

ORDINANCE GENERAL (GEN)

1. Introduction

- 1.1 These ordinances address the academic programs under the domain of mathematical sciences, physical sciences, chemical sciences, life sciences, health sciences and engineering sciences. Separate ordinances will be issued for the academic programs under Board of Studies of Applied Systems Analysis. The list of courses to be pursued under the academic programs MD, DM, MCh and MSc. (Nursing) is issued in a separate document.
- 1.2 These ordinances shall come into force with effect from the date of approval by Academic Council.
- 1.3 The word 'HBNI' and the word 'Institute' refer to 'Homi Bhabha National Institute'.
- 1.4 The abbreviation 'CI' refers to any Constituent Institution of the HBNI.
- 1.5 The abbreviation 'OCC' refers to Off Campus Centre of the HBNI.
- 1.6 The academic affairs of the Institute will primarily be conducted with the approval of its Academic Council. The constitution and functions of the Academic Council are as defined in the Memorandum of Association (MoA) and the Rules of the Institute.
- 1.7 The Academic Council shall ensure that every academic programme leading to the award of a degree/diploma as appropriate to the programme, conforms to the Ordinances of the Institute.
- 1.8 Without any prejudice to the provisions of the ordinances, Vice Chancellor is empowered to take appropriate action in consultation with other authorities to maintain high academic standard of the institute.
- 1.9 Without any prejudice to the provisions of the ordinances, Chairman, Academic Council is empowered to approve any minor deviations from the Ordinances that may sometimes be necessitated in practice. All such decisions will be ratified in the next immediate meeting of the Academic Council.

2. Academic Programmes

- 2.1 The Academic Programmes of the Institute shall be:
 - i. Doctor of Philosophy (Ph.D.),
 - ii. Integrated Doctor of Philosophy (Ph.D.),

- iii. Master of Technology (M.Tech.),
- iv. Master of Philosophy (M.Phil.),
- iv. Master of Science in Engineering by Research (M.Sc. (Engg)),
- v. Master of Science (M.Sc.) in various specializations (M.Sc., M.Sc. (Nursing), M.Sc. (Clinical Research) and Integrated M.Sc.),
- vi. Post graduate and super-specialty degrees in medicine (M.D., D.M. and M.Ch.),
- vii. Post Graduate Diplomas in various Nuclear Science and Engineering Disciplines (PGDSE),
- viii. Post-M.Sc. Diploma in Radiation Protection (DipRP), and
- ix. Post Graduate Diplomas in various medical technologies (DMRIT, PGDFIT).

2.2 Each proposal for introduction of a new Academic Programme at any CI/OCC shall be examined by the Academic Council on the recommendation of the Board of Studies of concerned discipline and approved if found acceptable from the point of view of its desirability, viability and conformity with the broad objectives set forth in the MoA and the Rules of the Institute.

2.3 The curriculum of each programme or a change therein shall require approval of the Academic Council.

3. CI/OCC Level Authorities:

- (a) Each CI/OCC shall designate one or more Dean (Academic) for interaction with Dean, HBNI. It is desirable that an individual who has been recognized by HBNI as a Professor is designated as Dean (Academic). A Dean (Academic) at a CI/OCC shall be referred to as Dean (Academic) (name of the CI/OCC – discipline). The Directors of all the CI/OCC shall communicate the names of the Deans-Academic at their Institution to central office and also keep informed whenever any change in a Dean (Academic) is made. If a CI/OCC decides to appoint more than one Dean (Academic), then one Dean (Academic) may be designated as coordinating Dean (Academic).
- (b) The Dean (Academic) of CI/OCC is responsible for ensuring that the academic programs at the respective CI/OCC are conducted as per the ordinances.
- (c) Director of a CI/OCC will constitute discipline wise Standing Academic Committees. The committee shall be responsible for the admission of all

the students to academic programs by carrying out interview (wherever required), decide guides, co-guides (if any), course work and constitution of doctoral/monitoring committees.

4. Admission

- 4.1 Director of a CI/OCC will constitute various academic committees with the faculty members of HBNI, viz., Screening Committees, Selection Committees, Standing Academic Committees, etc. as per requirements of academic programs in the CI/OCC. In the following part of this document, all such committees are referred as 'Standing Academic Committee (SAC)'.
- 4.2 Selection of candidates for various academic programmes at a CI/OCC shall be as per the selection process formulated by the CI/OCC and approved by Academic Council of HBNI. For the academic programmes administered directly by HBNI, the selection process could be formulated by HBNI and the words "selection process formulated by CI/OCC" in the following ordinances in that case shall be read as "selection process formulated by HBNI".
- 4.3 Based on the recommendations of the SAC of the CI/OCC, students will be enrolled in the Institute. For this purpose, students shall send enrolment forms to central office with all the mandatory enclosures through Dean-Academic of the CI/OCC.
- 4.4 PhD and Integrated-PhD students, who need to go through 60/120 credits of course work as per clause 5.6, shall send the Part-B and Part-C of the enrolment forms to central office after the completion of the course work and constitution of Doctoral Committee by SAC. Approval of the competent authority will be communicated to the students through Dean-Academic.
- 4.5 A student enrolled in one CI/OCC may attend a part of the course work or perform part of the research work in another CI/OCC or at any other Institute or University with which HBNI has an agreement of cooperation.
- 4.6 Student can have a guide or a co-guide from another CI/OCC. However, he/she can have only a co-guide from an Institute or University with which HBNI has an agreement of cooperation.
- 4.7 It is possible to transfer student of one CI/OCC to another CI/OCC of HBNI in the same year of academic program. Credit earned, OGCE report (if already done) and publications forming part of the thesis may also be transferred, provided the co-authors of the publications have no objections. Student has to submit NOC from other co-authors for this purpose.
- 4.8 Lateral entry of a student from any other institute, including an Institute or University with which HBNI has an agreement of cooperation, shall not be

permitted. Student has to take admission in the first year following the procedure approved by Academic Council. However, credit earned during the previous enrolment can be transferred provided courses are done in an Institute or University with which HBNI has an agreement of cooperation.

- 4.9 “Tenure of the academic program” refers to the period between the date of enrolment and the date of submission of thesis wherever a thesis is the final product of the program. For all other courses, this refers to the period between the date of enrolment and the date of final examination.
- 4.10 Re-enrolment in the same academic program is permitted after a gap of two years from the date of cancellation. However, the condition may be relaxed in exceptional cases based on the recommendation of the Director of CI/OCC.
- 4.11 Board of Studies shall discuss and send recommendations/approval of the proposals referred by HBNI central office. The primary duties of the Board of Studies are:
 - a. to recommend new faculty members of HBNI;
 - b. to recommend extension of academic program of the students beyond a specify limit;
 - c. to short list names of PhD thesis reviewers;
 - d. to review the curriculum of new/updated courses and suggest credits in compliance with the credit framework of HBNI;
 - e. any other academic matter referred by HBNI Central Office.

5. Credit Requirements

5.1 Credit assignment for individual courses:

Assignment of credits for each course is based on the assumption that one credit stands for 25 to 30 hours of workload. Workload refers to the notional time students typically need to complete all learning activities related to a particular course, (such as lectures, assignments, practicals, preparation for examinations and examinations) required to achieve expected outcomes. This corresponds to 7-8 contact hours of classroom teaching.

5.2 The following table shows credits to be assigned to all academic courses, which have class room teaching or lab work component. The table also includes credits to be awarded to self-study courses, credit seminar and minor project pursued as part of the coursework.

Contact Hours per week	Duration of course	Total contact hours	No. of credits	Hours of workload
3 hrs. of class room teaching	One-semester	42-45	6	150-180
2 hrs. of class room teaching	One-semester	28-30	4	100-120
1 hr. of class room teaching	One-semester	14-15	2	50-60
3 hrs. of lab work	One-semester	42-45	3	75-90
2 hrs. of lab work	One-semester	28-30	2	50-60
1 hr. of lab work	One-semester	14-15	1	25-30
Self-study course/ Credit Seminar			4	100-120
Minor Project			6-12	180-360

5.3 The following formula shall be used to calculate course credits in case of a course having class room lectures, tutorials and lab work

$$C = 2L + P$$

Where L=total number of hours of classroom lecture and tutorials (if applicable)/14.5
P=total number of practical hours/14.5 and
C= credit assigned to the course.

The value of C shall not exceed 8 credits per course in one semester.

5.4. It is recognised that the total credits to be earned by a student for an academic programme will be summation of credits of several components, such as, classroom and lab based course work, credit seminars, minor projects and self-study courses. All these components shall be prescribed at the outset by the Standing Academic Committee.

5.5. For all academic programs covered by present ordinances, there shall be a minimum requirement of credits to be earned through classroom courses.

The credits earned through self-study course(s) and credit seminar(s) shall not exceed 20 % of the total credits to be earned. Similarly, there is a limit on maximum credits which can be earned through minor projects. These requirements would depend on the nature of the academic program and the entry level qualifications of the students. Limits on credits which can be earned through each component shall be prescribed by the Board of Studies.

5.6. The credit requirements for various academic programs are as follows.

Academic Program	Entry level qualification	Minimum credits required
Ph.D.	M.Tech/M.Sc.(Engg)/M.Phil/M.V.Sc./ M.Pharm./M.D./equivalent	16
	M.Sc. /equivalent	60
Integrated Ph.D.	B.E./B.Tech./B.V.Sc./ B.Pharm./M.B.B.S./ equivalent	60
	B.Sc./equivalent	120
M.Tech./M.Sc.(Engg)/PGDSE	B.E./B.Tech./M.Sc./equivalent	60
M.Phil.	M.Sc./equivalent	60
M.Sc.	B.Sc.	120
DipRP	M.Sc.	60
Integrated M.Sc.	Class 12	300

6. Academic Calendar

- 6.1 There shall be an academic calendar for HBNI with the approval of Academic Council. All CIs/OCC/Students shall follow the calendar. Enrolment is liable to be terminated, in case milestones in academic calendar, such as, completion of course work, OGCE, seeking extensions (if any), etc. are not met within the stipulated period.
- 6.2 In addition to this, there shall be a calendar for the academic processes in every CI/OCC of the Institute. The exact dates of important academic events shall be specified in the academic calendar.

7. Attendance

Minimum 75% attendance is required to be eligible to appear in the final examination for the subject during the course work, unless specified in the ordinance. Exemption may be granted in specific cases subject to approval of competent authority.

8. Leave rules

During the course work, employee as well as non-employee students will be governed by the leave rules of the respective Training School/Graduate School. During the project/thesis work, employee students will be governed by the leave rules applicable to employees of the CI/OCC and non-employee students will be governed by the leave rules of CI/OCC.

For this purpose, CI/OCC will frame leave rules following the guidelines issued by statutory bodies and the department. Students absenting themselves beyond the permitted period during the course work may face academic/administrative penalty as decided by the competent authority of CI/OCC.

9. Declaration of results and issue of certificates

- 9.1 The semester wise mark sheet shall be issued by CI/OCC using the template approved by the Academic Council, wherever applicable.
- 9.2 After successful completion of the academic program by the student, Dean-Academic shall forward all related documents to Dean HBNI, who will put up to the competent authority in HBNI for declaration of results. Subsequently, the Provisional Degree Certificate shall be issued by HBNI and transcript of marks will be issued by concerned CI/OCC as per the template approved by the Academic Council.
- 9.3. Where a student is not satisfied about the marks awarded to him in a written examination, he shall be permitted to apply for a one-time revaluation of the answer sheet as per the procedure adopted by the CI/OCC. The application for revaluation shall be made within 15 days of declaration of the marks, and the result of revaluation shall be declared within one month of the application, and shall be taken as the final result.

Document Type	Timeline	Issuing Authority	LOGO to be used	Signatories
Annual/ Semester marksheets	At the end of every semester or academic year	CI/OCC	CI/OCC	a) Head of Graduate School/Training School b) Dean (Academic) of CI/OCC
Transcript	After the declaration of results by Central Office	CI/OCC	HBNI	a) Dean (Academic) of CI/OCC b) Director/His Nominee at CI/OCC
Provisional Degree Certificate		Central Office, HBNI	HBNI	Dean, HBNI
Final Degree Certificate	After approval by Council of Management	Central Office, HBNI	HBNI	a) Vice Chancellor b) Chairman, CoM