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# FIRST ORDINANCES

**Pimpri Chinchwad University, Pune**

*(Established Under the Maharashtra State Private Universities (Maharashtra Act. No. V of 2023))*

*AMENDED Maharashtra Private Universities (Establishment and Regulation) Act, 2023 as per the MAHARASHTRA ACT No.*

*VIII OF 2024 on the 19th January 2024.*

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## CHAPTER – I

### 1. SHORT TITLE, EXTENT AND COMMENCEMENT

The Pimpri Chinchwad University came into existence in the Academic Year 2023-2024, as per the Maharashtra Official Gazette vide GR No. SFU 2019/C.R.106/Uni.-4.

### 2. TERRITORIAL JURISDICTION

It extends to the whole state of Maharashtra.

### 3. DEFINITIONS

- a) “AICTE” means the All India Council for Technical Education established under section 3 of the All India Council for Technical Education Act, 1987;
- b) “AIU” means, the Association of Indian Universities registered under the Societies Registration Act, 1860;
- c) “BCI” means the Bar Council of India established under the Advocates Act 1961;
- d) “CSIR” means the Council of Scientific and Industrial Research, New Delhi, a funding agency of the Central Government;
- e) “DBT” means the Department of Biotechnology of the Central Government;
- f) “DST” means the Department of Science and Technology of the Central Government;
- g) “Eminent Persons” means persons of impeccable integrity having outstanding knowledge and expertise in academics, scientific research and all other related subjects;
- h) “Expert Committee” means a committee of eminent persons notified by the Government to promote, facilitate and assist in the establishment of new Private Universities in Maharashtra constituted under this Act;
- i) “Fee” means collection of amounts made by the University from the students for different purposes under different heads and which is non-refundable;
- j) “Government” means the Government of Maharashtra;
- k) “Green Filed” means starting of a university afresh for the first time from scratch without any consideration to any existing educational institution (s) or anything related to such institution(s);
- l) “Higher Education” means study of a curriculum or course for the pursuit of knowledge beyond 10+2 level;
- m) “Hostel” means a place of residence for the students of the University;
- n) “MCI” means the Medical Council of India constituted under the Medical Council Act, 1956;

- o) "NAAC" means the National Assessment and Accreditation Council, an autonomous institution of the UGC;
- p) "NCTE" means the National Council for Teacher Education established under the National Council for Teacher Education Act, 1993;
- q) "Notification" means the Notification published in the Maharashtra Gazette and the word 'notified' shall be construed accordingly;
- r) "PCI" means the Pharmacy Council of India constituted under section 4 of the Pharmacy Act, 1948;
- s) "Prescribed" means prescribed by the rules made under this Act;
- t) "Regulatory Body" means a body established by the Central Government, for laying down the norms and conditions for ensuring academic standards of Higher Education, such as UGC, AICTE, NCTE, DBT, DST, BCI, MCI, PCI, NAAC, ICAR, DEC and CSIR;
- u) "Regulations" means the Regulations made by any authority of the University under section 31;
- v) "Schedule" means the Schedule appended to this Act;
- w) "Sponsoring Body" in relation to a University established under this Act means: - "Pimpri Chinchwad Education Trust".
- x) "Statutes" and "Ordinances" mean the Statutes and the Ordinances of the University made under this Act;
- y) "Specified" means Specified by Ordinances, Statutes and Regulations under this Act;
- ab) "Student" means a student of the University and includes any person enrolled in the University for pursuing any course of study for a degree, diploma or other academic distinction duly instituted by the University including a research degree;
- ac) "Teacher" means a Professor, Associate Professor, Assistant Professor or any other person required to impart education or to guide research or to render guidance in any other form to the students for pursuing a course of study of the University;
- ad) "UGC" means the University Grants Commission established under section 4 of the University Grants Commission Act, 1956;
- ae) "University" means a Private University established under section 3 of this Act.

## CHAPTER – II

### 1. Admission and Enrolment:

#### 1.1 Ordinances of Admission and Enrolment

- (a) Admission of students shall be made on an all-India basis as well as Internationally and shall be open to all classes of persons as defined in the Act.
- (b) Provided that out of the total approved intake capacity, forty percent. of the seats shall be reserved for the students having domiciled in the State of Maharashtra.
- (c) Provided further that, seats for admission in the University, for the students belonging to Scheduled Castes, Scheduled Tribes, De-notified Tribes (Vimukta Jattis), Nomadic Tribes, Other Backward Classes, Special Backward Category, Person with Disability students and Economically Weaker Section (EWS), shall be reserved as per the policy of the State Government of Maharashtra.
- (d) Provided further that, the total reservation, in any case, shall not exceed fifty percent.
- (e) Admissions of students shall be made on merit, either through common entrance tests/competitive examinations conducted by National bodies, like JEE, GATE, CAT, GMAT, NET, GRE, NMAT, CSAT, etc. or test conducted at the State level either by an association of the Universities conducting similar Programme /course or by any agency of the State or individually by the University and /or interviews for students having scholarships/fellowships like CSIR, etc. The details of which shall be published in advance in the brochure of the University.

#### Eligibility for admission of students

- (f) No student shall be eligible for admission to a Programme /course of study, unless he possesses such qualifications as may be prescribed by the University and as per UGC norms for the said Programme /course of study, from time to time.
- (g) Admission and enrolment of students in the University shall be regulated in the manner as below:
  - (i) The procedure of admission shall be approved by the Academic Council from time to time and shall be published on the University website.

- (ii) The University will publish an admission advertisement on the University's website and may publish it in the newspapers. The admission notification shall clearly specify the admission/enrolment criteria for each Programme /course as prescribed by the University from time to time.
- (iii) Save otherwise provided, all the admissions shall be made by the Registrar / an Admission Committee constituted for the said purpose as per the eligibility conditions prescribed for the Programme /course offered by the University.
- (iv) The candidates seeking admission to a Programme /course of study in the University must fulfil the laid down eligibility criteria in terms of educational qualification, age restrictions, or any other conditions as may be prescribed for it by the University, and published in the prospectus from time to time.
- (v) The maximum number of seats in each Programme /course shall be determined by the Board of Management from time to time.

**(h)** No candidate shall be entitled to claim admission as a matter of right.

**(i)** At the time of admission, every student shall be required to sign a declaration to the effect that submits to the disciplinary jurisdiction and rules of the University.

## **1.2 Restrictions for admission on certain grounds**

- (a) No student shall be admitted in two regular programme concurrently within or outside the University except that a student pursuing a degree Programmes in the University, may be permitted to take admission in a part-time certificate/ diploma/ advanced diploma courses or in a Programme /course under the 'distance learning mode' approved by the UGC;
- (b) Provided further that the student shall have to obtain the prior permission of the University for taking admission in the additional programme under the 'distance mode'.
- (c) Unless otherwise provided, a student may join part-time courses provided he fulfils the eligibility requirements as per procedure laid down for the purpose.
- (d) A student who has completed a Postgraduate/ Undergraduate /Certificate programme/Course shall not be allowed to be admitted again in the same Programme /course in the same discipline.

- (e) Anyone who has been suspended, rusticated, debarred, expelled etc. by a competent authority of the University shall be prohibited from claiming admission in any Programme /course whatsoever. Similarly, no person, who is under expulsion or rustication from another institution/university, shall be admitted to any programme/Course of study during the period for which the sentence is in operation.
- (f) Admission to any programme/course of the University can be canceled, at any time, if any material information furnished by the student is found to be false/incorrect.
- (g) A student who has taken admission to any course as a full-time regular student will forfeit the right if student becomes an ex-student of the University and will not be allowed to appear at any Examination of the University as an ex-student, except in the case of improvement, if the rules so permit.
- (h) Multiple Entry - Exit as per National Education Policy 2020 guidelines.

### **1.3 Re-admission**

- (a) A student of the 1st Year/1st Term of any Programme /course who is detained due to not meeting the academic requirements, may be allowed to continue with the programme /course of studies as a fresh student as per rules for such programme.
- (b) A student of other than 1st Year/1st Semester, who has not taken the examination due to shortage of attendance, may be given re-admission in the said class of that programme/course in the next consecutive year/semester. In case, the student fails to fulfil the requirement of attendance after being given re-admission, his admission shall stand cancelled.

### **1.4 Enrolment/Registration of Students**

- (a) No person shall be admitted to any examination of the University, unless he has been duly enrolled/ registered as a student of the University.
- (b) If a student takes a Migration Certificate to join another University, his enrolment to the University shall lapse until such time as he may subsequently return with a Migration Certificate from that University, to take admission in another programme of this University. Fresh enrolment in such cases shall be necessary
- (c) The Registrar and/or Director of Assessment & Evaluation shall maintain a record of all

enrolled students studying in various Schools /Centre of the University or carrying on research work in the University.

- (d) The student shall be given a unique and permanent enrolment number and issued with an identity card bearing enrolment number, and the same must be quoted by the student in all communications with the University and in subsequent applications for admission to an examination of the University.
- (e) A student applying for change of name in the record, shall submit the application to the Registrar accompanied by (a) The prescribed fee; (b) An Affidavit relating to his present and proposed name, duly sworn in the presence of a Magistrate by himself; (c) A gazette notification in which the proposed change of name has been published.

### **1.5 Late Admission**

Late admissions may be accepted purely subject to approval from the Vice Chancellor under discretionary power and in accordance with instructions / guidelines on the subject.

### **1.6 Procedure of Withdrawal**

Students may withdraw their admission by the date of registration as specified by the University. In compliance with instructions of UGC, the University will refund his deposited amount after deducting processing fee, as prescribed from time to time. In case the student registers for the programme on the specified dates or later and then withdraws, the refund shall be made after deducting pro-rata monthly charges, provided the seat is filled up, otherwise, the student shall forfeit the entire amount. Further, in case a candidate withdraws after the date of closure of the admission process as specified in the prospectus /admission offer letter, the entire amount deposited by the candidate, except the caution money/security deposit shall be forfeited, in compliance to UGC guidelines.

## CHAPTER – III

### 1. Programs/Courses of Study (All programs)

- (a) This Ordinance pertains to the various programmes of study offered by the University, with information about the name of the School/Department/Centre offering the programme, the duration of the programme, and the minimum eligibility requirements for admission.
- (b) There shall be programmes of Study in the University for Degrees, Diplomas and Certificates in different Schools/Departments/Centres. The University shall offer such programmes and of such minimum duration as the Board of Management may approve, on the recommendation of the Academic Council either on its own or on the initiative of the BoS, School/Department(s). Any other programme under the nomenclature listed in UGC regulations/ guidelines, shall be approved by the Board of Management on the recommendation of the Academic Council.
- (c) Minimum entry qualification for admission to the programme shall be such as may be laid down in the regulations or specified by the Academic Council and Board of Management. The Degrees/Diplomas/Certificates as referred in the minimum eligibility conditions for admission shall be from those universities/institutions/boards which have been recognized by the University.
- (d) The procedure for admission shall be such as may be specified by the Academic Council and the Board of Management.
- (e) A student shall be required normally to attend every lecture, tutorial, internship, seminar, studios and practical class etc. However, for sickness or other such exigencies, absence may be allowed as provided for in the respective regulations governing the programme.
- (f) A student may be granted such scholarship/assistantship/stipend/contingency grant, etc. as may be specified in accordance with the directions of the Board of Management from time to time or regulations laid down for the same.
- (g) Notwithstanding, anything contained in the above Regulations, no regulations shall be made in contravention to the decision of the Board of Management in regard to duration, assistantship rules, admission processes, intake of students etc.
- (h) In exceptional circumstances, the Chairman of Board of Management may, approve amendments, modifications, insertions, or deletions of a Regulation(s) which in his

opinion is necessary or expedient for the smooth running of the programme: provided all such changes are reported to the Board of Management in its next meeting.

- (i) The rules governing programme to be introduced in subsequent years shall be framed by the Academic Council and approved by the Board of Management.
- (j) Based on the recommendations of the Academic Council, the Board of Management shall suggest changes in the Regulations for programme/courses which would detail the procedures and rules for the following and refer back to Academic Council:
  - (i) Admission eligible, criteria, and procedure of admission.
  - (ii) Term System, duration, type of courses.
  - (iii) Structure of programme.
  - (iv) Curriculum, Courses, objectives, outcomes, syllabus,
  - (v) Registration Rules.
  - (vi) Credit system.
  - (vii) Examination and evaluation policy/system including the conduct of exams, credit assignments etc.
  - (viii) Grading system.
  - (ix) Attendance rules.
  - (x) Rules on monitoring and mentoring progress including detention/promotion to next stage. Rules on conditions for the award of degree.
  - (xi) Any other procedures and rules
  - (xii) Credit transfer & mobility: The University may permit academic credit transfer from reputed national & international institutions & may enter into twinning joint degree programs as per UGC regulations.

## **2. PhD Programs**

- (a) The Ordinances of the University shall take precedence over the rules for the PhD Programs in the matter of any dispute.
- (b) The minimum entry qualifications and procedure for admission to the PhD program shall be as laid down in their regulations.
- (c) A student enrolled for the PhD program will be considered eligible for registration as a scholar on making an application in the prescribed form, provided student has completed the prescribed course work and cleared the requirement of comprehensive examination

and fulfilled the requirements specified in the Regulations.

- (d) For a student to become a scholar for award of the degree, shall have to satisfy the requirements laid down in the Regulations of the program and be accepted by the Vice Chancellor on the recommendation of the respective School/Department/Centers.
- (e) The award of the PhD Degree to an eligible scholar shall be made in accordance with the Regulations of the University. "The Degree of Doctor of Philosophy" may be conferred on a student included in the Ph.D regulations subject to the conditions included in the Ph.D regulations.
- (f) All PhD students will be governed by the rules, regulations and procedures framed by the University regarding this matter, and on matters of general discipline, and implemented from time to time.
- (g) Based on the recommendations of the Academic Council, the Board of Management shall approve the Regulations for the PhD Programs which would detail the procedures and rules for following:
  - (i) Admission Eligibility
  - (ii) Short listing and Selection process
  - (iii) Classifications of students/scholars
  - (iv) Registration rules
  - (v) Course work for the students for various programs
  - (vi) Thesis Supervisor(s), nomination and contingencies
  - (vii) Comprehensive examination requirement for progression
  - (viii) Eligibility for Registration as Scholar for the Degree
  - (ix) Performance monitoring and mentoring
  - (x) Minimum/Maximum Registration Duration Requirement
  - (xi) Rules on presentation of synopsis
  - (xii) Nomination of Board of Examiners
  - (xiii) Procedure for Thesis Submission
  - (xiv) Procedure for Thesis Evaluation
  - (xv) Conduct of Viva-Voce (Open Defence)

(xvi) Rules for award of PhD Degree

(xvii) Rules for award of financial assistance/scholarship

(xviii) Leave & Attendance rules

(xix) Conditions for cancellation of registration

(xx) Rules Regarding conduct and discipline

(xxi) Depository with UGC

(xxii) Standing Orders

(xxiii) Any other procedures and rules

### **3. Medium of Instruction and Examination**

The medium of instruction and examination at all stages of education in all courses in the University shall be English.

### **4. Conditions for award of Degrees, Diplomas, Certificates and any other distinctions & means relating to granting and obtaining the same and Convocation.**

(1) The Governing Body, on the recommendation of the Board of Management and Academic Council, shall approve the degrees, diplomas and other distinctions to be conferred.

(2) The Academic Council shall approve the text and the format of the degrees, diploma and certificates.

(3) The Statement of Marks / Grade Card / Transcript of Credits shall be signed / digitally signed by the Controller of Examinations and/or Registrar of the University.

(4) The Passing Certificate, wherever necessary, shall be issued to the candidates and the same shall be signed / digitally signed by the Controller of Examinations and/or Registrar of the University.

(5) The Degree Certificates shall be signed by the President / Vice Chancellor and/or Registrar of the University.

(6) The University shall make provisions for establishing Academic service mechanism as per the UGC (establishment and operation ABC in higher education) regulation, 2021.

(7) The University shall establish a system for uploading data on the Digi Locker NAD platform.

## **5. Issue of Academic Documents to Students (Grade Sheets, Transcripts, Provisional Degree Certificates and Other Documents)**

i. University shall adopt following system for award of Academic Documents to the students. The current charges are mentioned against each. These charges may be renewed by the Board of Management from time to time.

### **Grade Sheets**

#### **A. Initial**

These shall be issued at the end of each term/semester, as per schedule announced by the Controller of Examination Office.

Cost - Nil

Students who fail to collect the grade sheets on specified date and also on alternate dates, shall have to pay a fine of Rs. 300/- if they wish to collect their grade sheets subsequently.

The grade sheets shall be issued in person only.

#### **B. Replacement**

Student should submit a copy of report lodged with police, mentioning the city of loss of original grade sheet, along with a written application.

Cost - Rs. 500/- per grade sheet.

Word '**DUPLICATE**' shall be endorsed in Red on top of the duplicate grade sheet.

The grade sheet may be sent by post to passed out students at the additional cost for Rs. 100/- covering the postal charges (National) and Rs. 1000/- (International) or at actual whichever is higher on completion of requirements at (A) above.

### **Transfer Certificate**

Students are required to submit an application

Cost - Rs. 500/- per Transfer Certificate

#### **Replacement**

Student should submit a written application.

Cost - Rs. 1000/- per Transfer Certificate

Word '**DUPLICATE**' shall be endorsed in Red on top of the duplicate Transfer Certificate.

## Transcripts

### Interim (Before completing Degree requirements)

Students are required to submit an application.

Cost –Rs.1000/- per transcript

Application should specify the reasons in support of requirement and also proof of same should be attached e.g. requirement of attaching transcript by a foreign University. In case of requirement by Placement cell the application should be approved by I/C Placement cell, whether for on/off campus interviews.

### Final (After Passing out)

First copy – free of charge.

Additional copies @ Rs.1000/-per copy shall be issued based on the application of the student.

## Provisional Degree/ Character Certificate/Migration Certificates

### Initial Issue

Free of charge on submission of “No Dues Certificate” and on completion of degree requirements.

Migration certificate shall only be issued, subject to student having submitted his/her original migration certificate at the time of joining the University.

### **2. Replacement Copies of Provisional Degree Certificate, Character, Transfer and Migration Certificate.**

It shall be issued only on submission of an application along with copy of FIR in the police station indicating the place of loss, & also enclosing a cutting of a newspaper of repute (National Dailies) where student should publish an advertisement in ‘**Lost Column**’ mentioning the city where documents have been lost.

Word ‘DUPLICATE’ shall be written in red ink on top.

The cost of replacement shall be Rs. 500/- for each of the certificate.

These may be sent by post at following additional cost, to cover cost of postage.

National-      Rs. 100/-                      International- Rs. 1000/- OR at actual whichever is higher

## **7. Final Degrees**

### A. Awarded During Convocation

(1) Cost – Nil

(2) Student should have submitted a ‘No Dues Certificate’, before being admitted to the Convocation

## **8. Replacement:**

- (1) It shall be issued only on submission of an application along with copy of FIR in the police station indicating the place of loss, & also enclosing a cutting of a Newspaper of repute (National dailies) where student should publish an advertisement in 'Lost Column' mentioning the city where documents have been lost.
- (2) Word 'Duplicate' shall be written in red ink on top.
- (3) The degree shall be unsigned, but authenticated by the Registrar

The cost of replacement shall be Degree Rs. 2000/- , Diploma / Certification Rs. 1500/- for each of the certificate. These may be sent by post at following additional cost, to cover the cost of postage.

National	-	Rs. 100/-
International	-	Rs. 1000/- or at actual, whichever is higher.

## **9. ID Cards**

- Initial Cost - Nil
- Replacement Fine of Rs. 500/- to be paid by the student along with an application.

### **Booklet on Academic Rules & Standing Orders**

- Initial (1st Year) Cost - Nil
- Additional Copies May be issued @ Rs. 200 - per booklet.

**Attested Copies:** University may specify charges for providing attested copies of the documents from time to time.

**Certificate Verification:** The University maintains the online stores of all academic awards viz. certificates, degrees, mark-sheets etc. duly digitized and lodged by the university as per the National Academic Depository (NAD), MHRD.

## **10 Fee to be charged**

The University shall charge fees from the undergraduate, postgraduate, research and post-doctoral students for different academic programs approved in University Governing Body Meetings and acknowledged by Fee Review Committee constituted by Higher & Technical Education Department.

## **11 The Rules and Procedures for award of Fellowships/ Scholarships/ Stipend/ Medals and Prizes etc.**

- b. The policy on the awards of Research Assistantship/ Scholarship/ Stipend/ Medals/ Prizes shall be laid down by the Board of Management and should form part of University prospectus. Subject to the general conditions applicable to all such awards, the value, duration and conditions of the award shall be such as are laid down by the Board of Management. It may be reviewed from time to time including introduction of new awards /rates of fellowship or deletion of existing awards etc.
- c. The Fellowship/Assistantship/Scholarships shall be given to the eligible students within the policy framework at the time of admission and continued thereafter as per the defined policy for continuation. If the policy, so demands then every year at an appropriate time, the University shall invite applications from Students/ Scholars through a notice for the awards to be made.
- d. All awards of Research Assistantship, Scholarships and such other assistance shall be made/ continued on the proposal to be made by the Registrar as per the policy and rules and approved by the Vice-Chancellor.
- e. The award of Research Fellowship/Assistantship shall generally be made subject to the following conditions:
  - i. Research Fellowship shall be awarded to research fellows engaged in certain research project sanctioned by a funding agency to carry out research work in the University. The research Assistantship may also be awarded to students enrolled for Ph.D. programs in the respective disciplines in the University.
  - ii. The terms and conditions for the award and the duration of a Research Fellowship shall be as per the guidelines of the respective funding agency. In the absence of any guidelines of a funding agency, the University may frame its own guidelines to regulate such fellowships as and when required. Such staff may or may not be registered as a Ph.D. student in the University. However, research staff who is awarded a research fellowship to work in the University has to submit an undertaking that he/she is not registered for Ph.D. degree in any other University.
  - iii. The maximum duration of which Research Assistantship can be awarded to any Ph.D. student is 3 years or till the end of the Term in which thesis is submitted, whichever is earlier. Continuation of the Assistantship is contingent on satisfactory academic performance and satisfactory performance in the discharge of responsibilities assigned under the scheme.

- iv. The fellow/scholar will do whole time research work under an approved Investigator/Supervisor on a subject approved by the funding agency/ University.
- v. The fellow/scholar shall not accept or hold any appointment paid or otherwise or receive any emolument, salary, stipend etc., from any other source during the tenure of the award nor shall he/she engage him/herself in any profession or trade during that period. Ph.D scholar may, however, be given teaching/other academic assignment of not more than 8 hours a week in the University, where he/she where he/she is working without any other remuneration.
- vi. The fellow/scholar shall not join any other course of study or appear in any examination after commencing work under the fellowship/ scholarship. Provided that the Vice-Chancellor may, on the recommendation of the supervisor, permit the fellow/scholar to join an essential subject/course or a language diploma course and appear in an examination.
- vii. If any information submitted by a fellow/scholar in his application is found to be incorrect, incomplete or misleading, the award may be terminated (by the Academic Council) after giving him an opportunity of being heard.
- viii. If at any time it should appear to the University that the progress or conduct of the fellow/scholar has not been satisfactory, the fellowship/scholarship may be suspended or withdrawn.
- ix. Leave as defined in the rules for the program shall only be allowed to the scholar in receipt of fellowship. No other leave with fellowship/scholarship shall be admissible.
- x. The fellow/scholar may, in a special case, be allowed leave by the University without fellowship/ scholarship for a period defined in the rules of the program on the recommendation of the supervisor.
- xi. The fellow/scholar shall be required to pay the fee prescribed by the University where he works.

## **12. Scholarships**

University may announce scholarship schemes for Undergraduate/Post Graduate students for the amounts /duration and as per conditions as may be decided and approved by the Board of Management. The University also has the right to discontinue any of the existing scholarships or institute new scholarships as and when required.

## **13. Gold Medals**

The University shall award Gold Medals in all undergraduate/ postgraduate/ diploma Programs. 'Gold Medals' shall be awarded only to students who have successfully completed the respective programs of study and are merited for such an award as per laid down criteria. Gold Medals may be awarded as below:

A committee will be constituted by the Vice Chancellor to examine the cases of proposed gold medal

winners. A brief report will be presented by the Committee with comments on their behaviour, disciplines, percentage of each Term, completion of courses and other requirements for the degree, etc. to the Vice-Chancellor for approval, prior to announcing the award of medals. No student shall however, be eligible for the award of medal in case of ever indulging in an act of indiscipline, failed in any subject or detained.

#### **14. Conduct of Examinations:**

##### **a. The University Examinations: General Guidelines**

- i. Examinations of the University shall be open to all students' subject to their meeting the requirement for taking the said examination. The Rules and Regulations as below with regard to examinations shall be applicable to all the students who are studying in the University in any mode.
- ii. Students shall appear in the examination for the registered courses only.
- iii. Any person who has been expelled or rusticated from the University or has been debarred from appearing in the University examination for any reason shall not be permitted for any examination during the period for which the sentence is in operation.
- iv. Notwithstanding anything contained in the ordinances relating to admission of students to an examination of the University, the Vice- Chancellor may, in special cases in which he/she is satisfied on the cause, may allow the student to take the examination.
- v. The permission given to a student to appear in examination may be withdrawn if it is found that:
  - (aa) the hall admit card/information to effect was issued or permission was given through a mistake **OR**
  - (ba) the student was not eligible to appear in the examination or.
  - (ca) any of the particulars given or document submitted by the student in **OR** with the application for enrolment, admission or admission to an examination is false or incorrect.
- vi. Permission will not be given to a student to appear in the examination hall unless he/she produces the University identity card before the Invigilator or satisfies such officers that it shall be produced. A student shall produce his/her Identity card whenever required by the Controller of Examinations or the Invigilator.

vii. In the Examination Hall, the student shall be under the disciplinary control of the Controller of Examinations / Invigilator of examination hall and he/she shall obey his/her instructions. In the event of the student disobeying the instructions, or continues with his/her undisciplined conduct or insolent behaviour towards the Controller of Examination or any Invigilator, the student may be removed from the hall and disallowed the day's examination, and if he/she persists in misbehaviour, he/she may be excluded from the rest of the examinations after approval from the Vice-Chancellor.

viii. If a student acts in a violent manner or uses force or makes a display of force towards the Director of Evaluation or any Invigilator at the Hall/Examination room or in its precincts, endangering the personal safety of either of them or acts in a manner threatening the authorities in the discharge of their duties, the student may be expelled from the hall and if needed police help may be sought.

ix. If a student brings any dangerous weapon within the precincts of the examination hall, he/she may be expelled from the examination and/or handed over to the police.

x. A student expelled on any of the grounds mentioned above will not be allowed to appear in the subsequent papers.

xi. In every case where action is taken, a full report shall be sent to the Registrar of the University and the University Disciplinary Committee may according to the gravity of the offence, further punish a student by cancelling his/her examination and/or debarring him/her from appearing at the examination for one or more years after giving the student an opportunity to show cause and considering any explanation submitted by the student.

xii. If a student is found guilty of using or attempting to use or having used unfair means at an examination the actions shall be taken as per procedure defined in the Academic Rules for the respective programs.

xiii. The University Examination Committee may with approval of the Vice- Chancellor cancel the examination of a student and/or debar him/her from appearing in an examination of the University for specified term, if it is discovered afterwards that the student was in any manner guilty of misconduct in connection with his/her examination and/or was instrumental in or had abetted the tampering of the University records including the answer-books, mark-sheets, result-charts, diplomas and the like.

xiv. When the University intends to award any of the aforesaid penalties under clauses

as above, it shall give the student concerned an opportunity to show cause in writing, as to why the proposed penalty may not be imposed on him/her and shall consider the explanation, if any, be filed within the specified time, before awarding the penalty.

xv. In case of a student who is unable to appear in the examination due to sickness or other causes, such cases may be treated as special cases after satisfying the genuineness and as per the gravity of the case; the remedial measures may be taken as provided in the Rules of the Program with the approval of Vice-Chancellor.

xvi. An amanuensis shall be allowed in case of blind students or the students who are disabled due to an accident or disease and unable to write the examination with their own hands.

xvii. The University shall lay down the eligibility conditions for appearing in the Examination like minimum attendance in the rules of the programs. Students shall have to obey the academic rules and regulations in this regard.

xviii. No Regular student will appear in the examination of the University if he/she:

(aa) has concealed important information from the University at the time of admission;

(ba) has been prosecuted in any indiscipline case and so decided by the Vice-Chancellor;

(ca) does not possess the minimum academic qualification to appear in the examination;

(da) does not satisfy all the provisions of this ordinance or/and any other ordinances which govern the permission to appear in the examination;

(ea) has not fulfilled the attendance requirement.

#### **b. Conduct of Examination**

xix. All arrangements for the conduct of examination to be held by the University shall be made by the Controller of Examinations in accordance with such directions as may be issued by the Vice-Chancellor.

xx. The Controller of Examinations shall prepare and duly publish a Date sheet for examinations as per the Academic Calendar of the program.

xxi. The Controller of Examinations shall determine the examination rooms for the examinations and shall issue proper instructions and guidelines for utilization of same.

xxii. Controller of Examinations shall be personally responsible for the safe custody of question papers and the answer-books sent to him/her.

xxiii. The Controller of Examinations shall supervise the work of Invigilators and shall conduct the examination strictly, according to the instructions issued by the University.

xxiv. The Controller of Examinations shall wherever necessary, send a confidential report to the Vice Chancellor about the conduct of examination, mentioning therein the performance of the Invigilators and the general behaviour of the examinees. The Controller of Examinations shall also prepare a daily report on the number of examinees attending each of the Examinations, absentee numbers and such other information relating to the examinations being held at the different examination halls as may be considered necessary, along with any other matter which he/she thinks fit to be brought to the notice of the Vice-Chancellor.

xxv. Unless otherwise directed, only teachers of the University shall be appointed as Invigilators by the Controller of Examination, provided that a teacher of the course of the written examination at any session shall not generally be an Invigilator at such session of the examination but available for any clarification at any location.

xxvi. It shall be the duty of Invigilators to ensure the correct identity of the student. For this each student will carry the University identity card issued to him/ her.

xxvii. The University may, from time to time, appoint flying squads to see that the conduct of the examination is strictly according to the rules and procedures laid down. In the event of the flying squads points out any serious breach of rules or procedure, the Vice-Chancellor may take such action as may be necessary including postponement or cancellation, wholly or in part, of the examination.

xxviii. The Controller of Examinations may, with the approval of the Vice- Chancellor, cancel an examination at all hall/locations if it is satisfied that there has been a leakage of question papers or any other irregularity, which warrants such a step.

xxix. The Controller of Examinations may issue such general instructions in consultation with the Vice-Chancellor and the Registrar for the guidance of the Examiners, Tabulators, Collators, as it considers necessary for the proper discharge of their duties.

xxx. Subject to the provisions of this Ordinance, The Controller of Examinations, in consultation with the Academic Council, may from time to time make, alter or modify the rules and procedures about the conduct of examination.

## **C. Pre-Preparations for Examination**

To conduct the examination smoothly in the University, the following preparatory action will be initiated by the Controller of Examinations:

### **xxxi. Process for Appointment of Examiners**

(aa) The examiners generally shall be teachers having taught the course under arrangement of Course Coordinator.

(ba) Each department will have a paper-moderation committee appointed by the Dean. All question papers of the department will be moderated by the committee, if so required. Vice Chancellor may however, allow dispensation with this process.

### **xxxii. Process for Setting Question Papers:**

(aa) As per dates specified in Academic Calendar, all processes and necessary action which shall be taken by the Controller of Examinations to conduct the examinations.

(ba) A brief notice will be issued by the Controller of Examinations to all appointed examiners to set the question paper 10- 20 days before the date of start of examination, mentioning the important points like place for setting of question paper, due date of submission of question paper, authority to whom the question papers be submitted etc.

(ca) Format of question paper (header/footer etc.) should be the same as defined in the notice by Controller of Examinations Office.

(da) From the point of view of confidentiality, all examiner(s) will set question papers in the examination control room only, which will be specified by the University and shall have stand-alone computers, printers where use of USB devices is disabled etc.

(ea) All appointed examiners shall set question papers in three sets for each course. The set to be used for the examination will be selected by the Dean/ Vice-Chancellor prior to the examination. This requirement however, may be waived by the Vice Chancellor.

(fa) Before submission of question papers, all examiners must ensure that the question paper is error free and it has been sealed properly for the respective examinations. The same shall thereafter be moderated, if required, by the Departmental Moderation Committee.

(ga) All question papers shall be submitted to the Controller of Examination by the Course Coordinator or Chairman Moderation Committee.

(ha) All question papers shall be submitted within due dates duly moderated and authenticated by the moderator(s).

(ia) All question papers received by the Controller of Examinations shall be kept in sealed and safe custody.

**xxxiii. The process for preparation of Date Sheet/Seating Plan/Invigilation**

**Chart/Photocopying of Question Papers (room wise) will be made by the Controller of Examinations as under:**

(aa) A brief notice with important instructions regarding examination schedule timing, shift, code and conduct of examination will be notified by the Controller of Examinations.

(ba) After finalization of Date Sheet of the examination, seating plan for all halls will be prepared as per seating capacity of the rooms.

(ca) As per instructions for the Controller of Examinations, room wise invigilation chart will be prepared keeping in account the room capacity and requirement of Invigilators there to.

(da) The printing of the question paper selected by the Dean/ Vice Chancellor shall be done by the examination cell and all printed question papers shall be sealed in envelopes in accordance with the room's capacity and date sheet. Printing of question papers will be done under the supervision of the Controller of Examination or his nominee.

(ea) Envelopes of question papers shall be kept in safe custody of Controller of Examinations.

**D. Invigilation during Examination and related activities**

Controller of Examinations shall take out Invigilation duty chart well in advance of any examination. This shall be ERP system-based activity. All teachers of the School/Department and PhD scholars in receipt of Research Assistantship may be nominated for such duties. The processes which have to be followed by the Invigilator(s) in the examination hall shall be as under:

xxxiv. The nominated Invigilators are required to collect examination material from the Examination Control Room 20 minutes before the commencement of the examination.

xxxv. All Invigilators are required to reach the Examination Hall at least fifteen minutes before the start of the examination after collecting the packet of Question

Papers and the examination materials comprising:

- (aa) Envelopes of question papers/Bundles of Answer Books.
- (ba) Attendance Sheets of Students
- (ca) Absentee Proforma/ Attendance Statement
- (da) Any other material as per the requirement of the paper setter.

xxxvi. Answer sheets will be issued 10-15 minutes before examination.

xxxvii. The Invigilator should ensure that the seating arrangements have not been disturbed and all seats/desks are in order and the students are seated as per seating plan.

xxxviii. Before issuing the question papers the nominated hall in charge shall make statutory announcement to include

- (aa) Please check that you are not carrying mobile/digital equipment which carries memory or photographs which you are not supposed to carry.
- (ba) Please check that you are not carrying any slips of paper/notes/books or any other document whether belonging to same subject or not.
- (ca) Please wear your ID card around the neck. In case you do not have ID card, please stand up and we shall take you to Registry and obtain an authorization slip to appear in the examination. If later, it is found that you are not carrying your ID card, your examination shall be cancelled.
- (da) Please ensure that you are sitting in the correct Hall.
- (ea) Do not forget to sign on the attendance sheet which shall be brought to you by the Invigilators in due course.
- (fa) You shall not be allowed to go outside the hall after commencement of examination for minimum of 30 minutes.

xxxix. Question papers will be issued 5 minutes/ on time before the start of the examination and students should read the question paper after Invigilator announces time of start.

xl. Invigilators will ensure that students study material relating to the examination and or unauthorized material is placed at a place designated by the Invigilation Staff/outside the examination hall.

xli. Unless otherwise nominated, the senior most teachers in the examination hall will

be in charge of examination in that hall.

xlvi. No student shall be permitted to appear in the examination without the production of University Identity Card.

xlvii. Students coming late by more than specified time will not be allowed in the Examination Hall. The late arriving student will be asked to report to the Controller of Examination who may allow the student to appear as per their discretion, but no extra time will be given.

xlviii. Students are not permitted to borrow pen/ pencil/ eraser/ calculator or any other items from other examinee.

xlv. Programmable calculators are not allowed in the examination hall. Calculator up to fx 100 are only allowed. Calculators will be allowed on the day there is a requirement for the calculator to be used as specified by examiner setting the paper.

xlvi. No student is allowed to go out of the Examination Hall even temporarily, without the permission of the Invigilator on duty. Students will not be permitted to leave the Examination Hall till half an hour before the scheduled finish time. Examinee desirous of leaving the examination hall temporarily shall be permitted to do so for a maximum period of 5 minutes. The absence shall be recorded and if the examinee fails to return within this limit of 5 minutes, he/she shall not be permitted to enter the examination hall unless he/she gives convincing explanation.

xlvii. Mobile phones or any other electric gadgets except calculators will not be carried inside the Examination Hall.

xlviii. Students are advised to write their Names/Enrolment Nos. on the Answer Book, before they start attempting the question paper. They are also required to write their Name/Enrolment No. on the question paper. The question papers shall not be circulated.

xlix. Answer Books are to be collected immediately after the examination is over, checked with the absentee list, and arranged serially before handing over to the Examination Control Room.

- I. Any Invigilator who is unable to perform invigilation duty should inform the Controller of Examinations well before the examination through any means of communication.
- ii. A student found talking during the examination hours shall be warned not to do so.

If the student continues talking in spite of the warning by the Invigilator, the answer-book of such examinee shall be withdrawn, and second answer-book be supplied, and the case will be referred to the Unfair Means Committee.

iii. If students are found copying or using any other unfair means in the examination hall/room, the Invigilator in charge of an examination hall take action against the examinee, in the following manner:

(aa) The examinee shall be called upon to surrender all the objectionable material found in his or her possession including the answer-book and a UFM proforma shall be filled with date and time.

(ba) The statement of the examinee and the Invigilator shall be recorded.

(ca) The examinee shall be issued a fresh answer-book marked 'Duplicate-Examinee Using Unfair Means' to attempt answer within the remaining time prescribed for the examination.

(da) All the material so collected and the entire evidence along with a statement of the examinee and the answer-book duly initialed by the student shall be forwarded to the controller of examination by name in a separate confidential sealed packet marked 'Unfair Means'.

(ea) The material so collected from the examinee, together with both the answer-books, viz, the answer-book collected while using unfair means and the other supplied afterwards, will be sent to the Unfair Means Committee for its decision.

(fa) The cases of the use of unfair means at the examination, as reported by the Invigilator along with the report of the unfair means activity, shall be examined by an Unfair Means Committee constituted by the Vice-Chancellor. The Committee shall after examine the cases, decide the action to be taken in each case as per rules and submit the report to the controller of examination in regard to all cases of the use of unfair means with the recommendations of the Committee in each case.

(ga) Further, the Controller of Examinations shall send the report of the Unfair Means Committee to the Vice-Chancellor for approval of decisions recommended by the Unfair Means Committee.

**E. Rules on Unfair Means.** The same shall be as laid down in the respective Regulations for each program.

**F. Evaluation of Answer Scripts and Result compilation/Grading**

i. Controller of Examinations shall codify each answer sheet before supplying same to the Course Coordinators for evaluation. This requirement may be dispensed with approval of the Vice-Chancellor.

ii. Process for evaluation and submission of answer scripts

(aa) Answer scripts of the respective question papers shall be normally evaluated by faculty members teaching the course along with the Course Coordinator(s) concerned.

(ba) Course Coordinator(s) shall allot specific questions to the faculty members evaluating answer script. The Course Coordinator(s) will be responsible for entry of the marks, grades in the result sheet/ERP system as well as submission of the result to the Controller of Examination.

(ca) After evaluation, it is necessary to show the answer scripts to the students concerned for maintaining the transparency before submission to the examination section through open house with notice of declaration of Open house.

(da) All answer scripts shall be submitted to the (Examination Section) immediately after the declaration of the result/ or as per schedule announced.

**iii. Grading of the subject**

The grading shall be carried out as per the Grading System defined by the University. Grading for each course shall be finalized/ moderated by the grading committee of the department and normalized by the School moderation committee.

**iv. Approval of Result**

All results after departmental moderation shall be sent to the Vice- Chancellor for approval. After approval, it will be published for all the students concerned

**v. Declaration of Result**

Term /Semester wise final result will be announced within 45 (forty-five) days of culmination of end term examination. A notice to this effect will be put in the University website.

## CHAPTER – IV

### 1. The Provision of Student Facilities and Services

#### a. General

- i. There shall be Halls of Residence for resident students. Each Hall of Residence may, consist of more than one Hostel, as may be allocated.
- ii. Each of the Hall of Residence and Hostels may be given such names as decided by the Management.
- iii. Students will be admitted to the Halls of Residence/Hostels subject to availability of seats. Students desirous of staying in the campus will be separately accommodated in the Boys' and Girls' Hostel.
- iv. The students residing in the University Hostel shall pay such charges as may be prescribed by the Management from time to time.
- v. All halls combined shall have a Chief Warden who shall be appointed by the Vice-Chancellor for a specified period and on such terms and conditions as may be prescribed by the Management from time to time.
- vi. Each Hostel shall have Warden(s), who shall be appointed by the Vice- Chancellor for a specified period on such terms and conditions as may be prescribed by the Management from time to time.
- vii. The Warden shall ordinarily be required to stay in the Warden's room during the tenure of his office.
- viii. Every Hall of residence shall maintain such Register and records, as may be prescribed by the university, and shall furnish such statistical information as the university may require, from time to time.
- ix. Every resident shall have to observe discipline as per the hostel rules and standing orders.
- x. Duties of Chief Warden and Warden shall be prescribed and may include:
  - a) supervise the Hostels in his/her hall/Hostel in matters relating to the overall

functioning, the resident students' welfare, and discipline;

- b) inspect periodically the Hostels and be in contact with the Wardens, staff and students; be individually and collectively responsible for the smooth functioning of the Hostels;
- c) permit stay of any guest according to the Hostel Rules;
- d) ensure that the resident students in his/her charge observe the rules framed by the University relating to the maintenance of discipline and decorum in the Hostel; and shall promptly report to the Dean of student welfare all cases of misbehaviour, indiscipline and sickness of the resident students in his/her charge;
- e) ensure maintenance of discipline and decorum in the premises of the halls of residence; have the power to take disciplinary action, including the ordering of eviction of a resident from the Hostel; take disciplinary action against a resident student for keeping any unauthorized guest, take action for the eviction of resident students in consultation with Administration;
- f) be responsible for all matters relating to health, hygiene, sickness, food, sanitation and cleanliness of the Hall;
- g) supervise the functioning of the Mess and the working of the Mess Staff if required;
- h) be responsible for the overall security of the Hostels and will coordinate his/her responsibility with the security staff of the University;
- i) have the right to inspect Hostel Rooms at all hours;
- j) be responsible for the proper upkeep and maintenance of such properties of the, concerned Hostel, as are under his/her charge; periodically verify the furniture and fittings of the Hostel with the assistance of the Caretaker and take action for their repairs/replacement for obtaining additional furniture.
- k) When a Warden is on leave, his/her responsibilities and functions will be distributed among other Wardens for the duration of his/her absence.

b. **Rules and Standing Orders for Hostellers:** The same shall be as provided for in Academic Rules and are the as below:

- i. At the time of occupying the room, student must check the room furniture, fixtures, electrical fittings etc. and sign receipt. He/she will be charged for any loss, damage done to furniture, fixture, fittings and articles issued to

him/her along with the disciplinary action if warranted. Sketching/painting on walls is prohibited. Rooms once allocated are not to be changed without the written permission of Competent Authority.

- ii. Students themselves are responsible for all their belongings. They must ensure all their valuables including laptops are properly locked and not left outside even for short period. They are advised to use good quality locks.
- iii. Students must show their ID card to the security staff every time they enter/leave Hostel gate.
- iv. Students are required to compulsorily get their rooms cleaned by the house keeping as per announced schedule.
- v. Smoking, consumption/possession of liquor, intoxicants, drugs, cigarettes, hookah etc. inside the Campus is strictly prohibited. Any violation will invoke severe penalty including rustication from the Hostel/ University. Students are expected not to indulge in any of the above-mentioned taboos even outside the campus as any report of same or detection of same on entering the campus shall be dealt equally as if such an offence has taken place inside the Campus.
- vi. Inmates should not indulge in acts such as loud playing of musical instruments or radio or loud singing or dancing etc. which may disturb others at study or work in the Hostels.
- vii. Students are not permitted to keep fire-arms or any lethal weapon with them in the Hostel premises even though possessing a license for it.
- viii. Students are prohibited from keeping obscene literature/video films/CDs in their possession. Any violation in this regard will result in severe disciplinary action.
- ix. Electrical appliances like electrical irons, heaters, VCD/DVD player, T.V, V.C.P. and V.C.R. etc., are not permitted in hostel rooms.
- x. Hostel inmates fiddling with the electric connections, computer cabling, outlets, fittings and using additional electrical appliances shall be penalized, and the appliance / gadget will be confiscated.
- xi. Lights, Fans etc. should be switched on only when needed and switched off when not required or when going out of the room. Similarly, water taps must

be closed promptly after use. Electricity and water are scarce resource and needed to be conserved.

- xii. Students, unless specially permitted, will be allowed to occupy the rooms allotted to them in their hostel only a day prior to commencement of their academic session. Likewise, they must vacate their rooms, within 3 days of the closure of their academic session. They will render themselves liable to disciplinary action and payments at enhanced rates for any unauthorized occupation beyond the stipulated period mentioned above.
- xiii. Before proceeding on longer vacation, students must hand over the charge of their rooms, the furniture and the fittings etc. to Hostel warden / Caretaker and get a receipt from him. If a student fails to do so, the Warden / Administrator is authorized to break open a locked room and make an inventory of the articles found therein. The University authorities shall not be responsible for the private belongings of the students found in such rooms.
- xiv. The Warden/ Administrator is assisted by a Supervisor/ Caretaker in day-to-day working of the Hostels. The Hostel inmates shall refer their difficulties of whatever nature to the Warden/ Administrator who will take necessary action. Matters related to indiscipline shall be reported to the Warden /Administrator.
- xv. No furniture shall be removed from the room and used elsewhere either inside or outside the Hostel without the permission of or under the orders of the Warden/Administrator.
- xvi. No student is allowed to engage private servant or keep pets.
- xvii. Visitors including parents are not allowed to go inside the hostel rooms. Parents/ Guardians can meet their wards in the Visitor's Lounge during the specified visiting hours with the permission of Warden.
- xviii. Students can be permitted to visit their Parents, Local guardians, near relatives occasionally. All such visits shall have to be after due permission from the authorities.
- xix. Students are prohibited from giving shelters to any other student/ outsider in their rooms. In case of any unauthorized shelter, the student will be liable to disciplinary action. Unauthorized occupation/ shelter to any outsider will

be reported to local administration for suitable action.

- xx. All students must be present in their respective hostels as per specified times unless specifically permitted to stay out in the night and for a specific reason in writing by the Warden/Dean of Students Welfare.
- xxi. Students will be charged for Boarding and Lodging beyond the semester at the rates as decided by the management.
- xxii. All students staying in the hostels during summer vacations shall have to abide by the Hostel Rules invogue.
- xxiii. Students are required to observe the mess timings religiously. They will not get entry & food beyond the prescribed timings in the mess.
- xxiv. Provision items of daily use including bread, butter, biscuits etc. are available on payment at the Tuck shop which is open as per times specified.
- xxv. Ragging in any form is unlawful and strictly prohibited. Student found indulged in ragging may be expelled from the Hostel as well as the University. FIR will also be lodged against student indulging in ragging.
- xxvi. Students not returning back to their hostels within the prescribed time without the permission from the Warden may attract disciplinary action including deduction of disciplinary marks. The student will be expelled from the Hostel in case of repeated offences.
- xxvii. All the students are charged Hostel fee for the semester, as such they must completely vacate their rooms within three days of conclusion of the semester. Any stay beyond that without written permission of a competent authority shall attract disciplinary action and payment at enhanced rates or on rates as specified by the authority for both boarding as well as lodging.
- xxviii. Students violating any of the above guidelines will face disciplinary action in which case the decision of competent authority is final and binding.
- xxix. Further, the Procedure/Instructions for obtaining out pass shall be as below:
  - (a) Day out pass on working days will be issued by the Warden.
  - (b) Out pass for overnight/out station leave will be issued by the Chief wardens
  - (c) In case of grave emergency immediate out pass will be issued by the Registrar/Warden.
  - (d) Girl students wanting overnight out pass/out station leave are required to get

written permission of their parents/guardians in writing through an e mail to the warden from an E mail account which is registered with the University.

- (e) Girl students are advised to go outside the campus in groups of minimum three for their own safety.
- (f) In case of medical evacuation, the patient and attendants can move out on the medical officer's advice.

**c. Discipline Rules**

- i. The welfare and discipline of students are two integral parts of an Institutional behaviour. Student's behaviour and discipline will therefore be assessed and will receive the same attention as the academic work. Discipline includes the observance of good conduct and orderly behaviour by the students of the University. All students pursuing a course of studies at the University shall observe a code of conduct and maintain discipline and consider it his/her duty to behave decently at all places. They must follow the rules pertaining to discipline, as may be laid down by the Management of the University and also abide by all rules and regulations of the University framed and notified from time to time. Students of the University must study the Standing Orders carefully and also make themselves familiar with these instructions, pertaining to their academic, co-curricular and other activities.
- ii. The rules and regulations governing Discipline, and procedures relating to discipline shall be as provided for in the regulations for each program. Any amendment/additions to these Standing Orders will be notified through notices displayed on notice boards and circulated in the usual manner. The plea of ignorance will not be entertained for any breach of orders in force from time to time. Therefore, students must see the notices on the Notice Boards/Website/Student information system regularly.
- iii. Every student shall always carry on his/her person the Identity Card issued by the University. Every student, who has been issued the Identity Card, shall have to produce or surrender the Identity Card, as and when required by the Proctorial Staff, Teaching and Library Staff and the Officials of the University. The loss of the Identity Card, whenever it occurs, shall immediately be reported in writing to the Registrar.
- iv. Any violation of the code of conduct or breach of any rules or regulations of the University by any student shall constitute an act of indiscipline and shall make him

liable for disciplinary action against him.

- v. The following acts, in particular, shall constitute acts of gross indiscipline and any student indulging in any of them shall render him/herself liable for disciplinary action against him.
  - (a) Disobeying the teacher/officials or misbehaving in the class.
  - (b) Quarrelling or fighting in any University building, hostels or in the campus amongst themselves or indulging in any activity which amounts to ragging and or harassment of other students
  - (c) Quarrelling or fighting with a University employee or any employee of the University mess/ canteen/ cafeteria/ security or any other public utility functioning in the campus.
  - (d) Behaving in the University campus or outside in a manner which is indecent, or which is meant to annoy or harass the students, teacher, officers or employee of the University.
  - (e) Visiting socially unacceptable websites, consuming liquor or banned substances like drugs etc.
  - (f) Damage to the University property.
  - (g) Indulging in acts of theft, stealing and misappropriating.
  - (h) Any other activity that defames the University and constitutes in discipline. It shall also include inciting others to do any of the aforesaid acts;
  - (i) Use of mobile in the class/academic area.
  - (j) irregularity in attendance, persistent idleness or negligence or indifference towards the work assigned;

d. **Rules for Students Conduct & Behaviour in Campus and Outside.**

The rules governing the same shall be as provided for in the regulations for each program and generally are as below:

- i. Students of the University must study the Standing Orders carefully and also make themselves familiar with these instructions, pertaining to their academic, co-curricular and other activities.

- ii. Any amendments/additions to these Standing Orders will be notified through notices displayed on notice boards and circulated in the usual manner. The plea of ignorance will not be entertained for any breach of orders in force from time to time. Therefore, students must see the notices on the Notice Boards/ Website/Web Kiosk regularly.
- iii. The Schedules for all academic works and for the Examinations will be notified to the students separately by the Registrar/Academic Departments.
- iv. The Vice Chancellor is overall in charge of the academic activities including attendance and leave of students.
- v. Student welfare officer will deal with the welfare and discipline of all students in the campus including Hostel and also outside the campus and will ensure maintenance of good conduct. He/ She will be assisted by other members of faculty/ staff/ wardens as nominated.
- vi. Conduct and Behavior:
  - (a) Students should attend all their classes and strictly observe class timings. They should likewise carry out other out door and extra- curricular duties assigned to them. Their attendance and leave are governed by the regulations pertaining to them.
  - (b) Students must give their undivided attention to their academic work and must be respectful to their teachers and supervisors.
  - (c) All students must carry ID-cards with them at all times. Identity card can be asked to be shown by the student by any competent authority including security guards at the entry gate of the University as well as hostel. ID-card is an important document. Loss of ID-card may invite monetary fine as decided from time to time.
  - (d) Students must conduct themselves with due decorum in the classes, laboratories, Library etc. and move in an orderly and disciplined manner. They must conduct themselves in a manner worthy of great traditions.
  - (e) Students, who fail to make sufficient progress in their studies and also do not maintain the required attendance in the classes, are liable to be debarred from appearing in the final examination and will be awarded Fail grade.
  - (f) If in a particular class/period more than 40% students are absent, it would be regarded as mass absenteeism and an act of indiscipline. Disciplinary action will be taken on the students indulging in mass absenteeism.
  - (g) No student shall disobey any order issued by the University. Students must behave

with due decorum towards their fellow students.

- (h) Students should not indulge in abusive behavior/ violence of any kind with fellow students, teaching faculty and employees of the University within or outside the University. Violence by any student or group of students will lead to severe disciplinary action.
- (i) No meeting of the students other than those organized under the aegis of the various recognized student's activities shall be called without the prior permission in writing from the student welfare officer.
- (j) No meeting/function within the University campus to which any outsider is invited shall be organized nor shall any outsider address the students without the prior permission in writing from the Vice-Chancellor.
- (k) No students shall use unfair means at any of the examinations and tests or attempt or threaten the staff to get undue advantage. Disciplinary action shall be taken against defaulters as per the rules of the University.
- (l) Students must pay all fees and other dues on specified dates. If they do not do so, they render themselves liable to penalties as in force from time to time.
- (m) Students must take good care of all University property. Any damage to University property shall be viewed as indiscipline. Such student(s), in addition to facing the disciplinary action, shall have to replace the damaged property and make good the losses caused due to their action. Students must use the furniture and fittings with due care and must not deface buildings, roads, furniture and fittings etc. in any manner.
- (n) Students must handle the laboratory equipment, instrument and machinery that they have to use in course of their work with great care. Any damage or breakage of such equipment etc. due to improper use of negligent handling will have to be made good by the students concerned.
- (o) Ragging in any form is unlawful and strictly prohibited. Student found ragging shall be expelled from the University and FIRs lodged against them as per orders of the Honourable Supreme Court.
- (p) Mobile cellular phone may be carried by the students. However, they shall be kept in silent mode during the classes. Violation will lead to confiscation of the mobile phone.
- (q) All the students are required to observe the decorum in the dress code (as laid down by the University) while moving in the Administrative/Academic block including Labs & Library on working days. Students not adhering to the described and notified dress code may be denied entry to the University,
- (r) Smoking, consumption/possession of liquor, intoxicants, drugs, cigarettes, hookah

etc. inside or outside the Campus is strictly prohibited. Any violation will invoke severe penalty including rustication from the Hostel/ University.

**e. Rules and Regulation for Library.**

The rules governing the same shall be as below

- i. Students must follow the Library rules for borrowing/using/returning books. They must show their Identity Cards when asked for. The books must be returned on or before the due date of return of the book.
- ii. Library books should be used with great care. Tearing or folding or cutting of Library books or making any mark on them is not permitted and shall lead to disciplinary action. Any defect noticed at the time of borrowing books must be brought to the notice of the Library staff immediately, otherwise the borrower may be required to replace the book by a new copy or pay double the cost of the book.
- iii. In open access Library of the University, replacement or misplacement of books on the shelves by the readers is not desirable. Readers should leave the book on the table after use.
- iv. Library cards are non-transferable, and they should be kept securely otherwise the borrower shall be held responsible for the books issued against cards.
- v. Before leaving the Library, a student should make sure of getting the books properly issued at the counter against the card.
- vi. Personal property or books other than those belonging to the Library must be deposited at the entrance gate.
- vii. The loss of Library books or borrowers' card must be immediately brought to the notice of the Librarian in writing.
- viii. Polite and courteous behaviour inside the Library is expected from all the users and silence must be observed inside the reading rooms.

**f. Anti-Ragging Measures**

The University shall have a zero-tolerance policy towards Ragging and shall lay down strict guidelines on the same as per policies of the UGC in vogue and in compliance to directions of Hon'ble Supreme Court.

**g. Policy to prevent Sexual Harassment**

The University shall be committed to treating every employee and student with

dignity and respect. It shall seek to create a work environment that is free from sexual harassment of any kind, whether verbal, physical or visual. A policy shall be created by the University to provide guidelines for prompt redressal of complaints related to sexual harassment which should be in full compliance with “The Sexual Harassment of Women at Workplace (Prevention, Prohibition &Redressal)” Act, 2013 (the “Act”). All references/ complaints pertaining to any matter will be handled within the ambit of the said Act and the Rules framed thereunder. The policy so defined should be communicated to all employees and students and they be made aware of the complaint and redressal mechanism for same.

## **2. Disciplinary action against the students**

All powers relating to discipline and disciplinary action in relation to students shall vest in Vice Chancellor.

Without prejudice to the generality of his powers relating to the maintenance of discipline and taking such action in the interest of maintaining discipline as may seem to him appropriate, the Vice Chancellor may in the exercise of his /her powers aforesaid, order or direct that any student or student be expelled from the university , or be fined a sum of rupees ( that may be specified), or be debarred from taking an examination or examination for one or more years or that the results of student or student concerned in the examination or examination in which he/she has or they have appeared be cancelled.

The Vice chancellor may, delegate all or such of his powers, as he deems proper to the Dean, and to such other persons as he may specify in this behalf, by the approval of the Chancellor of the university.

## CHAPTER – V

### **1- A. Establishment of Centre of Studies, Boards of Studies, Interdisciplinary Studies, Special Centres, Specialized Laboratories and other Committees;**

- a. The University shall have such Schools of Studies, Special Centres and Specialized Laboratories as may be specified in the Ordinances.
- b. University may add Schools/Centres/department at any time with the approval of Board of Management under the relevant provisions of the Act.
- c. Every School of Studies (hereinafter referred to as the School) shall consist of such Departments as may be assigned to it by the approval of the Board of Management.
- d. Each Department shall consist of the following members, namely;
  - Teachers of the Department;
  - Persons appointed to conduct research in the Department;
  - Honorary Professors, if any, attached to the Department;
  - Such other persons as may be members of the Department in accordance with the provisions of the Ordinances.
- e. Each School/Centre/Department shall have a Dean/Director/HOD respectively. Deans and Directors shall be appointed against specific appointments and shall be overall responsible for the functioning of the respective School/Centre. HODs shall be appointed by Vice Chancellor from amongst the Professors for a period of three years, provided that where in any Department, there is only one Professor, the Vice Chancellor may also appoint one of the Associate Professors as a HOD of the Department.
- f. Every School/Centre/Department shall have a Board of studies consisting of the all or less of following members, namely:
  - i. The Dean of the School/Director of Centre/HOD of Department as Chairperson respectively;
  - ii. The Heads of Departments (for School);
  - iii. The Professors in the Departments in the school;

- iv. One Associate and Assistant Professor, by rotation according to seniority, from each Department in the School;
- v. Two members elected by the Academic Council for their special knowledge in any subject assigned to the School or in any allied branch of knowledge;
- vi. Such other members, but not exceeding two, as may be specified in the Ordinances;
- g. All members of Boards of studies, other than ex-officio members shall hold office for a term of two years. Term of members shall commence from such date as may be notified.
- h. Every Board shall have such powers and shall perform such duties as:
  - i. organize instruction and research in the subject under the general supervision of the Dean and the Academic Council;
  - ii. consider and make recommendation to the Dean of school and the Academic Council on any academic matter pertaining to its sphere of work, as may appear to it necessary or on any matter referred to it by the Dean, or the Academic Council;
  - iii. recommend introduction, alteration and modification of courses in the Program;
  - iv. recommend creation, abolition and upgrading of research posts in the Department in accordance with its needs;
  - v. organise Lectures, Seminars, Symposia, etc. from time to time;
  - vi. consider applications for admission to the Ph.D. Program in the Department;
  - vii. consider and recommend research schemes;
  - viii. appoint research supervisors;
  - ix. Consider to constitute its Sub-committee (s) if required. A Sub- Committee may be constituted by the Board of Studies to discharge the duties in any specified area. The Sub-Committee shall stand dissolved after it had completed the work assigned to it. The Sub-Committee shall perform such function, as may be assigned to it by the Board of Studies.
  - i. The duties and functions of Deans/Directors of the Department shall be as prescribed by the Statutes.
  - j. Powers and Functions of the Head of the Department shall be as below:
    - (a) Be the academic head of the Department and shall convene and preside over the meetings of the faculty in the Department and the Board of Studies;
    - (b) Maintain discipline in the Classroom and Laboratories through teachers of the Department;
    - (c) Assign to the teachers in the Department such duties as may be necessary for the proper functioning of the Department;

- (d) Be responsible for the coordination and supervision of teaching and research in the Department;
- (e) Recommend /Approve leave application of the members and other staff of the Department to the Dean of the School according to the rules framed for the purpose;
- (f) Be responsible for the records, and equipment of the Department and the books of the Departmental Library;
- (g) Operate the Budget of the Department in consultation with the Dean; and
- (h) Have such other powers and perform such other functions, as may be assigned to him by the Academic Council, the Vice Chancellor or the Dean of the School concerned.

**1-B. Quality Assurance & Accreditation:**

The University shall establish Internal Quality Assurance Cell [IQAC] as per NAAC guidelines, Periodic Internal & External academic and administrative audit shall be conducted to maintain quality standards.

**2. The manner of Co-operation and Collaboration with Industries and other Universities and Authorities including Learned Bodies or Association;**

- k. The University may subject to the provisions of Act and rules defined by UGC, enter into MOUs with other Universities including foreign Universities and Authorities in such a manner and for such purposes as the University may decide or determine from time to time.
- I. The MOUs must have clauses and conditions to safe guard the legal aspects of the University and include issues like, areas of cooperation and collaboration, mutual obligations, arrangement for transfer of credits, maintenance of standards, period of contract, consequences of termination of agreement, resolution of disputes, liabilities, financial agreements if any, etc.
- m. Generally, but not limited to scope defined below, following may be agreed upon
  - i. Promote Collaboration and partnership between the Universities/ Institutes in the field of higher education.
  - ii. Exchange of Faculties and Researchers
  - iii. Exchange of graduate students for a specified duration and courses
  - iv. Exchange academic materials of mutual interest including scholarly publications, curricula information and pertinent research reports

- v. Invite representatives of each other's academic community to participate in conferences and colloquia.
- vii. Cooperation in mutual fields of academic interest for purpose of developing specific education and training opportunities and Programs.
- viii. Academic & organizational development assistance as well as education & training activities in a number of fields and subjects including: -
  - Design of curricula for undergraduate and postgraduate studies.
  - Development of faculty profiles.
  - Internship opportunities with companies abroad.
  - Establishment of periodic quality assurance practices and procedures.
  - Distance learning opportunities.
  - Short professional training courses
  - Contact and collaboration between faculty, staff and students, carry out joint research Programs and exchange experiences in education research. Activities include:
- ix. Joint cooperative research projects
- x. Consultancy work to assist the development of new Postgraduate courses.
- xi. Enter into twinning arrangement, if allowed within the rules of the UGC.

#### **POWER TO REVISE, MODIFY, AMEND;**

Notwithstanding anything contained in the above Ordinances:

The Academic Council has the right to add, delete, revise, amend, or modify any of the provisions of this Ordinance from time to time, and shall be binding on all stakeholders concerned, including the Students, Faculty, Staff, Departments, and University Authorities. In case of any discrepancy in the implementation / interpretation of any of the provisions of the Ordinances specified above, the Vice Chancellor decision shall be final and binding.

Any modification to the Ordinance shall not be applied retrospectively. However, the Academic Council and Board of Management shall have the authority to implement any modifications retrospectively for a select case.

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