracting punishment of debarring the student from examination/rustication from the University, the result of the student shall be withheld and shall be subject to the decision of the Executive Council in such cases of indiscipline.

PHYSICAL FITNESS TEST (PFT)

1. A candidate has to qualify in any four of the following six PFTs of his/her choice to become eligible for admission into BPES :-
 - (a) Pull-ups (For Boys).
 - (b) Flexed Arm Hang (For Girls).
 - (c) Flexed-leg Sit-Ups (in One Minute).
 - (d) Shuttle Run.
 - (e) Standing Broad Jump.
 - (f) 50m Dash.
 - (g) 600 m Run.
2. The minimum standards to qualify are tabulated below :-

Minimum Standard for Boys & Girls	BOYS : Pull-ups on Horizontal Bar GIRLS – Flexed Arms Hang on	Sit-Ups (With Knee bent; Nos in 60 Sec.)	Shuttle Run 10 m. x 4 times (Time)	Standing Broad Jump (Mtrs.)	50 Mtrs. Dash (Time)	600 Mtrs. Run/Walk (Time)
Boys	4 Numbers	31	11.00 sec.	1.90 m	9.0 sec.	3 minutes: 30 sec.
Girls	5 seconds Hold (Minimum)	24	12.2 sec.	1.40 m	10.0 sec	3 minutes: 50 sec.

3. Norms for preparing merit list for BPES Course:-
 - (a) **Weightage to Academics: 50%** (45 % for basic academics and 5% for co-curricular activities.)
 - (b) **Weightage to Sports Achievements: 50%.**
 - (c) The division of 50 % marks for Sports Achievements will be as per the Govt. Guidelines issued vide letter No. 47/26/83-1 SS//2036 Dated 10.12.97. letter no. 47/26/93-1SS/1496 Dated 21.7.2000, Letter No. 47/26/83-1SS/1103. Dated 5.6.03, Letter No. 47/26/93-1SS/1334 Dated 3.7.03., Letter No. 47/26/93-1SS/1431 Dated 14.7.03 by Department of Sports and Youth Services, Punjab. Relevant Extracts are **enclosed**.
 - (d) Only graded Sports Certificates issued by the respective Sports Deptt. Will be considered for admission. States where sports gradation procedure is not adopted, the candidate has to produce the certificate issued by Director Sports of their respective states, clearly indicating that the candidate's certificate are original and he/she has actually participated in the competition and Sports Gradation procedure is not adopted in their State.
 - (e) There will be two centralized counseling for admission to the BPES course.
4. For other courses weightage to academics will be as given in Para 3(a) and 3(b) above.

EXTRACTS OF WEIGHTAGE OF SPORTS PERFORMANCE

1.	International Competitions (a) Participation in Olympic Games / World Championship / World Cup / Common Wealth Games/ Asian Games (b) Participation in Junior International competition National Record Holder / Junior Asian Games / Junior World Cup / Junior World Championship (c) Participation in SAF Games / Four Nation Tournament / Dual Meets / All India Inter-University Champion for three consecutive Years	: 50 : 48 :47
2.	National Competitions a. Senior National Competitions	i. First 45 ii. Second 42 iii. Third 39 iv. Participation 34
	b. National Competition (Age 19-23 years)	i. First 40 ii. Second 37 iii. Third 34 iv. Participation 29
3.	All India Inter University Competitions/ Khelo India (U-21 years)/	i. First 40 ii. Second 37 iii. Third 34 iv. Participation 29
4.	Inter-University Zonal Competitions	i. Participation 29
5.	Junior National Competitions / School National Competitions/ Khelo India (U-17 Years)	i. First 35 ii. Second 32 iii. Third 29 iv. Participation 24
6.	Senior State Competitions	i. First 30 ii. Second 27 iii. Third 24 iv. Participation 18
7.	Junior State Competitions	i. First 24 ii. Second 21 iii. Third 12 iv. Participation 17
8.	Inter college Competition (University Level)	i. First 22 ii. Second 19 iii. Third 15 iv. Participation 10
9.	District Competitions (Open)	i. First 8 ii. Second 5 iii. Third 3
10.	Inter Zonal school Competitions (District school competitions)	i. First 4 ii. Second 2 iii. Third 1

FEE STRUCTURE OF MBSPSU

Annexure 2

		UNDERGRADUATE COURSES (3 YEARS)					
Sr. No.	DETAILS OF HEADS	BPES [Bachelor of Physical Education and Sports]		BSS [SPORTS SCIENCE]		BSc [SPORTS NUTRITION & DIETETICS]	
Fee & Charges		1 st SEM	2 nd SEM	1 st SEM	2 nd SEM	1 st SEM	2 nd SEM
1.	Tuition Fee	5200	5200	7200	7200	7200	7200
2.	Registration Fee [Only for Fresh Admissions]	1000		1000		1000	
3.	Admission Fee	1000		1000		1000	
4.	Examination Fee	1750	1750	1750	1750	1750	1750
5.	User and Maintenance Charges	2500	2500	2500	2500	2500	2500
6.	Earmarked fund						
	a. Infrastructural Development Fund	2000		2000		2000	
	b. Lab & Library Development Fund	1000		1000		1000	
	c. Research Promotion	500		500		500	
	c. Red Cross Fund	100		100		100	
	d. Amalgamated Fund	1000		1000		1000	
	e. Student Welfare Fund	500		500		500	
7.	Caution Money (Refundable)	2000		2000		2000	
	Total Fee Per Semester	18,550	9,450	20,550	11,450	20,550	11,450
	Total Fee Per Annum	28,000		32,000		32,000	
	Hostel Fees per annum	13,200					
	Mess charges per month	As per Contractor					

FEE STRUCTURE OF MBSPSU

Annexure 2

		POST GRADUATE DIPLOMA (1 Year)				MASTERS DEGREE COURSE (2 YEAR)				CERTIFICATE COURSE
Sr. No.	DETAILS OF HEADS	PGD IN YOGA		PGD IN HEALTH, FITNESS & WELL NESS		MSc [YOGA]		MPES (Master of Physical Education and Sports)		1. Physical Fitness. 2. Yoga & Health Science
Fee & Charges		1 st SEM	2 nd SEM	1 st SEM	2 nd SEM	1 st SEM	2 nd SEM	1 st SEM	2 nd SEM	3 MONTHS
1.	Tuition Fee	3700.00	3700.00	3700.00	3700.00	8700.00	8700.00	8200.00	8200.00	3000
2.	Registration Fee [Only for Fresh Admissions]	1000.00		1000.00		1000.00		1000.00		400
3.	Admission Fee	1000.00		1000.00		1000.00		1000.00		-
4.	Examination Fee	1750.00	1750.00	1750.00	1750.00	1750.00	1750.00	1750.00	1750.00	1500
5.	User and Maintenance Charges	2500.00	2500.00	2500.00	2500.00	2500.00	2500.00	2500.00	2500.00	-
6.	Earmarked fund									-
	a. Infrastructural Development Fund	2000.00		2000.00		2000.00		2000.00		1000
	b. Lab & Library Development Fund	1000.00		1000.00		1000.00		1000.00		600
	c. Research Promotion	500.00		500.00		500.00		500.00		-
	c. Red Cross Fund	100.00		100.00		100.00		100.00		-
	d. Amalgamated Fund	1000.00		1000.00		1000.00		1000.00		-
	e. Student Welfare Fund	500.00		500.00		500.00		500.00		-
7.	Caution Money (Refundable)	2000.00		2000.00		2000.00		2000.00		-

TOTAL FEE PER SEMESTER	17050.00	7950.00	17050.00	7950.00	22050.00	12950.00	21,550.00	12,450.00	7500 Include Practical Fee
TOTAL FEE PER ANNUM	25,000.00		25,000.00		35,000.00				-
Fee Details for Practical Certificate Course	1000								

Notes:-

- 1) **Caution Money (Refundable)** will be charged **only once at the time of initial admission**. Any dues by the student to the University in terms of lost Library books/damage to property etc. will be deducted out of this caution money and balance/full amount will be refunded on completion of course.
- 2) **Total Fee per Annum**. There may be an **increase of five to ten percent every year** in the Total Fee Per Annum for the fresh admissions as well as the existing courses.
- 3) **Hostel Fee**. Hostel Fee is as laid down by the Govt. College of Education, Patiala.
- 4) **Messing Charges**. Messing charges per month will be charged as per the contract worked out by the Govt. College of Education, Patiala.
- 5) **Alumni Association Fund**. On completion of course, an amount of Rs 500.00 per student will be transferred to the **Alumni Association Fund**, out of the caution money of each student deposited at the time of admission.
- 6) **"Outstanding Sportsmen" will be granted the following exemptions:-**
 - 1) **Complete Fee except:-**
 - a) Registration Fee for fresh admissions
 - b) Caution Money (Refundable) fee per annum.
 - c) User and Maintenance Charges per annum.
 - 2) **Complete Hostel Charge for the top 10 'Outstanding Sportspersons Only'.**
 - 3) **Boarding Charge shall be paid by all students; however, the University**
 - 4) **May bear expenses on extra diet for the outstanding sportspersons, whenever necessary.**
- 7) **User and maintenance Charges includes fees for**
 - a. I/Cards, Magazine, Electricity/Internet/Wi-Fi and Water Charges, Sports Fund, Extra Curriculum Activities, Medical Care etc.
 - b. Details are attached.

Sr. No.	DETAILS OF HEADS	AMOUNT
1.	Identity card	100.00
2.	Medical Fund	500.00
3.	Sports Fund	2500.00
4.	Magazine Fund	100.00
5.	Electricity Fund	1000.00
6.	Extra-Curricular Activities	800.00
	Total	5000.00

Annexure 2A

FEE STRUCTURE OF PROF. GURSEWAK SINGH GOVT. COLLEGE OF PHYSICAL EDUCATION, PATIALA: CONSTITUENT COLLEGES OF MBSPSU									
		UNDERGRADUATE COURSES				POSTGRADUATE COURSES			
Sr. No	DETAILS OF HEADS	BPED (4 YEAR)				BPED (2 YEAR)		MPED (2 YEAR)	
Fee & Charges		1 st & 2 nd SEM	3 rd & 4 th SEM	5 th & 6 th SEM	7 th & 8 th SEM	1 st & 2 ND SEM	3 rd & 4 th SEM	1 st & 2 ND SEM	3 rd & 4 th SEM
1.	University Registration Fee	2005	1355	2060	2060	2005	1355	2005	1355
3.	University Examination Fee	3500	3500	3940	3940	3500	3500	3500	3500
4.	Tuition Fee & Admission Fee	1084	1084	1084	1084	1084	1084	1084	1084
5.	College Fund	130	130	130	130	130	130	262	262
6.	PTA Fund	3500	3500	3500	3500	3500	3500	3500	3500
	TOTAL FEE PER ANNUM	10219	9569	10714	10714	10219	9569	10351	9701
	Hostel Fees per annum		Hostel Charges :Rs. 10,300/- and Security Deposit :Rs 2500/- Total: Rs 12,800/-						
	Mess charges per month		As per Contractor						

Annexure 2B

FEE STRUCTURE OF CONSTITUENT COLLEGES (GOVT. ARTS AND SPORTS COLLEGE, JALANDHAR AND GOVT. COLLEGE, KALA AFGHANA (GURDASPUR))							
		UNDERGRADUATE COURSES				POST GRADUATE DIPLOMA	
Sr. No.	DETAILS OF HEADS	BPES		BA (Bachelor of Arts)		PGD IN YOGA	
Fee & Charges		1 st SEM	2 nd SEM	1 st SEM	2 nd SEM	1 st SEM	2 nd SEM
1.	Tuition Fee	3500	3500	1000	1000	3000	3000
2.	Registration Fee [Only for Fresh Admissions]	500		500		500	
3.	Admission Fee	500		500		500	
4.	Examination Fee	1750	1750	1750	1750	1750	1750
5.	User and Maintenance Charges	700	700	700	700	700	700
6.	Enrolment Fee	300		300		300	
7.	World University Fee	50		50		50	
8.	Migration Fee (Univ./Board)	150		150		150	
9.	Earmarked fund						
	a. College Development Fee	150		150		150.00	
	b. Lab & Library Development Fund	100		100		100.00	
	c. Red Cross Fund	100		100		100.00	
	d. Amalgamated Fund	100		100		100	
	e. Youth Welfare Fee	150		150		150	
7.	Caution Money (Refundable)	1000		1000.00		1000.00	
	TOTAL FEE PER SEMESTER	9050.00	5,950.00	6,550.00	3,450.00	8,550.00	5,450.00
	TOTAL FEE PER ANNUM	15,000.00		10,000.00		14,000.00	
	Hostel Fees per annum	13200.00					
	Mess charges per month	As per Contractor					
	Fee Details for Practical Subjects \ B.A. Course	<p>1. Separate Fee for practical subjects will be Rs. 500/- (per semester) total 1000/- (per year) in addition to the total mentioned fee.</p> <p>2. Candidates seeking admission in any above courses are required to pay practical fee as per university rules where ever applicable.</p>					

Notes:-

1. **Caution Money (Refundable)** will be charged **only once at the time of initial admission**. Any dues by the student to the University in terms of lost Library books/damage to property etc. will be deducted out of this caution money and balance/full amount will be refunded on completion of course.
2. **Total Fee per Annum**. There may be an **increase of five to ten percent every year** in the Total Fee Per Annum for the fresh admissions as well as the existing courses.
3. **Hostel Fee**. Hostel Fee is as laid down by the Fee Structure.
4. **Messing Charges**. Messing charges per month will be charged as per the contract worked out.
5. **Alumni Association Fund**. On completion of course, an amount of Rs 500.00 per student will be transferred to the **Alumni Association Fund**, out of the caution money of each student deposited at the time of admission.
6. **"Outstanding Sportsmen" will be granted the following exemptions:-**
 - 1) **Complete Fee except:-**
 - a) Registration Fee for fresh admissions
 - b) Caution Money (Refundable) per annum.
 - c) Identity Card and Magazine Fee.
 - 2) **Complete Hostel Charge for the top 10 'Outstanding Sportspersons Only'.**
 - 3) **Boarding Charge shall be paid by all students; however, the University**
 - 4) **May bear expenses on extra diet for the outstanding sportspersons, whenever necessary.**

User and maintenance Charges includes fees for

- c.I/Cards, Magazine, Electricity/Internet/Wi-Fi and Water Charges, Sports Fund, Extra Curriculum Activities, Medical Care etc.
- d. Details are attached.

Sr. No.	DETAILS OF HEADS	AMOUNT
1.	Identity card	75.00
2.	Medical Fund	75.00
3.	Sports Fund	300.00
4.	Magazine Fund	75.00
5.	Electricity Fund	75.00
6.	Extra-Curricular Activities	100.00
	Total	700.00

Annexure 2C

REFUND OF FEE

Sr.No	Reasons for seeking refund	Quantum of fee to be refunded
1.	Withdraw of admission	Full fee after deduction of Rs. 500/- on submission of an application before last date of admission
2.	When admission is made inadvertently due to error/omission/commission on the part of the University/College	Full fee and full examination fee.
3.	Candidate not admitted:	Shall be refunded in full on submission of an application within three months of the closure of admission by the university in the respective academic session.
4.	Excess fees deposited by a student:	If amount of excess fee is more than Rs. 1000/- or no further installment of fee is due towards the student, excess amount shall be refunded on application of the student within the duration of the course but not afterwards.
5.	Student found ineligible for promotion to next class	No Refund will be given.
6.	Non-attendance in Course	Refund of only tuition fee may be allowed when student produces evidence to the satisfaction of the Vice Chancellor, that he has not been able to attend the course at all due to serious illness, provided that the refund is claimed within one month of payment of fee, otherwise no refund of tuition fee.
7.	When cancellation of admission is due to concealment/falsification of facts, submission of false/fake certificates(s), providing misleading information by the student or for any error/mistake on the part of the student.	No refund will be given.
8.	Readmission after leaving:	No refund of fee shall be allowed to any student who does not join or leave the course in between. However amount of refundable security deposited by a student shall be refunded as per rules hereinafter provided.
9.	In case of migration of a student in III semester from one college to another college (If permissible under the	Full fee after deduction of 20% of the total fee and full examination fee.

	University rules), up to 31st August of the year of migration.	
10.	Shifting of Course	<p>(1) Any student who after taking admission in any department of the University or its constituent college or outlying campus or change of course / subject, may be allowed by the competent authority of the university on request made in writing by the student for such adjustment.</p> <p>(2) While making adjustment as above the student shall be informed by the concerned office to make additional deposit, if any, as difference in the fee structure, within the specified time.</p> <p>(3) No refund shall be permissible in such shifting.</p>
11.	Student paid fees for two courses	<p>A student having deposited fee for a course in a university department or its constituent college or outlying campus and also deposited fee on getting admission in any other course in the university department or its constituent college or outlying campus, shall inform the head of the department from where he opts to withdraw for refund of fee, by making an application in writing at the earliest.</p> <p>Provided that no such refund shall be allowed after the date of close of admission in the department from where the student opts to withdraw.</p>
12.	The student who leave the study during the course want to take admission again in new session	Students have to pay the full fees according to new fees criteria of university.
13.	When a student of Self-Financing course applies for withdrawal of admission on or before the last date of admission	Full fee after deduction of Rs. 1000/- provided that he/she applies for refund in the same Financial Year.
14.	In case a student after his/her admission expires within one month of the last date of admission.	Full fee including examination fee will be refunded to his/her parents
15.	When a student has been allowed to change the course of study in the same college or within the departments of the University	After adjustment of fees already paid the student will be required to pay the remaining amount due as prescribed for the new course. In case the student paid in the previous course more than the amount due for the second course, the excess amount will be refunded/adjusted towards further month(s) fees.