CENTRAL UNIVERSITY OF KASHMIR

UNIVERSITY ORDINANCES

(Updated as on 6.03.2020)
ORDINANCE 1
Appointment, emoluments and other conditions of service of the University teachers and other equivalent cadres of Library and Physical Education
(As stipulated under 22 & 37(2) of the Central Universities Act, 2009).
(Approved by the Executive Council at its first meeting held on 03.04.2010)

1. There shall be the following categories of teachers:
   i) Whole time teachers
   ii) Teachers appointed on temporary basis
   iii) Teachers appointed on purely temporary basis or short-term basis
   iv) Teachers appointed on part-time basis.

   i) Whole time teachers
   Whole time teachers shall be those appointed by the Executive Council on the basis of merit through all India Advertisement, and on the basis of recommendations of the Selection Committees constituted for the purpose under the provisions of the Central Universities Act, 2009 and the Statutes made there under.

   ii) Teachers on temporary basis
   Teachers appointed on temporary basis will be those appointed for more than one academic session/year, in-terms of provisions of Sub-section (6) (i) of Statute 18 contained in the Second Schedule of the Central Universities Act, 2009.

   iii) Teachers on purely temporary/short-term basis
   Teachers under the category shall be those appointed for a term not exceeding one year in terms of the provisions of Sub – section (6) (ii) of Statute 18 of the Statutes contained in the Second Schedule of the Central Universities, Act 2009.

   iv) Part-time teachers
   Part-time Teachers will be the teachers working in other institutions or retired who are engaged with teaching courses to meet emergencies or fill up the gaps. They will be paid on lecture-basis.

2. The minimum qualifications for the posts of Professor, Associate Professor, Assistant Professor, Principal/Director/Dean in Physiotherapy & Occupational Therapy, Librarian, Deputy Librarian, Assistant Librarian, Director Physical Education & Sports, Deputy Director Physical Education & Sports, Assistant Director Physical Education & Sports and other academic staff in the University, shall be as prescribed by UGC from time to time.
   In addition to the above, the Vice-Chancellor may propose, in consultation with the concerned Dean and Head of the Department, to the Academic Council such specification or any other condition as required for the post to be filled up*.

3. A relaxation of 5% may be provided at the graduate and master’s level for the Scheduled Caste/Scheduled Tribe/Differently-abled (Physically and visually differently-abled) categories for the purpose of eligibility and for assessing good academic record during direct recruitment to teaching positions. The eligibility marks of 55% marks (or an equivalent grade in a point scale wherever grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible, based on only the qualifying marks without including any grace mark procedures.
Further, a relaxation of 5% may be provided, from 55% to 50% of the marks to the Ph.D. Degree holders, who have obtained their Master’s Degree prior to 19 September, 1991*. 

4. Pay Structure and constitution of Selection Committees for teachers shall be as prescribed by UGC from time to time*.

5. Pay Structure and constitution of Selection Committees for Library & Physical Education cadres shall be as prescribed by UGC from time to time*.

6. The direct recruitment to the post of Professor, Associate Professor, Assistant Professor and other equivalent cadres of Library and Physical Education shall be on the basis of merit through all India advertisement and selection by the Executive Council on the basis of the recommendations of the respective Selection Committees constituted in terms of the provisions of Statute 18 of the Central Universities Act, 2009*.

7. The rules governing the Career Advancement Scheme shall be the same as prescribed by the UGC from time to time.

8. The rules related to the incentives for acquiring higher qualifications shall be the same as prescribed by the UGC from time to time.

9. (i) Discretionary award of advance increments for those who enter the profession as Associate Professors or Professors with higher merit, high number of research publications and experience at the appropriate level, shall be within the competence of the appropriate authority of the concerned University or recruiting institution based on the recommendations of selection committee(s) while negotiating with individual candidates in the context of the merits of each case, taking into account the pay structure of other teachers in the faculty and other merit-specific factors. Discretionary award of advance increments is not applicable to those entering the profession as Assistant Professor/Assistant Librarian/Assistant Director of Physical Education and Sports and to those who are entitled for grant of advance increments for having acquired Ph. D., M. Phil., M.Tech., etc. However, those entering service as Assistant Professor/Assistant Librarian/Assistant Director of Physical Education and Sports with post-doctoral teaching/research experience after Ph.D. and proven credentials may be eligible for discretionary award of advanced increments to be decided and recorded by the selection committee in its minutes*.

(ii) Each annual increment shall be equivalent to 3% of the sum total of pay in the relevant Pay Band and the AGP as applicable for the stage in the Pay Band.

(iii) Each advance increment shall also be at the rate of 3% of the sum total of pay in the relevant Pay Band and the AGP as applicable and shall be non-compoundable*.

(iv) The number of additional increment(s) on placement at each higher stage of AGP shall be as per the existing scheme of increment on promotion from lower Pay Scale to higher Pay Scale; however, in view of the considerable raise in effective pay between the two Pay bands, there shall be no additional
increment on movement from the Pay band of Rs. 15,600 – 39,100 to the Pay Band of Rs. 37,400 – 67,000.

10. (i) Allowances such as Leave Travel Concession, Special Compensatory Allowances, Children’s Education Allowance, Transport Allowance, House Rent Allowance, Deputation Allowance, Travelling Allowance, Dearness Allowance, area based Special Compensatory Allowance, etc, as applicable to teachers and Library and Physical Education Cadres, shall be at par with those accepted by the Central Government for Central Government employees*.

(ii) Teachers and equivalent positions in Library and Physical Education cadres with visual/orthopedic/hearing/other disabilities under the provisions of ‘Persons with Disabilities (Protection of Rights, Equal Opportunities and full Participation) Act, 1995’ shall be entitled to twice the normal rate of transport allowance as applicable to the Central Government Employees.

11. The rules with regard to the counting of past service shall be as prescribed by UGC from time to time.

12. The rules with regard to the period of probation & confirmation shall be as prescribed by UGC from time to time*.

13. The rules with regard to the leaves shall be as prescribed by UGC from time to time.

14. (i) At the time of recruitment in the University, a service agreement should be signed between the University and the teacher concerned and a copy of the same should be deposited with the Registrar. The format of service agreement shall be as given in Annexure.

(ii) The self-appraisal or any other performance report shall form a part of the service record.

15. The University shall evolve professional ethics after full discussion in the academic bodies and associations and shall be provided in the Ordinance for strict observance by the academic faculty.

16. The age of superannuation, family pension and other applicability etc., shall be as prescribed by Central Govt/UGC from time to time*.

17. The inter-se seniority of the teachers appointed on substantive basis shall be determined as follows:

i. Professors & Associate Professors & equivalent positions: The seniority shall be determined as per the date of joining the University starting from the last date prescribed for the same in the initial appointment order or the effective date of promotion to the post under reference. In case the date mentioned above is same for two or more than two teachers, then the seniority shall be determined as follows:

   a. The qualifying service in the same post at previous institution shall be taken into consideration for determining seniority. If the case is
still not resolved, then the qualifying service in the lower post/s (Associate Professor/Assistant Professor) at University/previous institution shall be taken into consideration for deciding the seniority.

b. Provided further that if the above provisions are not helpful in resolving the issue, then the older age shall be the deciding principle.

ii. **Assistant Professor & equivalent positions:** The seniority of Assistant Professors shall be fixed at the departmental level only and shall be determined as per the date of joining the University starting from the last date prescribed for the same in the initial appointment Order. In case the date mentioned above is same for two or more than two teachers, then the seniority shall be determined as per the merit position of the concerned teacher in the panel drawn by the Selection Committee.

In case of nomination of an Assistant Professor on a University body/committee at the institutional level, the Vice-Chancellor may exercise discretionary powers to nominate a suitable person on such body.
FORM OF WRITTEN CONTRACT FOR TEACHING STAFF

Memorandum of Agreement made this the ..................................day of .................................
Two thousand........................... between Dr./Shri/Smt/Miss.............................. (hereinafter called
the ‘Teacher’) of the first part and the Central University of Kashmir being a body corporate
constituted under the Central Universities Act, 2009 as amended vide the Central
Universities (Amendment) Ordinance, 2009 replaced by an Act of Parliament (hereinafter
called the University) of the second part. It is hereby agreed as follows:

1. That the University hereby appoints Dr./Shri/Smt/Miss……………………………….. to be
a member of teaching staff in the Department of ................................. of the University
with effect from the date the said Dr./Shri/Smt/Miss .................................
takes charge of the duties of his/her post and the said Dr./Shri/Smt/Miss
...................................................... hereby accepts the engagement and undertakes to take
such part in the activities of the University and perform such duties in the University
as may be required and in accordance with the said Act, the Statutes and Ordinances
framed theerunder, for the time being in force, whether the same relate to
organization of instruction or teaching, or research or the examination of students or
their discipline or their welfare, and generally to act under the direction of the
authorities of the University.

2. (a) The teacher shall be on probation for a period of 12 months which may be extended
by a further period of 12 months. The total period of probation shall in no case exceed
twenty four months.
(b) The case of each teacher shall be placed before the Executive Council for
confirmation soon after the expiry of the period of probation prescribed that is
within six to eight weeks. The decision of the Executive Council with regard to
his/her confirmation or extension of his/her probation period, should be
communicated to the teacher immediately*.
(c) If the University is satisfied with the suitability of the teacher for confirmation
he/she shall be confirmed on the post to which he/she was appointed at the end of
the period of his/her probation.
(d) Where a teacher appointed on probation is found, during the period of probation,
not suitable for holding that post or has not completed the period of probation
whether extended or not, satisfactorily, the Executive Council may (i) if the
appointment is by direct recruitment, terminate the teacher’s services from the
University without notice; (ii) if the appointment is by promotion, revert the
incumbent to previous post held by him.

3. That the said Dr./Shri/Smt/Miss.......................................................... shall be a whole-time
teacher of the University and unless the contract is terminated by the Executive Council
or by the teacher as hereinafter provided, shall continue in the service of the University
until he/she completes the age of sixty five years.

4. That the University shall pay Dr./Shri/Smt/Miss .................................................
during the continuance of his/her engagement hereunder as remuneration for his/her service a Pay of Rs.................. + AGP of Rs............... per mensem, raising by annual increment @ Rs.3% of Pay + AGP rounded to next 10 rupees. In addition, he/she will be entitled to other allowances as admissible under rules from time to time.

Provided further that no increment shall be withheld or postponed save by resolution of the Executive Council on a reference by the Vice – Chancellor to it and after the teacher has been given sufficient opportunity to make his/her written representation.

Provided that whenever there is any change in the nature of the appointment or the emoluments of the teacher, the terms of the agreement shall apply mutatis mutandis to the new salary and post and the terms and conditions attached to that post.

5. That the said teacher agrees to be bound by the Statutes, Ordinances, Regulations and Rules for the time being in force in the University, provided that no change in the terms and conditions of service of the teacher shall be made after his/her appointment in regard to designation, scale of pay, increment, provident fund, retirement benefits, age of retirement, probation, confirmation, leave salary and removal from service so as to adversely affect him/her.

6. That the teacher shall devote his/her whole-time to the service of the University and shall not, without the written permission of the University, engage directly or indirectly in any trade or business whatsoever, or in any private tuition or other work to which any emolument or honorarium is attached but this prohibition shall not apply to work undertaken in connection with the examination of Universities or learned bodies or Public Service Commission, or to any literary work or publication or radio talk or extension lectures, or, with the permission of the Vice – Chancellor, to any other academic work.

7. It is further agreed that this engagement shall not be liable to be terminated by the University except on the grounds specified and in accordance with the procedure laid down in Clauses (i) to (vi), reproduced below:

   (i) Where there is an allegation of misconduct against a teacher or a member of the academic staff, the Vice – Chancellor may, if he thinks fit by order in writing, place the teacher under suspension and shall forthwith report to the Executive Council the circumstances in which the order was made:

   Provided that the Executive Council may, if it is of the opinion that the circumstances of the case do not warrant the suspension of the teacher or the member of the academic staff, revoke that order.

   (ii) Notwithstanding anything contained in the terms of his contract of service or of his appointment, the Executive Council shall be entitled to remove a teacher or a member of the academic staff on the ground of misconduct.
(iii) Save as aforesaid, the Executive Council shall not be entitled to remove a teacher or a member of the academic staff except for good cause and after giving three months notice in writing or on payment of three months salary in-lieu of notice.

(iv) No teacher or a member of the academic staff shall be removed under clause (ii) or under clause (iii) until he has been given a reasonable opportunity of showing cause against the action proposed to be taken against him.

(v) The removal of a teacher or a member of the academic staff shall require a two-thirds majority of the members of the Executive Council present and voting.

(vi) The removal of a teacher or a member of the academic staff shall take effect from the date on which the order of removal is made;
Provided that where a teacher or a member of the academic staff is under suspension at the time of removal, the removal shall take effect from the date on which he was placed under suspension.

8. Any dispute arising out of this contract shall be settled in accordance with the provisions reproduced below:

“Any dispute arising out of this contract between the University and any employee shall, at the request of the employee, be referred to a Tribunal of Arbitration consisting of one member appointed by the Executive Council, one member nominated by the employee concerned and an umpire appointed by the Visitor. The decision of the Tribunal shall be final and no suit shall lie in any civil court in respect of the matters decided by the Tribunal. Every such request shall be deemed to be submitted to arbitration upon the terms of this section within the meaning of the Arbitration Act, 1940”.

9. The teacher may, at any time, terminate his/her engagement by giving three months notice in writing, provided that the Executive Council may waive the requirement of notice at its discretion.

10. On the termination of the engagement for whatever cause, the teacher shall deliver to the University all books, apparatus, records and such other articles belonging to the University as may be due from him/her.

11. *The teacher undertakes to serve the University for an initial period of 5 years without seeking employment out-side the University. During this period, the University shall not entertain any request of the teacher with regard to the endorsement of applications for employment out-side the University.
In witness whereof the parties hereto affix their hands and seal.

Signature: ..............................................................................

Name of the appointee......................................................

Designation: .................................................................

In presence of

1. Signature: ................................................................. 2. Signature: .................................................................

Name................................................................. Name.................................................................

Address: ................................................................. Address: .................................................................

................................................................. .................................................................

Signed and sealed on behalf of the University under the authority of the Executive Council by

Signature: ..............................................................................

Designation: ..............................................................................

In presence of

1. Signature: ................................................................. 2. Signature: .................................................................

Designation: ................................................................. Designation: .................................................................

**SCHEDULE:**

Name of teacher in full : .................................................................

Address : .................................................................

Designation : .................................................................

Pay : .................................................................

Academic Grade Pay : .................................................................
ORDINANCE 2

Cadre Recruitment Rules governing classification, qualifications, upper age limit and
the procedure of appointment to Non – teaching posts of the University
(As stipulated under Statutes 12(iv) & 23(2) of the University Act)
(Revised draft adopted by the EC at its meeting held on 7.03.2018)

1. The University shall maintain the Cadre Recruitment Rules of the Non-Teaching Staff
separately as approved by the Executive Council from time to time.
2. Every employee of the University shall be appointed under a written contract as per the
format given in Annexure-I which shall be deposited with the University, a copy of
which shall be provided to the employee concerned.

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ANNEXURE – I

Form of Contract of Service for Non – teaching Employees of the University

Memorandum of Agreement made this the ......................... day of ................................................. between .......................................................... (hereinafter called the ‘Employee’) of the first part, and the Central University of Kashmir being a body corporate constituted under the Central Universities Act, 2009 as amended vide the Central Universities (Amendment) Ordinance, 2009 replaced by an Act of Parliament (hereinafter called the University) of the second part.

It is hereby agreed as follows:

1. That the University hereby appoints Dr./Shri/Smt/Miss ...................................... to be an employee of the University with effect from ....................... and the said Dr./Shri/Smt/Miss .......................................................... hereby accepts the engagement and undertakes to take such part in the activities of the University and perform such duties in the University as may be required by and in accordance with the said Act, Statutes and Ordinances framed there under, for the time being in force.

   a) The employee shall be on probation for a period of 2 years which may be extended by a further period of one year. The total period of probation shall in no case exceed three years.

   b) The case of each employee shall be placed before the Executive Council for confirmation soon after the expiry of the period of probation prescribed that is within six to eight weeks. The decision of the Executive Council with regard to his/her confirmation or extension of his/her probation period, should be communicated to the official immediately.

   c) If the University is satisfied with the suitability of an employee for confirmation he/she shall be confirmed on the post to which he/she was appointed at the end of the period of his/her probation.

   d) Where an employee appointed on probation is found, during the period of probation, not suitable for holding that post or has not completed the period of probation whether extended or not, satisfactorily, the Executive Council may (i) if the appointment is by direct recruitment, terminate the employee’s services under the University without notice; (ii) if the appointment is by promotion, revert the incumbent to previous post held by him.

2. The employee’s pay will be fixed in the Pay Band ......................... + Grade Pay of Rs...................... in accordance with rules applicable for the University employees and he/she will be eligible for normal increments and other allowances under rules. Provided that no increment shall be withheld or postponed save by the orders of competent authority of the University.

3. That the said Dr./Shri/Smt/Miss .......................................................... shall be a whole time employee of the University and unless the contract is terminated by the Executive Council or by the employee before the expiry of the term of his/her appointment for which he/she is appointed or is terminated as hereinafter provided, shall continue in the service of the University for the period of his/her appointment as aforesaid.
4. That the said employee agrees to be bound by the Statutes, Ordinances, Regulations and Rules for the time being in force in the University, provided that no change in the terms and conditions of service of officer shall be made after his/her appointment in regard to designation, scale of pay, increment and provident fund so as to adversely affect him/her.

5. That the employee shall devote his/her whole time to the service of the University and shall not, without the written permission of the University, engage directly or indirectly, in any trade or business whatsoever, or other work to which any emolument or honorarium is attached.

6. It is further agreed that his/her engagement shall not be liable to be terminated before the expiry of the aforesaid period of appointment by the University except on the ground of misconduct as laid down under the Statute of the University.

7. Any dispute arising out of this contract shall be settled as under:
“Any dispute arising out of a contract between the University and any employee shall at the request of the employee, be referred to a Tribunal of Arbitration consisting of one member appointed by the Executive Council, one member nominated by the employee concerned and an umpire appointed by the Visitor. The decision of the Tribunal shall be final, and no suit shall lie in any Civil Court in respect of the matters decided by the Tribunal. Every such request shall be deemed to be a submission to arbitration upon the terms of this section within the meaning of the Arbitration Act, 1940”.

8. The employee may, at any time, terminate his/her engagement by giving the three months’ notice in writing, provided that the Executive Council may waive the requirement of notice at its discretion.

9. On the termination of this engagement, for whatever cause, he/she shall handover to University all records and such other articles belonging to the University as may be due from him/her.

10. *The employee undertakes to serve the University for an initial period of 5 years without seeking employment out-side the University. During this period, the University shall not entertain any request of the teacher with regard to the endorsement of applications for employment out-side the University.

In witness where of the parties hereto affix their hands and seal.

Signature: ............................................................

Name of the appointee..............................................

Designation: ..........................................................

In presence of:

1. Signature.............................................. 2. Signature: ..............................................

Name.......................................................... Name..........................................................

Address: ........................................................ Address: ..............................................

........................................................................................................................................
Signed and sealed on behalf of the University under the authority of the Executive Council by

Signature: .................................................................

Designation: ............................................................

In presence of

1. Signature: ......................................................... 2. Signature: .........................................................

   Designation: ..................................................... Designation: .....................................................

SCHEDULE:

Name of employee in full : .................................................................

Address : .................................................................

Designation : .................................................................

Pay in PB : .................................................................

Grade Pay : .................................................................
## ORDINANCE 3

### Assignment of Departments to the Schools of Studies

*As stipulated under Statute 15 (5) (a) of the Central Universities Act, 2009.*

(Approved by the Executive Council at its second meeting held on 26.06.2010)

<table>
<thead>
<tr>
<th>Schools</th>
<th>Departments</th>
</tr>
</thead>
</table>
| School of Education            | 1. Department of Education  
2. Department of Physical Education  
3. Department of Special Education  
4. Such other Departments as may be established and assigned from time to time. |
| School of Languages            | 1. Department of English  
2. Department of Urdu  
3. Department of Hindi  
4. Department of Kashmiri  
5. Department of Arabic  
6. Department of Sanskrit  
7. Department of Punjabi  
8. Department of Linguistics  
9. Department of Foreign Languages, and  
10. Such other Departments as may be established and assigned from time to time. |
| School of Social Sciences      | 1. Department of Economics  
2. Department of Politics and Governance  
3. Department of History  
4. Department of Social Work  
5. Department of Anthropology  
6. Department of Buddhist Studies,  
7. Department of Religious Studies* and  
8. Such other Departments as may be established and assigned from time to time. |
| School of Physical & Chemical Sciences | 1. Department of Physics  
2. Department of Chemistry  
3. Department of Mathematics  
4. Department of Nanoscience, and  
5. Such other Departments as may be established and assigned from time to time. |
| School of Life Sciences        | 1. Department of Plant Sciences  
2. Department of Animal Sciences  
3. Department of Biotechnology  
4. Department of Microbiology, and  
5. Such other Departments as may be established and assigned from time to time. |
| School of Environmental Sciences | 1. Department of Environmental Sciences, and  
2. Such other Departments as may be established and assigned from time to time. |
| School of Business Studies     | 1. Department of Management Studies  
2. Department of Commerce  
3. Department of Tourism Studies, and  
4. Such other Departments as may be established and assigned from time to time. |
| School of Legal Studies       | 1. Department of Law, and  
|                              | 2. Such other Departments as may be  
|                              |   established and assigned from time to time. |
| School of Media Studies      | 1. Department of Convergent Journalism, and  
|                              | 2. Such other Departments as may be  
|                              |   established and assigned from time to time. |
| School of Performing Arts    | 1. Department of Music and Fine Arts, and  
|                              | 2. Such other Departments as may be  
|                              |   established and assigned from time to time. |
| School of Engineering & Technology | 1. Department of Information Technology  
|                                   | 2. Department of Civil Engineering  
|                                   | 3. Department of Electronics and  
|                                   |   Communication Engineering  
|                                   | 4. Department of Computer Science and  
|                                   |   Engineering  
|                                   | 5. Department of Electrical Engineering  
|                                   | 6. Department of Architecture  
|                                   | 7. Such other Departments as may be  
|                                   |   established and assigned from time to time |
| School of Medical Sciences   | 1. Department of Medicine  
|                              | 2. Department of Dentistry  
|                              | 3. Department of Pharmacy  
|                              | 4. Department of Physiotherapy  
|                              | 5. Department of Nursing  
|                              | 6. Department of Human Genetics  
|                              | 7. Department of Medical Technology, and  
|                              | 8. Such other Departments as may be  
|                              |   established and assigned from time to time. |
ORDINANCE 4

Admission of Students to the University
{Sub – section (1) (a) of Section 28 of the Central Universities Act, 2009}
(Approved by the Executive Council at its second meeting held on 26.06.2010)

1. TITLE AND COMMENCEMENT
1.1 This Ordinance shall be called the Ordinance for the Admission of Students in the University and shall be applicable to all the academic programmes unless otherwise stated.
1.2 Subject to the overall control of the Academic Council, admission of students in the University shall be administered by the concerned School Board.
1.3 This Ordinance shall come into force from the Academic Session 2010-2011.

2. ELIGIBILITY FOR ADMISSION
2.1 Without prejudice to the provisions of the Act and the Statutes, and other Rules of the University, no student shall be eligible for admission to any programme of study in the University unless he/she has passed the examination or examinations prescribed by the University for admission to the concerned programme.
2.2 The policy of the Govt. of India and the guidelines of the UGC, regarding the reservation of seats for candidates belonging to the Scheduled Castes, Scheduled Tribes, OBCs and also for Differently abled candidates shall be implemented.
2.3 Foreign nationals either residing in India or abroad or Indian nationals residing abroad may be admitted to a programme according to the policy guidelines laid down by the Government of India/statutory authorities of the University from time to time.
2.4 Admission of a candidate to any programme would be made only in its first semester. He/she shall be promoted to the subsequent semesters of the programme after completing necessary formalities as prescribed for each programme.
2.5 In exceptional cases lateral entry of a candidate, shall be considered for admission to a later semester of any programme on the recommendations of the concerned School Board.
2.6 No Student shall ordinarily be admitted to more than one programme at a time unless otherwise provided.
2.7 No candidate admitted to any programme shall undertake any employment before completing the minimum residency period prescribed for a programme.
2.8 In-service candidates sponsored by their employers shall be considered for admission to a programme only if they get study leave to fulfill residency requirements of the programme.
2.9 If a student admitted to any programme is found at any stage medically unfit, his/her admission shall be cancelled after following the due process.
2.10 If at any time it is discovered that a candidate has made a false or incorrect statement or other fraudulent means have been used for securing admission his/her name shall be removed from the rolls of the University.

3. PROCEDURE FOR ADMISSION
3.1 Admission for every Programme shall be advertised in leading newspapers at the national level and also in the University’s website.
3.2 Application for admission to the University shall be submitted to the Dean of the concerned School in such a form as may be prescribed and within the last date fixed in respect of each programme.
3.3 The applications so received shall be forwarded by the Dean to the Admission Committee of the Schools/Departments concerned as may be constituted by the Vice-Chancellor.
3.4 The processing of admission in respect of each programme shall be completed by the Admission Committee concerned as per prescribed procedure and the list of candidates recommended for admission shall be forwarded to the Vice-Chancellor for approval.
3.5 The admission to every Programme shall be made on the basis of the Entrance test to be conducted by the university as per a schedule to be notified for the purpose or through any such criteria as mentioned in the Admission Rules of a particular programme or as decided by the statutory bodies of the University. The Entrance Test shall be conducted at national level at the designated centers to be decided by the University, depending upon the number of students opting for a centre. The syllabus for the same shall ordinarily be devised by a committee to be formed by the Vice Chancellor and the paper set by expert(s) in the field.
Admission to the programmes leading to the Degree of Master of Philosophy (M Phil) and Doctor of Philosophy (Ph D) shall be governed by the concerned Ordinance.

A candidate shall be admitted to a programme on his / her enrollment as a student of the University after paying the fee prescribed by the University.

4. DURATION
4.1 The minimum and maximum duration for the programmes offered by the University shall be prescribed by the Academic Council.
4.2 In respect of candidates who had discontinued for a valid reason and are readmitted to the programme by the School, the period for which such candidates had discontinued shall not be counted while calculating the maximum period of a programme.
4.3 A semester / year may be declared a zero semester / year in case of a student who could not continue with a programme during that period due to illness and hospitalization or due to accepting a foreign scholarship/ fellowship subject to the fulfillment of requirements as laid down by the relevant rules. Such zero semester /year shall not be counted for calculation of the duration of the programme in case of such a student.

5. NUMBER OF SEATS
5.1 The number of seats in each of the Masters and Bachelors Degree Programmes shall be thirty (30) and fifty (50) respectively or as approved by the Academic Council from time to time.
5.2 In respect of Master of Philosophy (M Phil) and Doctor of Philosophy (Ph D) Programmes the student intake in each Department/Centre shall be regulated as per the availability of research supervisors.

6. POWER TO REMOVE ANY DIFFICULTY
Notwithstanding what is contained in the Ordinance, the Chairperson, Academic Council /Executive Council may in exceptional circumstances and on the recommendations of the School Board concerned or an appropriate Committee as well as on the merits of each individual case consider, for reasons to be recorded, relaxation of any of the provisions except those prescribing CGPA requirements.
ORDINANCE 5

Master’s Degree Programme
{Sub – section (1) (b) of Section 28 of the Central Universities Act, 2009}
(Approved by the Executive Council at its second meeting held on 26.06.2010)

1. TITLE AND COMMENCEMENT
1.1 This Ordinance shall be called the Ordinance for the award of the Postgraduate Degree Programmes, hereinafter referred as the Programme, and shall be applicable to all the Masters Degree programmes unless otherwise stated
1.2 Subject to the overall control of the Academic Council, the programme shall be administered by the concerned School Board.
1.3 This Ordinance shall come into force from the Academic Session 2010-2011

2. DURATION
2.1 *Unless otherwise provided in the statutes governing a Masters programme the minimum duration for completion of each Master’s Degree Programme shall be 04 semesters (2 Academic Years) and the maximum duration 10 semesters (5 Academic Years).
2.2 **In respect of candidates who had discontinued for a valid reason and are readmitted to the programme by the School, the period for which such candidates had discontinued shall not be counted while calculating the period of five years prescribed in clause 2.1
2.3 A semester / year may be declared a zero semester / year in case of a student who could not continue with the programme during that period due to illness and hospitalization or due to accepting a foreign scholarship/ fellowship subject to the fulfilment of requirements as laid down by the relevant rules. Such zero semester /year shall not be counted for calculation of the duration of the programme in case of such a student.

3 NUMBER OF SEATS
**The number of the seats shall be as approved by the statutory bodies of University from time to time.

4. ADMISSION CRITERIA
4.1 Admission of a candidate to the programme should be made only in its first semester. He/she shall be promoted to the subsequent semesters of the programme after completing necessary formalities as specified under clause 8.
4.2 Foreign nationals either residing in India or abroad or Indian nationals residing abroad may be admitted to this programme according to the policy guidelines laid down by the Government of India/ statutory authorities of the University from time to time.
4.3 No candidate shall be eligible for admission to the Programme if he/she is already registered for any full time Programme of this University or any other University/Institute.
4.4 No candidate admitted to this programme shall undertake any employment or join any other course of study before completing the minimum residency period.
4.5 The University may consider launching of Integrated UG-PG Programme (with exit option after UG programme).

5. ELIGIBILITY FOR ADMISSION
5.1 *A candidate shall be eligible for admission to the programme in any discipline provided he/she has qualified for the award of Bachelors Degree under 10+2+3 pattern in the concerned subject or in an allied subject (to be determined by the School Board) of any recognized University or a degree recognized by the University for this purpose with a minimum of 50% marks or its equivalent on Grading scale of respective Universities or as approved by the statutory bodies of the University.
5.2 For SC/ST, Physically Handicapped & Visually Challenged candidates a concession of 5 percent of marks shall be given in the minimum eligibility marks.
5.3 The policy of the Govt. of India and the guidelines of the UGC, regarding the reservation of seats for candidates belonging to the Scheduled Castes, Scheduled Tribes, OBCs and also for Differently- abled candidates shall be implemented.
6. PROCEDURE FOR ADMISSION

6.1 As per an Academic Calendar the University shall invite applications from the eligible candidates for admission to the Programme in each academic session, giving details regarding the academic calendar, number of seats available, eligibility criteria, prescribed fees etc.

6.2 Admission for the Programme shall be advertised in leading newspapers at the national level and also in the University’s website.

6.3 The admission to the Programme shall be made on the basis of the Entrance test to be conducted by the university as per a schedule to be notified for the purpose or through any such criteria as mentioned in the Admission Rules of a particular programme or as decided by the statutory bodies of the University. The Entrance Test shall be conducted at national level at the designated centres to be decided by the University, depending upon the number of students opting for a centre.

6.4 The selected candidate shall submit the prescribed fee and other relevant documents to the Department concerned within the stipulated time.

7. PROGRAMME STRUCTURE

7.1 University shall follow a Choice Based Credit System (CBCS) in all its Masters Programmes. During the programme a student shall have to take Core, Elective, Supportive (soft and life skill) and Social Orientation Courses subject to a minimum of 80 credits unless otherwise stated in the Ordinances of any particular programme. Whereas the Core and Elective Courses will be offered in the Department offering the Programme, the Supportive and Social Orientation Courses may be offered either in the same or other Department(s) of the University. Students may be offered choice in Elective, Supportive and Social Orientation courses.

7.2 Subject to the approval of the Academic Council, the syllabus for the courses and the methodology and instructional designs to be used shall be prepared/prescribed and published by the respective School Boards.

8. REGISTRATION AND PROMOTION TO THE NEXT SEMESTER

8.1 Every student admitted to the programme shall get registered at the beginning of the 1st semester of the programme in the Department/School by completing the necessary formalities;

8.2 A student shall be promoted and permitted to get registered in the next semester provided he/she:

- Fulfils the requirements of continuous internal assessment / project / practical work
- The student/s appearing in all the courses in End Semester Examination in odd semesters shall be allowed to take admission in the even semesters without emphasizing on qualifying 50% of courses in a semester. However, only those students of even semesters shall be allowed to take admission to next odd semester who have qualified atleast 50% courses of all previous semesters*.
- Puts in required attendance in each course/semester as provided in clause 9.1

8.3 A student found not eligible to appear in the End- Semester Examination of a Semester of the programme due to shortage of attendance shall be required to repeat and take readmission in the respective semester of the programme in the following year.

8.4 A student shall not be permitted to register himself/herself in a subsequent semester of a programme unless he/she has been a registered student of the immediate earlier semester and has pursued the course of that semester as a regular student;

8.5 In each semester, a last date shall be fixed and notified in the beginning of the semester after which admissions/re-admissions/promotion/registration shall not be ordinarily made;

8.6 Under special circumstances, the students may be allowed late registration by a specified date, by paying a late fee fixed for the purpose, along with the prescribed fees.

9. ATTENDANCE

9.1 A candidate to be eligible to appear in the internal continuous assessment/end semester examination of a course or a complete semester shall have to put in a minimum of 75% attendance in that course/semester in addition to satisfying all other relevant conditions laid down in the Regulations.

* In case of odd number of courses, 50% should be interpreted as the next higher number (i.e., 3 in case of 5 courses, 4 in case of 7 courses and so on) for promotion to the next semester.

– Ref Item No.2.8 Second meeting of the Academic Council held on June 20, 2011.
9.2 The Dean of School, on the recommendation of the HOD concerned, shall condone the shortage of attendance to a maximum of 5% if the claim is justified and supported by valid documents.

9.3 The Vice Chancellor, on the recommendation of the HOD and Dean of the Faculty shall condone shortage beyond 5% but only up to 10% for valid reasons (to be supported by documentary evidence).

9.4 *However, no student shall be allowed to avail of the concession provided under Clause 9.2 & 9.3 in more than 50% of the total semesters of the programme.

9.5 *The teacher concerned shall be responsible for maintaining the record of attendance of the students registered for the course.

10. SUSPENSION/WITHDRAWAL
*A student suspended or debarred from attending the classes due to any reason, whatsoever, or having withdrawn from a semester/year on medical grounds or for any other cogent reason, shall have to seek re-admission in the appropriate semester in the next academic session as a regular student. Such students shall have to meet the requirement of 75% attendance in each course in a semester and shall have to complete the programme within its maximum time limit as specified in the Regulations (period of suspension/rustication included).

11. FEES TO BE PAID
The amount and mode of payment of fees payable at the time of admission, registration during subsequent semesters and at the time of examination and refund of fee under special circumstances will be governed by the relevant Ordinances of the University in this regard.

12. MEDIUM OF INSTRUCTION AND EXAMINATION
12.1 The language for the instruction and examination shall be English.
12.2 In cases where the programme pertains to any language other than English, the instruction and examination could be in that language.

13. EXAMINATION AND EVALUATION
13.1 A student shall be continuously evaluated for his/her academic performance through continuous Internal Assessment (tutorials, practical, home assignments, class assignment, term papers, field work, seminars, periodical tests and Non Scholastic areas (Personality, Attitude, Scientific temper, Creative thinking, values and Social/ Community Work) and the End Semester examination as prescribed in the examination scheme of the respective course and duly approved by the Authority.

13.2 Unless provided otherwise the marks distribution for each course shall be as under;
   End Semester Examination (ESE) : 60 Marks
   Continuous Internal Assessment (CIA) : 40 Marks

13.3 Unless provided otherwise the breakup of Continuous Internal Assessment shall be as below:
   Test : 10 Marks
   Comprehensive Viva : 15 Marks
   Assignments through PPT* : 10 Marks
   Attendance ** : 05 Marks
   40 Marks

   Marks break-up for Attendance
   75% to 80% : 1 mark
   81% to 85% : 2 marks
   86% to 90% : 3 marks
   91% to 95% : 4 marks
   96% to 100% : 5 marks

*for Mathematics, Assignment, through blackboard or any other mechanism shall carry 10 marks
**the decimals 0.5 and above in the marks for attendance shall be rounded off to the next figure**

13.4 The continuous internal assessment shall be conducted by the teacher concerned under the overall supervision of the HOD and Dean of the School. The Head of the Department shall report the award list of CIA in respect of all courses to the Controller of Examination through the Dean.

13.5 In case of a student who could not appear in any of the components of the CIA due to medical reasons or for extraordinary circumstances(supported by documentary evidence), a separate examination in that component may be arranged by the Department concerned before the end semester examination.

13.6 The end semester examination shall be organised by the Controller of Examination, with the evaluation to be undertaken by the examiners to be appointed by the Vice Chancellor.

13.7 There shall be four End Semester Examinations, first semester examination at the middle of the first academic year and the second semester examination at the end of the first academic year. Similarly the third and fourth semester examinations will be held at the middle and the end of the second academic year respectively.

13.8 There shall be one End semester examination of 3 hours duration carrying 60% of Marks in each course covering the entire syllabus prescribed for the course.

13.9 End Semester Practical Examinations (wherever applicable) shall ordinarily be held before the theory examinations.

13.10 A student shall be permitted to appear in the End-semester examination as per the Conduct of Examination Rules after filling up the prescribed examination form, payment of the prescribed Examination Fee, satisfying the attendance requirement and fulfilling other eligibility criteria.

13.11 To be eligible to appear in the End Semester Examination of a course the student shall have to clear the CIA with a minimum of 50% marks.

13.12 The question paper pattern of End Semester Examination shall be prescribed by the School concerned.

13.13 Unless prescribed in the Regulation and Scheme of examination of a particular programme a candidate shall be deemed to have completed his/her courses successfully if he/she obtains at least 50% marks in each of the theory / practical course, and 50% marks in aggregate (Internal Assessment and End-semester evaluation) or ‘B’ Grade, measured on the following ten point scale*.

<table>
<thead>
<tr>
<th>Marks</th>
<th>Grade Point</th>
<th>Letter Grade</th>
<th>Class</th>
</tr>
</thead>
<tbody>
<tr>
<td>90-100</td>
<td>9-10</td>
<td>O</td>
<td>Outstanding</td>
</tr>
<tr>
<td>80-&lt;90</td>
<td>8-&lt;9</td>
<td>A+</td>
<td>Excellent</td>
</tr>
<tr>
<td>70-&lt;80</td>
<td>7-&lt;8</td>
<td>A</td>
<td>Very Good</td>
</tr>
<tr>
<td>60-&lt;70</td>
<td>6-&lt;7</td>
<td>B+</td>
<td>Good</td>
</tr>
<tr>
<td>50-&lt;60</td>
<td>5-&lt;6</td>
<td>B</td>
<td>Average</td>
</tr>
<tr>
<td>0-&lt;50</td>
<td>0</td>
<td>F</td>
<td>Fail</td>
</tr>
</tbody>
</table>

*The multiplication factor of 0.10 shall be applied in calculating the exact Grade point*

13.14 *If a student fails in less than 50 % of prescribed courses of a semester or falls short of attendance in a course he/she shall be allowed to appear in that course(s) as ex-student during the End-Semester Examination of the corresponding semester with the regular students. No separate/supplementary examination shall be arranged for such students. However, the Vice Chancellor may authorize special examination (CIA/ESE) for students who have total of up to 4 backlogs after the declaration of last semester result. The marks of all internal assessment as applicable shall however, be carried forward in such cases.
13.15 The student/s appearing in all the courses in End semester examination in odd semesters shall be allowed to take admission in the even semesters without emphasizing on qualifying 50% of courses in a semester. However, only those students of even semesters shall be allowed to take admission to next odd semester who have qualified atleast 50% courses of all previous semesters.

13.16 *A student with a backlog can repeat End Semester Examinations of a course for a maximum of three chances, excluding the 1st appearance, in the subsequent regular End Semester Examinations without putting in any additional attendance. The internal assessments marks obtained by the student shall be carried over for declaring the result.

13.17 *A student after declaration of his/her results can request for providing of photocopies of answer sheets of End Semester Examinations within a period of 7 days on the prescribed format and on payment of prescribed fees.

13.18 *Provisions for re-evaluation:-:

(a) In case a student is not satisfied with the End Semester evaluation, he/she can apply for reevaluation on payment of prescribed fee within a period of 15 days after the declaration of the results.

(b) In case a student is not satisfied with the End Semester evaluation, he/she can apply for re-evaluation on payment of prescribed fee within a period of 15 days after the declaration of the results. The answer script will be sent to the two examiners for re-evaluation and the result shall be compiled by taking average of two evaluators which are nearer to each other.

14. APPEARANCE FOR IMPROVEMENT

14.1 *Students who have passed in a theory course / courses shall be allowed to repeat a maximum of 4 courses only once in order to improve his/her marks, within a maximum period of 10 semesters from his/her admission to the first semester along with regular students of either odd or even semesters. No separate/supplementary examination would be arranged for such students.

14.2 Such students shall have to apply for marks/division improvement within one month of declaration of the final result in a prescribed form and pay the fees prescribed from time to time.

14.3 If the candidate improves his marks, then his improved marks shall be taken into account for working out his revised award and a revised grade card shall be issued to him/her on the surrender of the earlier grade card. Such improved marks will not be counted for the award of Prizes / Medals, Rank and Distinction. If the candidate does not show improvement in the marks, his/her previous marks will continue to be taken into account.

14.4 No candidate will be allowed to improve marks in the Practical, Project, Viva-voce, Field work.

15. AWARD OF MARKS-SHEET & DEGREES

15.1 On successful completion of each semester examination, the student shall be awarded marks for that semester indicating simultaneously the marks obtained in the previous semester(s).

15.2 The Marks-Sheet of last semester of the Programme shall indicate the consolidated marks of all the semesters, along with the Division/Class/ letter Grade, the credits earned for each course, Grade Point Average (GPA), Weighted Average Marks (WAM), Cumulative Grade Point Average (CGPA) and Overall Weighted Percentage Marks (OWPM) of all the courses of a semester.

15.3 The Successful candidates shall be admitted to and conferred upon the Masters Degree in the respective subject as per provisions of the Act and Statutes provided he/she has:

- Registered, undergone and earned the required minimum number of credits within the stipulated time;
- Put in the required attendance;
- No dues to the University, Hostel or Library outstanding;
- No disciplinary action pending against him/her;
- Fulfilled such other conditions as prescribed under rules.
15.4 **The student shall be eligible for issuance of Rank Certificate/Merit Certificate subject to the fulfillment of following conditions:

(i) The student shall have passed all the courses in a programme without any break.
(ii) The student shall have passed each paper in first attempt
(iii) No disciplinary action has been initiated against the student.

16. POWER TO REMOVE ANY DIFFICULTY
Notwithstanding what is contained in the Ordinance, Chairperson, Academic Council /Executive Council may in exceptional circumstances and on the recommendations of the School Board concerned or an appropriate Committee on the merits of each individual case consider, and for reasons to be recorded, relaxation of any of the provisions except those prescribing CGPA requirements.

17. If a candidate has sought or is seeking admission to an academic/professional institution or is seeking employment in or outside the state on the basis of an examination taken by him from this University, his result may be communicated by the Controller of Examination confidentially to the Head of that institution before the declaration of the result of the said examination on payment of prescribed fee by the applicant. The said fee as decided by the Vice chancellor from time to time shall be payable by the applicant separately for each institution/appointing authority to which the result is to be communicated
ORDINANCE 6
Research Degree Programmes
{Sub – section (1) (b) of Section 28 of the Central Universities Act, 2009}
(Revised draft adopted by the Executive Council at its 19th meeting held on 7.03.2018)

1 TITLE AND COMMENCEMENT
1.1 This Ordinance shall be called “Ordinance 6 (2017) Governing Research Degree Programmes”.
1.2 Subject to the overall control of the Academic Council, this programme, hereinafter referred to as the “Programme”, shall be administered by the School Boards concerned.
1.3 This amended Ordinance shall come into force from the Academic Session 2017 and shall supersede the existing Ordinance.
1.4 This amended Ordinance incorporates the relevant provisions of University Grants Commission (Minimum Standards and Procedure for Award of M. Phil /Ph. D Degrees) Regulations, 2016. Henceforth, amendments made to these regulations by UGC from time to time would automatically apply to this University.

2 ADMISSION CRITERIA
M. Phil- Ph. D Integrated Programme Phase I (M. Phil)
2.1 Candidates for admission to the M. Phil programme shall have a Master's degree in the subject concerned or allied discipline to be decided by the University with at least 55% marks in aggregate or its equivalent grade or an equivalent degree from a foreign educational Institution accredited by an Assessment and Accreditation Agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country for the purpose of assessing, accrediting or assuring quality and standards of educational institutions.
2.2 A relaxation of 5% of marks in master’s degree programme, from 55% to 50%, or an equivalent relaxation of grade, may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/differently-abled and other categories of candidates as decided by UGC from time to time, or for those who had obtained their Master's degree prior to 19th September, 1991. The eligibility marks of 55% (or an equivalent grade in a point scale wherever grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible based only on the qualifying marks without including the grace marks.
2.3 The policy of the Govt. of India and the guidelines of the UGC, regarding the reservation of seats for candidates belonging to the Scheduled Castes, Scheduled Tribes, OBCs, differently abled candidates etc. shall be implemented.
2.4 No candidate admitted to this program on a full time basis shall undertake any Government/semi-government/private job or join any other course of this or any other University/ institution before completing the statutory residence period.

M. Phil- Ph D Integrated Programme Phase II (Ph. D)
2.5 Candidates who have cleared the M. Phil course work with at least 55% marks in aggregate or its equivalent grade ‘B’ in the UGC 7-point scale (or an equivalent grade) and successfully completed the M. Phil Degree shall be eligible to proceed to do research work leading to the Ph D Degree in an integrated programme. However, the date of their registration to Ph. D programme shall be reckoned from the date of submission of M. Phil dissertation. A relaxation of 5% of marks, from 55% to 50%, or an equivalent relaxation of grade, may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/differently-abled and other categories of candidates as decided by UGC from time to time.
2.6 The University may authorize carrying out a research work at another University/Institute in India or abroad under an MOU for joint degree (Twinning/Joint Degree Programme). In such cases, the M Phil/PhD degree shall be awarded jointly by both the two institutions.

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Direct Full Time Ph. D

2.7 The following categories of candidates are eligible for admission to Direct Full Time Ph. D Programme:

I. Candidates having passed M. Phil/LLM/M Tech/ME with a minimum of 55% marks, or its equivalent grade.

II. UGC/CSIR JRF candidates with a minimum of 65% marks, or an equivalent grade in their Master’s examination.

III. UGC NET candidates with a minimum of 75% marks in entrance test and 75% marks or an equivalent grade in their Master’s examination.

IV. Permanent college teachers from recognized colleges under Faculty Improvement Programme (FIP) with at least 4 years’ continuous service and after getting a no-objection certificate from the employer.

Direct Part Time M Phil/ Ph. D

2.8 The following categories of candidates shall be eligible for admission to Direct Ph. D on part-time basis:

I. Assistant Professors of the University who have put in at least 3 years of continuous service in the University.

II. Officers in the grade pay equivalent to that of the Assistant Professors in the University system having passed LLM degree with a minimum of 55% marks as a regular candidate with at least 3 years of experience in the Govt./semi-government/ UGC recognized University/Institution.

2.9 Eligible regular non-teaching staff of the University with a continuous service of 3 years shall be eligible to be considered for admission to M Phil-Ph D programme in an integrated mode on part-time basis provided they qualify for admission and fulfill other admission related conditions and procedures. There would be a reservation of one seat per school in a block of three academic sessions for such candidates.

3 DURATION

3.1 M. Phil programme shall be for a minimum duration of two (2) consecutive semesters/one year and a maximum duration of four (4) consecutive semesters/2 years.

3.2 Ph. D Programme shall be for a minimum duration of three (3) years including course work and maximum duration of six (6) years.

3.3 Women candidates and persons with more than 40% disability shall be allowed a relaxation of one year for M. Phil and two years for PhD in the maximum duration. In addition, the women candidates shall be provided maternity leave/child care leave once in the entire duration of M. Phil/PhD for up to 240 days.

3.4 Extension beyond the minimum limits shall be granted by the Dean of the School concerned, on the recommendation of the Research Advisory Committee (RAC) concerned. After the expiry of the maximum time limit the registration shall stand automatically cancelled. A candidate may be considered for re-registration in the programme by the Dean of the School on the recommendations of the RAC concerned after paying necessary fees prescribed for fresh registration. However, s/he shall work on the earlier topic only but shall be exempted from reappearing in the course work, if already cleared. Such candidates shall be eligible to submit their dissertations/thesis within six months in case of M. Phil and one year in case of Ph. D after the date of re-registration.

3.5 A candidate admitted to the integrated M. Phil-Ph. D programme shall have the option to exit the programme after successfully completing the M. Phil phase of the Programme. Such candidates shall be awarded M. Phil Degree. If a candidate leaves the programme midway, he/she shall forfeit the fees paid.
3.6 A semester/year may be declared a zero semester/year in case of a candidate who could not continue with the programme during that period due to hospitalization, to be substantiated by documentary evidence, or due to accepting a foreign scholarship/fellowship. Such zero semester/year shall not be counted for the calculation of the duration of the program in case of such a student.

3.7 The residency period for the different categories of scholars shall be as under:

   I. Full Time M. Phil: One year
   II. Full Time Ph. D: Three years.
   III. Par Time M. Phil: 60 days preferably in two spells of 30 days each.
   IV. Part-time Ph. D: 180 days preferably in three spells of 60 days each.

4 PROCEDE FOR ADMISSION

4.1 The University shall invite applications from the eligible candidates for admission to the Integrated M. Phil-PhD/ Direct full-time and part-time PhD Programmes in each academic session, through detailed notification in the University's website and brief advertisement in leading newspapers, highlighting the subject/discipline-wise distribution of seats available, criteria and procedure for admission and all other admission related information.

4.2 The admission of candidates to the Integrated Programme/Direct full time/part time Ph. D shall be made on the basis of the entrance test, presentation and personal interview. The entrance test shall be of qualifying nature with qualifying marks as 50%. The syllabus for the entrance test shall consist of 50% of research methodology and 50% shall be subject specific. The Entrance Test shall be conducted for all the eligible applicants at national level at the designated Centre(s) to be decided by the University. Candidates up to a maximum of five times the number of available seats in each discipline shall be invited for interview on the basis of their merit in the Entrance Test. The interview/presentation shall be conducted by an admission committee comprising:

   I. Dean of the School concerned
   II. Head of the Department concerned
   III. One external subject expert to be nominated by the Vice Chancellor out of a panel of 4 submitted by the Dean.

4.3 Candidates who have qualified UGC/CSIR (JRF) NET/SET/GATE (wherever applicable) or any other State or Centre level test accredited by the UGC shall have to appear in the Common Entrance Test or an Entrance Test conducted separately by the University for such candidates and make a presentation and appear in interview as stipulated above.

4.4 Final selection of the candidates shall be based on the following criteria:

   I. Merit in the entrance examination: 50%
   II. Presentation: 30%
   III. Interview 20%

4.5 The Dean concerned shall forward the selection list to the Director, Research & Development for approval and notification.

4.6 The selected candidate shall submit the programme fee and relevant documents to the University within the stipulated time.

5. RESEARCH ADVISORY COMMITTEE AND ITS FUNCTIONS

5.1 There shall be a Research Advisory Committee (RAC) for each M Phil/PhD scholar, to be appointed by the Head of the Department concerned, with supervisor of the research scholar as convener of the RAC and two other regular teachers from the same Department as members, if they are recognized research guides, otherwise from allied Departments. The Committee shall:
I. Review the research proposal and finalize the topic of research of the scholar concerned
II. Guide the research scholar to develop the study design and methodology of research and identify the course/s that he/she may have to do and propose the syllabus of these courses.
III. Periodically review and assist in the progress of research work of the research scholar.

5.2 The recommendations of RAC shall be considered and endorsed by the Departmental Research Committee (DRC), comprising Head of the Department Concerned and all the recognized research guides in the Department.

5.3 The admitted candidates shall submit a synopsis of the research to RAC, giving sufficient background material and the proposed line of research. (For the format of synopses for M Phil and Ph D see Appendix A)

5.4 After the RAC and DRC approve the synopsis, it shall be forwarded to Dean of the School concerned through the Head of the Department for endorsement to the Academic Council through Board of Studies and School Board concerned. The Dean may, however, approve the candidature of the scholar/s in anticipation of the meetings of these bodies. In that case, their date of registration shall be reckoned from the day these scholars join the programme.

5.5 A research scholar shall appear before the RAC once in six months to make a presentation of the progress of his/her work for evaluation and further guidance. The six monthly progress reports shall be submitted by the Research Advisory Committee to the Dean of the School with a copy to the scholar concerned.

5.6 In case the progress of the research scholar is unsatisfactory, the RAC shall record the reasons for the same and suggest corrective measures. If the scholar fails to implement these corrective measures, the Committee may recommend to the Dean of the School with specific reasons for cancellation of the registration of the scholar.

5.7 The topic once decided shall ordinarily remain unchanged during the whole programme. However, the Dean of the School concerned, on the recommendations of the RAC concerned, may permit a minor modification in the topic, if considered necessary. Major changes can be made to the topic by the School Board on the recommendations of the RAC concerned.

6. APPOINTMENT AND ALLOCATION OF SUPERVISORS

6.1 Any regular Professor of the University with at least five research publications in refereed journals and any regular Associate/Assistant Professor of the university with a Ph.D. degree and at least two research publications in refereed journals shall be recognized as Research Supervisor. Provided that in areas/disciplines where there is no or only a limited number of refereed journals, the University shall relax the above condition for recognition of a person as Research Supervisor with reasons to be recorded in writing.

6.2 For granting recognition as a research guide/co-guide, the desirous teacher shall make an application to the Director, Research & Development, attaching the proof of his/her having completed the probation and possessing the required publications A Committee comprising the following shall consider the applications and required academic credentials of the desirous teachers for granting recognition as research guides:
   I. Dean of the School
   II. Head of the Department concerned
   III. External expert to be nominated by the Vice Chancellor
   IV. One senior research guide of the Department concerned/Allied Department in case of non-availability from the Department.

After the approval of the Vice Chancellor, the Director, R&D shall issue necessary notification which shall subsequently be placed before the concerned Board of Studies, School Board and Academic Council for ratification of the action taken.
6.3 Only a full time regular teacher of the University can act as a supervisor. The external supervisors shall not be allowed.

6.4 In case of topics which are of inter-disciplinary nature where the Department concerned feels that the expertise in the Department has to be supplemented from outside, the Department may appoint a Research Supervisor from the Department itself and a Co-Supervisor from outside the Department/ School/University after seeking approval of the Vice Chancellor through the Dean of the School concerned.

6.5 The allocation of Research Supervisor for a selected research scholar shall be decided by the Department concerned depending on the number of scholars per Research Supervisor, the available specialization among the Supervisors and research interests of the scholars as indicated by them at the time of interview/viva voce.

6.6 A supervisor once allotted cannot ordinarily be changed and in the integrated programme the allotted supervisor should continue in Phase II also. However, if the RAC concerned feels that in Phase II, the qualified candidate needs to work under a different supervisor, it should make a recommendation to the Dean concerned who shall endorse the same to the Vice Chancellor for approval. Provided further, in direct full and part time PhD Programmes, supervisors once allotted cannot be changed.

6.7 A Research Supervisor/Co-supervisor who is a Professor, at any given point of time, cannot guide more than three (3) M. Phil and Eight (8) Ph.D. scholars. An Associate Professor as Research Supervisor can guide up to a maximum of two (2) M. Phil and six (6) Ph.D. scholars and an Assistant Professor as Research Supervisor can guide up to a maximum of one (1) M. Phil and four (4) Ph.D. scholars. Provided further that in Integrated M Phil- Ph D Programme the total number of scholars allotted to a supervisor at any given point of time shall not exceed eleven, eight and five in case of Professor, Associate Professor and Assistant Professor respectively irrespective of the phase of research (Ph. D/M Phil) in reference to above breakup.

6.8 In case of the absence of allotted supervisor for more than 6 months and up to 1 year, a new co-supervisor shall be allotted by the Vice-Chancellor on the recommendations of the HOD and the Dean concerned. In case of absence of allotted supervisor for a period of more than one year, a new supervisor shall be allotted to the candidate and the candidate shall be permitted to change the topic of research, if necessary, with the change of the guide. If there is a change in the topic, the minimum duration of research shall be decided by the RAC. The duration of research programme shall remain the same if the topic of research remains unchanged.

7 COURSES OF STUDY

7.1 The course of study of Integrated M. Phil-PhD programme shall consist of the following two phases:

**Phase I** of the programme (M Phil) shall comprise of:

I. One Research Methodology Course (6 credits): 150 marks
II. One Discipline Centric Course (6 credits): 150 marks
III. Dissertation (8 credits): 200 marks
IV. Viva-voce (4 credits): 100 marks
**Total:** 600 marks

**Phase II** of the programme (Ph. D) shall comprise of:

I. Thesis
II. Viva-voce
The Direct Full Time/ Part Time Ph D Programme shall comprise of the following components:

I. One Research Methodology Course (6 credits): 150 marks
II. One Discipline Centric Course (6 credits): 150 marks
III. Thesis
IV. Viva-voce

7.2 Every M Phil/Ph. D research scholar shall be required to undergo two courses of six credits each as a part of his/ her course work, one course each covering research methodology and discipline centric knowledge. The course on Research Methodology shall be on research methods, quantitative methods, computer/statistical application, research ethics, review of published research in the relevant field, training, field work etc. Discipline Centric Course shall cover orientation of the domain knowledge at macro level and specific areas of research/study. As far as possible, research methodology course shall be common to all scholars within the School.

7.3 Candidates with M Phil Degree and admitted to Ph. D programme, or those having already completed the course work as a part of M Phil Programme in M Phil-Ph. D Integrated mode shall be exempted from the course work at Ph. D level. Candidates admitted to Direct Ph. D Programme shall be required to undergo course work in first year of his/ her Ph. D programme.

7.4 The M. Phil/PhD candidates shall be required to appear in the examination in course work at the end of the first 6 months (01 Semester) to be eligible to proceed further with their research work. The conduct of the course work examination and evaluation shall be the responsibility of the Dean of the School concerned.

7.5 A minimum of 55% marks in aggregate or its equivalent grade in UGC 7-point scale shall have to be obtained to clear the coursework and be eligible to continue in the programme and submit the thesis/ dissertation. Relaxation of 5% of marks, from 55% to 50% or its equivalent relaxation grade is allowed for candidates belonging to SC/ST/OBC (non-creamy layer) differently-abled and other categories of candidates as notified by UGC from time to time. Those who fail to qualify shall be allowed to reappear in the course(s) twice. Those who fail to qualify in the third attempt shall not be allowed to continue with the programme.

7.6 Paper-setting and evaluation in respect of Research Methodology course shall be done externally and by the supervisor (internal examiner) concerned in respect of Discipline Centric Courses.

7.7 The marks/grades in the above three components shall be calculated as under:

<table>
<thead>
<tr>
<th>Marks</th>
<th>Grade Point</th>
<th>Letter Grade</th>
<th>Class</th>
</tr>
</thead>
<tbody>
<tr>
<td>80-100</td>
<td>4.50-6.00</td>
<td>O</td>
<td>Outstanding</td>
</tr>
<tr>
<td>75-&lt;80</td>
<td>3.90-&lt;4.50</td>
<td>A+</td>
<td>High First</td>
</tr>
<tr>
<td>70-&lt;75</td>
<td>3.60-&lt;3.90</td>
<td>A</td>
<td>First</td>
</tr>
<tr>
<td>65-&lt;70</td>
<td>3.30-&lt;3.60</td>
<td>B+</td>
<td>High Second</td>
</tr>
<tr>
<td>55-&lt;65</td>
<td>3.00-&lt;3.30</td>
<td>B</td>
<td>Second</td>
</tr>
<tr>
<td>00-&lt;55</td>
<td>0.00-&lt;3.30</td>
<td>C</td>
<td>Fail</td>
</tr>
</tbody>
</table>

The multiplication factor of 0.06 shall be applied in calculating the exact Grade Point.
8 SUBMISSION AND EVALUATION OF DISSERTATION/THESIS

8.1 Prior to the submission of the dissertation/thesis, the scholar shall make a presentation in the Department before the RAC and DRC concerned which shall also be open to all faculty members and other research scholars. The feedback and comments obtained from them may be suitably incorporated into the draft dissertation/thesis in consultation with the RAC and DRC.

8.2 M. Phil scholars shall present at least one (1) research paper in a conference/seminar and Ph. D scholars must publish at least one (1) research paper in refereed journal and make two paper presentations in conferences/seminars before the submission of the dissertation/thesis for adjudication, and produce evidence for the same in the form of presentation certificates and/or reprints.

8.3 Before submitting the final draft of the dissertation/thesis, a scholar shall have to submit, through his/her supervisor and Head of the Department, its soft copy to Dean concerned, for detecting any plagiarism through software available in the University. The scholar shall be given sufficient time to remove/redraft the plagiarized parts, if any found. Final bound form of the dissertation/thesis shall be submitted only after obtaining a certificate from the designated authority that the thesis/dissertation is in conformity with UGC rules regarding plagiarism.

8.4 After getting academic clearance from the Director, Research and Development, the scholar concerned shall submit four copies of the final version of the Dissertation/Thesis in a hard bound form and two copies in the PDF form through the supervisor and Head of the Department / Dean for evaluation by the experts. Dissertations/Thesis shall be designed in the manner given in Appendix B. The Head of the Department shall forward the copies of the dissertation/thesis to the Dean of the School concerned.

8.5 Every Ph. D. candidate shall submit along with the thesis, through the supervisor and HOD, four copies of the abstract of the thesis including two electronic versions in PDF for seeking consent of the examiner/s for evaluation. The abstract should bring out in an abridged form, the objectives of research, results and conclusions of the study.

8.6 The thesis/dissertation shall contain an undertaking from the research scholar in the format given as Appendix C and a certificate from the supervisor and co-supervisor(if any) and countersigned by the Head of the Department concerned, in the format given as Appendix D, attesting to the originality of the research work, vouching that the thesis is within the permissible limits of plagiarism(as evidenced by the certificate issued by the designated authority) and the work has not been submitted for award of any other degree of this or any other institution.

8.7 The M. Phil dissertation submitted by a research scholar shall be evaluated by his/her Research Supervisor and one external examiner not in the employment of the University. The Ph. D. thesis submitted by a research scholar shall be evaluated by his/her Research Supervisor and two external examiners, who are not in employment of the University, of whom one examiner may be from outside the country.

8.8 A panel of not less than eight examiners (as per Appendix E) in case of Ph. D and four in case of M. Phil shall be submitted by the supervisor to the Head of the Department who shall forward it to the Director, Research & Development through the Dean of the School concerned. The external examiners shall be of the rank of Professor and not in the employment of the university the University, and shall be known for having made a rich contribution to knowledge in the area of research. The Director, Research & Development shall convey approval of the Vice Chancellor regarding the appointment of the examiners to the Dean for arranging the evaluation of the thesis and conduct of viva-voce. While appointing the examiners, the Vice-Chancellor may opt for experts outside the recommended panel.
8.9 Examiner/s, after evaluating the dissertation/thesis submitted by the scholar for the award of the M. Phil/ Ph. D degree, shall submit evaluation report/s as per Appendix F in case of M Phil and Appendix G in case of Ph. D, along with separate detailed reports, giving a clear recommendation whether, in his/her opinion the dissertation/thesis should be accepted for the award of M Phil/Ph D, or referred back to the candidate for revision, or rejected.

8.10 If all the external examiners in case of Ph D have not approved the thesis, it shall be rejected and the registration cancelled. In case, one of the external examiners has not approved the thesis, then it shall be referred to the third examiner from the panel previously approved. If the third examiner approves the thesis, the candidate shall be eligible for the viva-voce examination. If the third examiner also does not approve the thesis, it shall be rejected and registration of the scholar cancelled. In case of M Phil if the first examiner has not approved the dissertation, it shall be referred to the second examiner from the panel previously approved. If the second examiner approves the dissertation, the candidate shall be eligible for the viva-voce examination. If the second examiner also does not approve the dissertation, it shall be rejected and registration of the scholar cancelled.

8.11 If the Examiner/Examiners explicitly suggest/s requirement of the revision and re-submission for further examination, then the revised thesis, to be submitted within a minimum period of three months and a maximum period of six months, duly certified by the Guide, HOD and the Dean shall be sent to the same examiner/s for re-evaluation unless he/she is/ are unable or unwilling to act as such, in which case another examiner/s from the already approved panel shall be appointed.

8.12 No candidate shall be permitted to resubmit his/her thesis more than once.

8.13 The public viva-voce of the research scholar (to be convened by the Dean concerned) to defend the dissertation/thesis shall be conducted only if the evaluation report(s) of the external examiner(s) on the dissertation/thesis is/are satisfactory and include a specific recommendation for conducting the viva-voce examination.

8.14 A panel comprising of the Dean of the School, Head, the supervisor and one external examiner shall conduct viva-voce examination. In case where any of the examiners who evaluated the thesis is not available, the Vice Chancellor may appoint an alternative examiner from the approved panel for conducting the viva-voce examination. In case, the Head of the Department/Dean of School happens to be the supervisor, the next senior most teachers in the Department shall be co-opted as a member. The viva-voce examination, based among other things, on the critiques given in the evaluation report, shall be open to be attended by Members of the RAC/DRC, all faculty members of the Department, other research scholars and other interested experts/researchers.

8.15 A candidate, who is not successful in the viva-voce examination, shall undergo the viva-voce examination second time, after at least 3 months. In the event he/she fails again, the Dean shall refer the matter to the School Board concerned for its consideration and decision.

8.16 The Dean of the School concerned shall forward the consolidated assessment report as given in Appendix H for M Phil and Appendix I for Ph D along with the reports of the examiners who adjudicated the thesis and the evaluation of the candidate's performance in the viva -voice examination and other required documents to the Controller of Examinations who shall process the case for approval of Vice-Chancellor and declaration of the result.

8.17 The entire process of evaluation of M. Phil dissertation/PhD thesis shall be completed within a period of six months from the date of submission of the dissertation/thesis.

9 ATTENDANCE

9.2 A scholar shall be required to put in a minimum of 75% attendance during the residency period.
9.3 The Vice Chancellor, on the recommendation of the supervisor, HOD and Dean of the School may grant exemption to a candidate who has failed to obtain the prescribed 75% attendance for valid reasons (to be supported by documentary evidence). Such exemptions shall however not be granted under any circumstances for attendance below 60%.

9.4 The Supervisor concerned shall be responsible for maintaining the record of attendance of the student, including biometric record.

9.5 A student who does a part of his/her dissertation work at any center other than the Department concerned (External Centre) shall be required to submit a progress report on the work carried out by him/her as well as a certificate regarding regular attendance at the External Centre duly authenticated by the host Centre/Department

10 FEES TO BE PAID

All candidates admitted to the Programme shall be required to pay fee prescribed by the University from time to time and governed by the relevant Ordinances in this regard.

11 MEDIUM OF INSTRUCTION AND EXAMINATION

11.2 The language for the instruction and examination of dissertation and other course related work shall be English only.

11.3 In cases where the study pertains to any language other than English, dissertation and course work shall be in that language.

12 AWARD OF DEGREE

12.2 The successful candidates shall be admitted to and conferred upon the Degree of Master of Philosophy and/or Doctor of Philosophy, as the case may be, after completing all necessary formalities.

12.3 The M. Phil Degree Certificate shall mention only the overall grade as per the grading system specified at 7.9 above, as the case may be, along with grades obtained in the course work, Different components shall be awarded marks/grades separately in the qualification certificate, along with a cumulative grade based on the overall grade in three components (theory courses, dissertation and viva).

12.4 Candidates, who qualify for the Degree, shall be awarded the Degree in the respective discipline as that of their Master's Degree. However, those candidates who have qualified for the Degree in disciplines which are interdisciplinary in nature, the University may issue the Degree in the respective discipline in which they have registered and have completed their programme.

12.5 Prior to the issuance of Degree Certificate, the University shall issue a provisional certificate to the effect that the Degree has been awarded in accordance with the provisions of UGC (Minimum Standards and Procedure for Award of M. Phil/Ph.D. Degree), Regulation, 2009 to all those candidates who got registered on or after 11 July 2009 till 4 May 2016. Award of degrees from 5 May 2016 shall be governed by the UGC (Minimum Standards and Procedure for Award of M. Phil/PhD Degree) Regulations, 2016, which shall also be incorporated in the Degree Certificate.

12.6 The University shall not offer M Phil/Ph. D in distance mode.

13 DEPOSITORY WITH INFLIBNET

13.1 Following the successful completion of the evaluation process and before the announcement of the award of the M. Phil./Ph.D. degree(s), the Dean concerned shall submit an electronic copy of the M. Phil dissertation /PhD thesis to the INFLIBNET, for hosting the same.
14 POWER TO REMOVE ANY DIFFICULTY

14.1 Notwithstanding what is contained in the Ordinance, Chairperson, Academic Council/Executive Council may in exceptional circumstances and on the recommendations of the school board concerned or an appropriate Committee on the merits of each individual case consider, at its discretion and for reasons to be recorded, relaxation of any of the provisions except those related to the eligibility and evaluation of the candidate.

14.2 Further, in case of any discrepancy between the clauses of this Ordinance and in the UGC guidelines as may be issued from time to time, the UGC guidelines shall prevail.

15 REMUNERATION FOR EVALUATING DISSERTATION / THESIS

The remuneration, payable to internal and external examiners, for evaluating dissertations/theses shall be as prescribed by the University from time to time.
APPENDICES

APPENDIX A: FORMAT FOR M PHIL/PHD SYNOPSES

Front Page
School: ____________________________ ___________________
Department: __________________ _____________________________
Name of the Scholar: ____________________________ ___________________
Name of the Supervisor: _________________________ ______________________
Co-supervisor (If any): ______________________________________________
Date of Registration: ___________________________ __________________
Enrollment No: ______________________ ________________________

Page 2 onwards

Proposed Title
Title and subtitle, if required, should be typeset in 14 pt bold font with initial caps only using Times New Roman font

Background
Background must be given in maximum of 500 words and typeset in Times New Roman font in 12 pt double space.

Review of Literature and Identification of Research Gaps
The candidate shall demonstrate that he/she knows why he is doing the research and what works are already available in the field.

Objectives/Hypothesis/Methodology
This part shall demonstrate clearly what the objectives and Hypothesis of the study are and what methodology—qualitative, quantitative etc—the scholar intends to use.
Recent Citations

A maximum of 10 references be cited in support of the synopsis

Course Work (in case of M Phil and Direct Ph D)

Course I: Research Methodology (attach syllabus)
Course II: Discipline Centric (attach syllabus)

Examination scheme as adopted by the Department concerned must also be given with each course

Last Page

CERTIFICATE

1. Certified that the Research Programme of Mr./Ms………… has been drafted with sufficient care and keeping in view the regulations of the University on the subject and the needs of the research scholar concerned.

2. Certified that the supervisor concerned is at present supervising the research work of ….. ….. Ph D and … M Phil research scholars as a guide and … research scholars as co-guide, including the present one, which is well within the University/ UGC prescribed limit.

3. Certified that the required logistics and literature pertaining to the study of the research scholar concerned are available on the campus/localy and the work of the research scholar would not suffer for want of the same.

Signature and Names of Research Advisory Committee (RAC) of the Scholar

Forwarded to the Dean, School of …………… for placing the Research Programme before the Board of Studies/School Board /AC for approval

Head, Department of …………….

Recommendation of Board of Studies/School Board /Dean

Signature of the Dean
APPENDIX B: DESIGN OF M. PHIL DISSERTATION/PH. D THESIS

Dissertations/Thesis shall be designed in the following manner:

1. Hard bound in Dark Green colour regzine with silver colour printing
3. Subtitle to be separated by a colon (:
4. Name of the scholar and Supervisor: 15-20pt Times New Roman font
5. University logo
6. Name of the Department/University at the bottom of the page
7. Year of submission
8. Inside title cover same as 1-7 above
9. Body of the dissertation/thesis: 12pt Time New Roman font 1.5 space lines, justified with minimum one-inch margin on all sides typed on both sides of the sheet.
10. Pagination: Arabic numerals in the middle of the bottom of the page.
11. Necessary certificates: on Official Letterheads (where applicable), or with 20 pt. TNR font the name of the Department/University with 12pt TNR font in the body of the certificate.

APPENDIX C: SELFCERTIFICATE TO BE INCORPORATED IN THE THESIS/DISSEETATION

Declaration

I have read and understood the anti-plagiarism policy of the University. I hereby declare that this piece of work is the result of my own independent work and that I have acknowledged the material from works of others (in books, articles, essays, dissertations, theses and on the internet). No material other than the listed ones has been used.

Name & Signature of the Research Scholar

Place: ______________
Date: ________________
APPENDIX D: CERTIFICATE BY THE GUIDE TO BE INCORPORATED IN THE THESIS/DISSERTATION

Certificate

Certified that the thesis/dissertation entitled “___________________________________________________” submitted by (name of the scholar), for the award of M Phil/PhD in ____________ is an original piece of research carried out by the scholar under my/our supervision. It is also certified that the candidate has fulfilled all the mandatory conditions as stipulated in the Ordinances of the University.

Name & Signature of the Supervisor/Guide(s)

Place: ______________
Date: ______________

Countersigned

Head of Department____________________
APPENDIX E: FORMAT FOR SUBMITTING PANEL OF EXAMINERS

DEPARTMENT OF ----------------------------

To be filled in by Head of the Department/Supervisor and attached with the panel of examiners for evaluation of Ph. D / M. Phil Thesis/dissertation

1 Name of the Candidate: -----------------------------------------------

2 Programme: ----------------------------------------------------------

3 Date of Registration: -----------------------------------------------

4 Date of Joining: -----------------------------------------------------

5 Dates on which course work examination held:
   I. Course 1: __________________________________________
   II. Course II: ________________________________________

6 Certified that:
   i. examination in course work was conducted as per the relevant Ordinance;
   ii. the candidate has passed in all the written courses
   iii. the candidate delivered prescribed seminar lectures during the academic session in the Department;
   iv. the candidate has put in 75% attendance and his/her attendance record has been maintained in the Department
   v. the candidate worked as a whole time/part time scholar from --------------to------------------------
   vi. the title of the dissertation/thesis approved by the School Board in its meeting held on------------------------ is as under:

   __________________________________________

   vii. the following minor change/s has/have been recommended in the title of the dissertation/thesis: -----------------------------------------------

   viii. the extension was granted in the registration of the scholar from --------------

   ix. The panel of examiners is enclosed (with designation, affiliation and all contact details).

Name and Signatures of Supervisor

Countersignature of the Head of the Department with Seal
Central University of Kashmir

[ M Phil Dissertation Evaluation Report to be submitted by the External Examiner]

1 Name of the Candidate: ____________________________________

2 Title of the Dissertation: _________________________________

3 School: _________________________________

4 General Comments: (Please use extra page if required):
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

5 Strengths of the dissertation: ________________________________

6 Weakness: _________________________________

7 Suitability of dissertation for publication: _________________________________

8 Specific recommendation (Please tick the appropriate):
   I. I recommend the dissertation be accepted for the award of M Phil Degree
   II. The candidate be asked to resubmit the same after incorporating changes as
       indicated in the report
   III. I reject the dissertation on the grounds spelled out in the report

9 If the dissertation is recommended for the award, marks awarded out of 200:
   ___________

Signature of the Examiner

Name and address
Appendix G: FORMAT FOR PH.D. THESIS EXAMINERS’ REPORT

CENTRAL UNIVERSITY OF KASHMIR

External Examiners’ Report for PhD thesis

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Name of the Candidate: ________________________________</td>
</tr>
<tr>
<td>2</td>
<td>Title of the thesis: ________________________________</td>
</tr>
</tbody>
</table>

---

3 Department: ____________________________  
4 School: ________________________________

Report

(The examiner shall make a thorough and critical examination of the thesis and give an exhaustive report, justifying its acceptance/revision/rejection for the award of the degree).

Please fill in each column with details as far as possible; extra page could be used, if required.

5 General Comments: ________________________________

---

6 Strength of the thesis: ________________________________

---

7 Weakness of the thesis: ________________________________

---

Specific Comments in terms of:

7 Background and relevance of the research problem: Theoretical and/or applied: ________

---

8 Clarity of the objectives: ________________________________

---

9 Major works in the field: ________________________________

---

I. Inadequacies/gaps of earlier works:
II. Linkages with research problem:

10 Formulation of the hypothesis(es): Material and Research Methodology: (Adequacy of experiments/techniques/sample size, methods of data collection, processing and analysis):

11 Discussion/Interpretation of results, hypotheses testing and inferences drawn:

12 Quality of the thesis in terms of:
   a. Organization of contents:
b. Language coherence:

13 Presentation of results through graphs/tables/equations/histograms, etc.:

14 Format and arrangement of references/bibliography:

15 Relevance of the published research papers of the candidate with the problems:

16 Publication potential of the thesis as such or in parts in quality journals/book:

Recommendations:

Based on the above observations, I am of the opinion that the candidate (Name) qualifies/does not qualify for the award of Ph.D. degree in its present form. I, therefore, recommend that s/he be-

(a) awarded the Doctor of Philosophy (PhD) degree
(b) asked to revise the thesis in the light of the report and resubmit it
(c) rejected on the basis of the report submitted

(Examiner’s signature with Name and address)
APPENDIX H: FORMAT FOR THE ASSESSMENT OF THE M. PHIL CANDIDATE

CENTRAL UNIVERSITY OF KASHMIR

Assessment for M Phil Degree by the Viva Voce Board

1. Department: ___________________________________________________________
2. School: _____________________________________________________________
3. Name of the Candidate: Mr./MS---------------------------------------------
   ---
4. Father’s name: ______________________________________________________
5. Enrolment/Registration No: -----------------------------------------------
6. Date of Registration: ----------------------------------------------------
7. Title of the dissertation: ------------------------------------------------
   ---------------------------------------------------------------------------
   ---------------------------------------------------------------------------
   ---
8. Name of the Internal Examiner (supervisor): -------------------------------
   --
9. Name of the External Examiner: -------------------------------------------
10. Dates on Written Examination were held:
   a. Research Methodology: -----------------------------------------------
   b. Discipline Centric Knowledge-------------------
11. Date of submission of dissertation in the Department: ---------------------
12. Date on which Viva Voce examination was conducted: -----------------------
   ---
13. Particulars of Assessment

<table>
<thead>
<tr>
<th>Particulars</th>
<th>Maximum Marks</th>
<th>Marks obtained</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Research Methodology</td>
<td>150</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Discipline Centric Knowledge</td>
<td>150</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Dissertation</td>
<td>200</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Viva Voce Test</td>
<td>100</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Marks</strong></td>
<td><strong>600</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

14. Specific recommendation of the Viva Voce Board: -----------------------------
   ---------------------------------------------------------------------------------------------------
   ---------------------------------------------------------------------------------------------------
   ---

Signatures with names:

Dean
Supervisor

Head of Department

External

Examiner
Certified that the particulars of the scholar mentioned above have been verified from his/her Matriculation Qualification Certificate and there is nothing outstanding against the said scholar. The scholar has remitted the necessary fees of Rs------------------------in the Bank/University chest vide receipt No------------------dated-----------------

**Signature and seal of Head of the Department**

Enclosures:

1. Examiners’ reports
2. Report of Viva Voce Board
3. Letter of the University indicating the appoint of the External Examiner/s
4. Copy of Academic Clearance Certificate from the Director, Research & Development
5. Certificate from the HoD that the candidate has fulfilled all the statutory requirements for the award of the degree.
APPENDIX I: FORMAT FOR THE REPORT OF VIVA VOCE FOR THE PHD DEGREE

1 Name of the candidate: ---------------------------------------------------------------

2 The Department of --------------------------under the School of -----------------------------

3 Title of the thesis submitted by the candidate: -----------------------------------------

4 Date of Viva Voce: -------------------------------------------------------------------

We have read the thesis for the degree of Doctor of Philosophy (PhD) submitted by the above
named candidate on the topic mentioned above and perused the reports of the other examiners
and have examined the candidate and have to report that the candidate:

   I. is/is not (strike whichever is not applicable) well acquainted with the literature on the
subject;
   II. evidences/lacks a good understanding of the topic of his/her research and the thesis is
genuinely his/her own;
   III. has an appropriate/lacks comprehension of the broad field of his/her study
   IV. was asked several questions on his/her thesis which he/she answered/didn’t to the
satisfaction of the committee.

We therefore recommend that:

   a. the degree of Doctor of Philosophy be conferred on the candidate
   b. the degree of Doctor of Philosophy be not conferred on the candidate for the time being
and he/she be required to re-appear at the viva voce examination within the prescribed
period.

Signature with names of the Viva Voce examiners
1. The Executive Council on the recommendations of the Academic Council shall, from time to time prescribe the fees payable by students of the University.

2. Students admitted to various programmes of study shall pay the fees as prescribed.

3. **Due date and mode of payment:**
   3.1 The students shall deposit fees as prescribed by the University from time to time.
   3.2 Fees shall be paid on or before the date fixed by the University.
   3.3 The mode of payment of fee (Cash/DD/Cheque/IPO/e-payment) will be prescribed by the University from time to time and will be notified in the admission notification.

4. **Delay or default in payment:**
   4.1 Except in case of first semester of an academic programme, where no delay in payment of fee will be allowed, fine will be imposed on delayed payment of fee as follows:
   
   i. 15% of the fees for the first 10 days after the due date.
   ii. 25% of the fees for the next 10 days
   iii. 50% of the fees for the next 10 days.

4.2 The Vice-Chancellor or any other officer to whom this power has been delegated may on the recommendations of the Dean of the School concerned, relax any of the conditions for delayed payment of fees in special cases provided the student concerned submits a written application stating the reasons for late payment of fee. Such applications should be submitted well ahead of the due dates, so that a decision may be taken and communicated to the students concerned on time.

4.3 Names of the defaulters shall be removed from the rolls of the University after the expiry of one month of the last day of payment of fee as originally fixed.

4.4 A student whose name has been struck off from rolls of the University may be re-admitted by the Vice-Chancellor on the recommendations of the Dean of the School concerned and on payment of arrears of fees in full and other dues, together with a re-admission fee as fixed by the University.

4.5 Whenever a student proposes to withdraw from the University, he shall submit an application to the Dean of the School concerned through the Head of the Department/Centre intimating the date of his/her withdrawal. If he fails to do so, his/her name shall continue to be kept on the rolls of the University for maximum period of one month following the month up to which he has paid the fees. He shall also be required to pay all fees/charges that may fall due during this period.

5. **Visually challenged students with serious impairment’ exempted:**

   ‘Visually challenged students with serious impairment’ shall be exempted from payment of all the tuition fees.

6. **Concession in fee:**

6.1 The Dean of the School, on the recommendations of a Committee consisting of the following, shall grant free-ships up to the percentage which may be prescribed by the University Grants Commission.

   i. Dean – Chairman
   ii. Three Heads of Department/Centres nominated by the Vice Chancellor.
   iii. Three students of the Department/Centre concerned nominated by the Vice-Chancellor.

6.2 If the number of applicants for free-ships is more than the number of free-ships available, the committee referred to in sub-clause (1) may recommend half free-ships to some of the applicants so that the total of free-ships does not exceed the prescribed percentage.
6.3 Applications for concession in fees shall be submitted on the prescribed form to the Dean of the School concerned through the Head of the Department/Centre by such dates as may be specified by the Dean. Applications received after that date shall not ordinarily be entertained.

6.4 The following factors shall be taken into account while making recommendations on the applications of students for grant of free-ships:
   i. Academic record of the student;
   ii. His/her progress in studies in the case of renewal of free-ships;
   iii. His/her financial position; and
   iv. Any other factor, which shall also be recorded.

6.5 Free-ships granted during the academic year/semester shall not be renewed automatically in the following year/semester. The Students in need of such concession shall submit fresh applications every year/semester, which shall be considered along with new applications received.

6.6 A free ship granted to a student may be cancelled if his/her conduct or progress in studies is found to be unsatisfactory or if his/her financial condition improves and no longer justifies such concession.

6.7 Fees concession for SC/ST and any other category of students shall be applicable as per Govt. of India directives.

7. Refund of fees, security deposit etc.:

7.1 Security deposit is refundable, on an application from the student on his/her leaving the University, after deducting all dues, fines and other claims against him.

7.2 If any student does not claim the refund of any amount lying to his/her credit within two calendar years of his/her leaving the University, it shall be considered to have been donated by him to the Students’ Aid Fund. The period of two years shall be reckoned from the date of announcement of the result of the examination taken by the student or the date from which his/her name is struck off from the rolls of the University.

7.3.1 If a student chooses to withdraw from the program of study in which he or she is enrolled, the institution concerned shall follow the following five-tier system for the refund of fees remitted by the student.

<table>
<thead>
<tr>
<th>Percentage of Refund</th>
<th>Point of time when notice of withdrawal of admission is received in the University</th>
</tr>
</thead>
<tbody>
<tr>
<td>100%</td>
<td>15 days or more before the formally-notified last date of admission</td>
</tr>
<tr>
<td>90%</td>
<td>Less than 15 days before the formally-notified last date of admission</td>
</tr>
<tr>
<td>80%</td>
<td>15 days or less after the formally notified last date of admission</td>
</tr>
<tr>
<td>50%</td>
<td>30 days or less, but more than 15 days, after formally notified last date of admission</td>
</tr>
<tr>
<td>00%</td>
<td>More than 30 days after formally notified last date of admission</td>
</tr>
</tbody>
</table>

7.3.2 In case of (1) in the table above, the University shall deduct an amount not more than 5% of the fees paid by the student, subject to a maximum of Rs. 5000/- as processing charges from the refundable amount.

7.4 Fees shall be refunded by the University to an eligible student within fifteen days from the date of receiving a written application from him/her in this regard.
7.5 If a student owes any money to the University on account of any damage he or she may have caused to the University property, it shall be along with outstanding tuition fee and fines, if any deducted from the security deposit due to him.

8. Students shall not be issued Hall Tickets or allowed to appear at the Examinations unless they have cleared their dues and paid the examination fee.

9. **Fees for re-checking Examination results:**
   Fee of Rs 50 per answer script will be charged for re-checking. The fees shall be refunded to the candidate if on re-checking the results, any error or omission is discovered in the results notified by the University.

10. **Fees for the supply of Statement of Marks:**
   10.1 Every candidate shall pay along with the examination fee, a fee as fixed by the University for the supply of statement of marks for each examination.
   10.2 The statement of marks shall be sent to the candidates through the Head of the Department/Centre concerned.
   10.3 Duplicate copies of Statement of Marks shall be supplied on payment of Rs 100 as fee for each statement of marks.

11. **Fees for issuing transfer, provisional and other certificates:**
   11.1 The following shall be the fees for issuing Transfer/Provisional and other Certificates and for duplicate copies thereof.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Transfer Certificate</td>
<td>Rs. 100</td>
</tr>
<tr>
<td>Duplicate copy of the Transfer Certificate</td>
<td>Rs. 50</td>
</tr>
<tr>
<td>b. Provisional Certificate of having passed an examination of the University</td>
<td>Rs 100</td>
</tr>
<tr>
<td>Duplicate copy of the above</td>
<td>Rs 50</td>
</tr>
<tr>
<td>c. Degree Certificate (In-Person)</td>
<td>Rs 500</td>
</tr>
<tr>
<td>Degree Certificate (In-absentia)</td>
<td>Rs 200</td>
</tr>
<tr>
<td>Duplicate copy of Degree</td>
<td>Rs 200</td>
</tr>
<tr>
<td>d. Bonafide Certificate</td>
<td>Rs 50</td>
</tr>
</tbody>
</table>

   11.2 A student or candidate, who wishes to add or to alter his/her name as originally recorded in the University Registers shall pay fee of Rs 500. Such addition or alteration shall be made to his/her original name as alias in the University Enrollment Register after he has fulfilled the necessary formalities laid down for the purpose.

   11.3 A student who applies for alteration of the record of his/her date of birth as entered in the University Registers shall pay Rs 200 and also shall satisfy other conditions laid down by the University.
ORDINANCE 8

Medium of Instruction and Examinations

{Sub – section (1) (c) of Section 28 of the Central Universities Act, 2009}
(Approved by the Executive Council at its second meeting held on 26.06.2010)

1. The medium of instruction in respect of all the programmes conducted in the Schools and Departments/Centers of the University shall be English, except in cases of studies/research in languages where the medium of instruction shall be the respective languages or as specified by the University.

2. Question papers of all examinations shall be set and answered in English language except in languages other than English where these shall be set and answered in the respective languages or as specified by the University.
ORDINANCE 9

Constitution, Powers and Functions etc of the School Board

{Statute 15(3) & (4) of the Central Universities Act, 2009}

(Approved by the Executive Council at its second meeting held on 26.06.2010)

Constitution of School Board:
(1) Each School Board shall consist of the following members:
   (i) Dean of the School who shall be the Chairman (Ex-officio);
   (ii) Heads of the Departments in the School (Ex-officio):
   (iii) All Professors in the School;
   (iv) One Associate Professor and one Assistant Professor by rotation according to seniority from each Department in the School;
   (v) One expert for each Department of the School not connected with the University having special knowledge of the subject or subjects concerned nominated by the Academic Council, provided that the number of members to be nominated to each of the School of Studies of single department schools under this sub clause shall be two.
   (vi) **Two technical/ Industrial experts wherever applicable, not connected with the University nominated by the Vice-Chancellor on the recommendations of Deans.

(2) The term of the Office of the members other than ex-officio members shall be of three years and they shall be eligible for renomination.

Powers and Functions:
   (i) To consider schemes for the advancement of the standards of teaching and research, and to submit such proposals to the Academic Council;
   (ii) To recommend the programmes of study;
   (iii) *To endorse the names of the examiners and moderators to the Academic Council;
   (iv) To consider and recommend to the Academic Council, the M.Phil. / Ph.D. programmes of candidates in the School;
   (v) To appoint Supervisors for students enrolled for M.Phil./Ph.D. Programmes on the recommendation of the Department/Centre of the school concerned;
   (vi) To consider applications for admission to the programmes of research leading to M. Phil./ Ph. D. Degrees;
   (vii) To co-ordinate the time-tables of the Department of the School;
   (viii) To appoint committees to organize the teaching and research work in subjects or areas which are of interest to more than one Department or School, or which do not fall within the spheres of any Department or School, and to supervise the work of such Committees. The composition, powers and functions of such Committees shall be prescribed by the regulations;
   (ix) To frame general rules/mode for the evaluation of Continuous Internal Assessment;
   (x) To consider and act on proposals regarding the welfare of the students of the School;
   (xi) To recommend to the Academic Council the panel of examiners for the evaluation of thesis submitted by the candidates for research degrees;
   (xii) To recommend the award of University Research Scholarships;
   (xiii) To consider and recommend applications for any kind of admissible leave for academic purpose;
   (xiv) To recommend to the Academic Council the creation and abolition of teaching posts after considering proposals received from Department/Centre of the School.
   (xv) To promote research within the School and to submit reports on research to the Academic Council;
   (xvi) To consider and to make such recommendation to the Academic Council on any matter pertaining to its sphere of work;
(xvii) To delegate to the Dean, such general or specific powers as may be decided by the Board from time to time;

(xviii) To constitute committees to consider any matter pertaining to its sphere of work;

(xix) To perform all other functions which may be prescribed by the Act, the Statutes or the Ordinances, and to consider all such matters as may be referred to it by the Academic Council or the Vice-Chancellor.

Meetings of the Board:

(i) Meetings of a School Board shall either be ordinary or special.

(ii) Ordinarily meetings shall be held at least once in a Semester.

(iii) Special meetings may be called by the Dean of the School at his / her own initiative or shall be called at the suggestion of the Vice-Chancellor or on a written request from at least 50% of the members of the Board. No item other than those notified earlier shall be discussed at the special meeting. All members who have requested for the Special meetings will have to be present for the meeting.

(iv) Notice for a meeting of the Board, other than a special meeting, shall ordinarily be issued at least 10 days before the day fixed for the meeting.

(v) The quorum for a meeting of the Board shall be 50% of its members.

(vi) The rules of the conduct of meetings of the Board shall be prescribed by the regulations.
ORDINANCE 10

Appointment, Powers and Functions of the Dean of School of Studies
{Statute 5 (3) of the Central Universities Act, 2009}
(Approved by the Executive Council at its second meeting held on 26.06.2010)

1. The Dean of the School shall be appointed by the Vice-Chancellor from amongst the Professors in the School concerned by rotation in order of seniority. In case there is no Professor in the School, the Dean shall be appointed, for the time being, from amongst the Associate Professors in the School by rotation in order of seniority.

2. The tenure of the Dean of the School shall be three years or till he/she attains the age of superannuation, whichever be earlier.

3. The Dean of a School shall be the Head of the School and shall be responsible for the conduct and maintenance of standards of teaching and research in the School.

4. The Dean shall have the following powers and functions:
   (i) To coordinate and supervise the teaching and research work in the School through Heads of the Departments/Centres;
   (ii) To maintain discipline in the classrooms through the Heads of the Departments/ Centres;
   (iii) To keep a record of the evaluation of sessional work and of the attendance of the students at lectures, tutorials, seminars or practicals wherever these are prescribed;
   (iv) To facilitate the conduct of examination of the University in respect of the students of the School in accordance with such directions as may be given by the Schools of Studies and the Academic Council;
   (v) To convene and preside over the meetings of the Board of the School and keep the minutes of the meetings of the Board;
   (vi) To perform such other duties as may be assigned to him by the Academic Council, Executive Council or the Vice-Chancellor.
ORDINANCE 11
Constitution, Powers and Functions, etc of the Board of Studies
{Statute 16 (2) & (3) of the Central Universities Act, 2009}
(Approved by the Executive Council at its second meeting held on 26.06.2010)

Constitution of Board of Studies:

1) The Board of Studies shall consist of the following members namely:
   (i) The Head of the Department/ Centre concerned (Ex-officio Chairman).
   (ii) *All the Professors, Associate Professors and Assistant Professors of the Department/centre
   (iii) *Two external experts of the subject not connected with the University nominated by the Vice-Chancellor.
   (iv) One research student and one PG student shall be nominated by the Vice Chancellor on the recommendation of the HOD concerned as co-opted members.
   (v) **One technical / Industrial experts wherever applicable, not connected with the University & nominated by the Vice-Chancellor on the recommendations of Head Dean.

2) The term of the office of the members of each Board of Studies, other than ex-officio members, shall be of three years and they shall be eligible for re-nomination.

Meetings of the Board:

(i) The Head of the Department/ Centre shall convene and preside over the meeting of Board of Studies. In case Head of the Department/Centre is not present at any meeting the senior-most member present shall act as the Chairman for that meeting.

(ii) Ordinarily meetings shall be held at least once in a Semester. Special meetings may be called by the Chairman at his/ her own initiative or on a written request from at least 50% of the members of the Board of Studies. No item other than those notified earlier shall be discussed at the special meeting. All members who have requested for the Special meeting will have to be present for the meeting.

(iv) If in the opinion of the Vice-Chancellor, it is not necessary or expedient to convene a meeting of the Board of Studies to consider any item and if he considers that a matter could be disposed off by circulation among the members of Board of Studies he may issue necessary instructions to that effect.

(v) Notice for a meeting of the Board of Studies, other than a special meeting, shall ordinarily be issued at least 10 days before the day fixed for the meeting.

(vi) The rules of the conduct of meetings of the Board shall be prescribed by the regulations.

(vii) The quorum for the Board of Studies Meetings shall be 50% of the members.

(viii) All matters before the Board of Studies for the consideration shall be decided by the majority of members present. In case of equal vote on any issue, the Chairman shall have a casting vote.

Powers and Functions:

The functions of the Board of Studies shall be:

(i) To approve subjects for research for various degrees and other requirements of research degrees;
(ii) To recommend to the School Board the programmes/courses of studies to be launched within the Department/ Centre.
(iii) To prepare / revise and update the syllabi for various programmes.
(iv) To recommend the evaluation system of the courses of study.
(v) To recommend appointments of examiners for programmes, excluding research degrees in accordance with the regulations governing the conduct of examination.
(vi) To recommend appointment of supervisors for research;
(vii) To recommend measures for the improvement of the standard of teaching and research
(viii) To perform such other functions as may be assigned to it by the Academic Council, School Board or the Vice-Chancellor.
ORDINANCE 12

Duties of the Departments/Centres of the University
{Section 28(1)(o) of the Central Universities Act, 2009}
(Approved by the Executive Council at its second meeting held on 26.06.2010)

1. In terms of the Provisions of Statute 15(b) of the 1st Statutes contained in Second Schedule of the Act, each Department/Centre shall consist of the following members:

   (i) Teachers of the Department/Centre
   (ii) Persons conducting research in the Department/Centre
   (iii) Dean of the School
   (iv) Honorary Professors, if any, attached to the Department/Centre and
   (v) Such other persons as may be members of the Department/Centre in accordance with the Provisions of the Ordinances.

2. The duties of a Department/Centre shall be;
   i) to recommend to the Board of the School concerned, names of examiners and moderators in respect of the subjects dealt with by the Department/Centre.
   ii) to recommend application of candidates for admission to the research degree along with details of the courses to be assigned to the candidates and the names of the teachers of the Department/Centre to be appointed as supervisors.
   iii) to recommend the pattern and schedule for evaluation of sessional for each course offered by the Department/Centre.
   iv) to allocate teaching work to the teachers and frame the time table in accordance with the general time table of the School concerned and the University.
   v) to make proposals to the Competent authority regarding projects to be taken up by the members of the Department either individually or in groups.
   vi) to recommend to the Board of Studies concerned, syllabi and courses of studies.
   vii) to recommend text – books for the Courses of studies.
   viii) to perform such other functions as may be assigned to it by the School concerned.
ORDINANCE 13

Powers and Functions of the Heads of Departments / Centres

{Section 28(1)(o) of the Central Universities Act, 2009}

(Approved by the Executive Council at its second meeting held on 26.06.2010)

1. The Head of the Department/ Centre shall be appointed by the Vice -Chancellor from amongst the Professors in the Department/Centre concerned by rotation in order of seniority. In case there is no Professor in the Department/Centre, the Head shall be appointed from amongst the Associate Professors of the Department by rotation in order of seniority till a Professor is appointed in the Department. Provided also that if there is no Associate Professor in a Department, the Vice Chancellor may order the Dean of the School concerned or one of the Heads of the Departments in the School to act as the Head of the Department.

2. The tenure of the Head of the Department/Centre shall be three years or till he/she attains the age of superannuation, whichever be earlier and shall be eligible for re-appointment.

3. The Head of the Department/Centre shall be empowered to convene the meeting of the Board of Studies as and when required.

4. The Head of the Department/Centre shall under the general supervision of the Dean:
   (i) Organize the teaching and research work in the Department/Centre;
   (ii) Frame the time table in conformity with the allocation of the teaching work made by the Department/Centre;
   (iii) Maintain discipline in the class rooms and laboratories through the teachers;
   (iv) Assign to the teachers in the Department/Centre such duties as may be necessary for the proper functioning of the Department/Centre; and assign work to and exercise control over the non-teaching staff in the Department/Centre; and
   (v) Perform such other functions as may be assigned to him by the Dean, the Board of the School concerned, the Academic Council and the Vice-Chancellor.
ORDINANCE 14

Award of Scholarships to the students of the University
(Section 6(1) (xii), 28(1)f & Statute 12 (2) (xvii) of the Central Universities Act, 2009)
(Approved by the Executive Council at its third meeting held on 11.12.2010)

1. The University shall institute scholarships in every academic programme to be awarded to the students of the University.

2. Scholarships shall be open for award to fulltime regular students of the University registered for Undergraduate/Postgraduate/Research programmes of study. The scholarship shall be restricted to the two meritorious students (to be determined on the basis of their end semester result) in every semester of UG/PG programme. For the first semester, the two meritorious students will be selected on the basis of their overall performance in the entrance test. All research scholars registered with the University shall be eligible for the scholarships as per UGC norms.

3. A scholarship shall be tenable for the minimum prescribed duration of the programme of study concerned for which a student has been registered.

4. The value of the scholarship shall be determined by the University from time to time.
Emoluments, terms and conditions of service of the Vice-Chancellor

The Vice Chancellor shall be entitled to salary and other benefits as follows:

1) Pay: As notified by the University Grants Commission / Central Government from time to time.
2) Dearness and other Allowances: As notified by the Central Government from time to time other than House Rent Allowance.
3) The Vice Chancellor shall be entitled to such terminal benefits and allowances as fixed by the Central government from time to time.
4) The Vice Chancellor shall be entitled to leave travel Concession as notified by the Central Government in favour of its officers in equivalent position.
5) The Vice Chancellor shall be entitled to the reimbursement of medical expenses incurred on the medical treatment of himself and his family members as per the rules applicable in the University.
6) The Vice Chancellor shall be entitled to the reimbursement of the expenses on account of T.A., D.A. for himself/herself and his/her family members from his home town to University Campus and back on his/ her assuming office and relinquishing it on the expiry of his/her tenure.
7) The Vice Chancellor shall be entitled to receive Travelling Allowance at the rates as applicable to equivalent positions in the Central Government.
8) Leave:
   (a) The Vice Chancellor shall, during the tenure of his office, be entitled to leave on Full Pay at the rate of 30 days in the calendar year. The Leave shall be credited to his account in advance in two half yearly installments of 15 days each on the first day of January and the first day of July every year. Provided that if the Vice Chancellor assumes or relinquishes the charge of the Office of the Vice Chancellor during the currency of half year, the leave shall be credited proportionately at the rate of 2 ½ days for each completed months of service.
   (b) The Leave at the credit of the Vice Chancellor at the close of the previous half year shall be carried forward to the new half year, subject to the condition that the Leave, so carried forward plus the credit for that half year, does not exceed the maximum limit of 300 days.
   (c) The Vice Chancellor, on relinquishing the charge of his/her office, shall be entitled for the number of days equivalent of the leave Salary admissible for the number of days of Leave on Full Pay due to him at the time of his relinquishing of charge, subject to a maximum of 300 days, including encashment benefit availed of elsewhere.
   (d) The Vice Chancellor shall also be entitled to Half Pay Leave at the rate of 20 days for each completed year of service. The Half-Pay Leave may also be availed of as commuted Leave on production of Medical certificate, provided that when such commuted leave is availed, twice the amount of Half-Pay Leave shall be debited against the Half-Pay Leave due.
   (e) The Vice Chancellor shall also be entitled to avail himself of Extra-Ordinary Leave without pay for a maximum period of three months during the full term of five year on medical grounds or otherwise.

(a) In case the Vice Chancellor is appointed for further term, the leave period mentioned above, shall apply separately to each term.

(b) During the period of such Leave, the Vice Chancellor shall be entitled to the same Salary, Honorarium and Allowances and such other facilities of services as may have been provided.
(c) In the case of any absence of the Vice Chancellor occasioned by any call by the Central or State Government, Public Service, or on Deputation on behalf of the University for any public purpose, the period, so spent shall be treated on duty.

(d) Where an employee of the University is appointed as the Vice Chancellor, he/she shall be allowed to avail himself of any Leave at his credit before his/her appointment as the Vice Chancellor. Similarly, on his/her relinquishing the post of the Vice Chancellor and in event of his/her rejoining his/her old post, he /she shall be entitled to carry back the Leave at his/her credit to the new post.

Further he / she may be allowed to contribute to any provident fund of which he / she is a member and the University shall contribute to the account of such person in that provident fund at the same rate at which the person had been contributing immediately before his / her appointment as Vice Chancellor.

9. If a person, employed in another institution, is appointed the Vice Chancellor on Deputation, he/she shall be entitled to Salary, Allowances, Leave and leave Salary as per deputation Rules of the institution to which he/she was entitled prior to his/her appointment as the Vice Chancellor and till he/she continues to hold his/her lien on this post. The University shall also pay Leave Salary, Provident Fund, Pension Contributions to the Institution, where he/she permanently employed, as admissible under the Rules.

10. Amenities:

1) The Vice Chancellor shall be entitled to have water, power and rent free furnished residential accommodation with such furniture, as may be approved by the University. The premises of his/her lodging will be maintained by the University.

2) The Vice Chancellor shall be entitled to the facility of a free official car. He shall also be entitled to free telephone (with STD and ISD) service at his/her residence.

3) The Vice Chancellor shall be entitled to one cook, an attendant and a bearer at his/her residence.
ORDINANCE 16

Emoluments, terms and conditions of service of the Pro-Vice Chancellor

(Act Section 28(0); Statute 4(3))

(Approved by the Executive Council at its third meeting held on 11.12.2010)

The Pro Vice Chancellor shall receive a salary as follows:

1) Pay: As notified by the Central Government from time to time.

2) Dearness and other / Allowances: As fixed by the Central Government from time to time

Where an employee of this university or any other Institution is appointed as Pro Vice Chancellor, he/she shall continue to be governed by the same retirement benefit scheme, (namely general Provident Fund/ Contributory Provident Fund/ Pension / Gratuity) to which he was entitled prior to his appointment as Pro Vice Chancellor, and till he/she continues to hold his/her lien on that post.

3) The Pro Vice Chancellor shall be entitled to the reimbursement of medical expenses incurred on the medical treatment of himself and his family members as per the rules applicable in the University.

4) The Pro Vice Chancellor shall be entitled to the reimbursement of the expenses on account of T.A., D.A. for himself/herself and his/her family members from home town to University Campus and back on his/ her assuming office and relinquishing it on the expiry of his/her tenure.

5) The Pro Vice Chancellor shall be entitled to receive Travelling Allowance at the rates as applicable to equivalent positions in the Central Government.

6) The Pro Vice Chancellor shall be entitled to have water, power and rent free furnished residential accommodation. The premises of his/her lodging will be maintained by the University.

7) The Pro Vice Chancellor shall be entitled to the facility of a staff car for journey performed between Office and his/her Residence. He shall also be entitled to free telephone service (with STD service) at his/her residence.

8) The Pro Vice Chancellor shall be entitled to one cook, an attendant and a bearer at his/her residence.

9) Leave:

   a. The Pro Vice Chancellor shall be entitled to leave on Full Pay at the rate of 30 days in the calendar year. The Leave shall be credited to his/her account in advance in two half yearly installments of 15 days each on the first day of January and the first day of July every year.

      Provided that if the Pro Vice Chancellor assumes or relinquishes the charge of the Office of the Pro Vice Chancellor during the currency of half year, the leave shall be credited proportionately at the rate of 2 ½ days for each completed month of service.

   b. The Leave at the credit of the Pro Vice Chancellor at the close of the previous half year shall be carried forward to the new half year, subject to the condition that the Leave, so carried forward plus the credit for that half year, does not exceed the maximum limit of 300 days.

   c. The Pro Vice Chancellor, on relinquishing the charge of his/her office, shall be entitled to receive a sum equivalent of the Leave Salary admissible for the number of days of Leave on Full Pay due to him at the time of his relinquishing of charge, subject to a maximum of 300 days, including encashment benefit availed of elsewhere.

   d. The Pro Vice Chancellor shall also be entitled to Half Pay Leave at the rate of 20 days for each completed year of service. The Half-Pay Leave may also be availed of as commuted Leave on production of Medical certificate, provided that when such commuted leave is availed of is availed, twice the amount of Half-Pay Leave shall be debited against the Half-Pay Leave due.
e. In case the Pro Vice Chancellor is appointed for further term, the leave period mentioned above, shall apply separately to each term.
f. During the period of such Leave, the Pro Vice Chancellor shall be entitled to the same Salary, Honorarium and Allowances and such other facilities of services as many have been provided.
g. In the case of any absence of the Pro Vice Chancellor occasioned by any call by the Central or State Government, Public Service, or on Deputation on behalf of the University for any public purpose, the period, so spent shall be treated as on duty.
h. Where an employee of the University is appointed as the Vice Chancellor, he/she shall be allowed to avail himself of any Leave at his credit before his/her appointment as the Vice Chancellor. Similarly, on his/her relinquishing the post of the Vice Chancellor and in event of his/her re-joining his/her old post, he/she shall be entitled to carry back the Leave at his/her credit to the new post.

Further he/she may be allowed to contribute to any provident fund of which he/she is a member and the University shall contribute to the account of such person in that provident fund at the same rate at which the person had been contributing immediately before his/her appointment as Vice Chancellor.
i. If a person, employed in another institution, is appointed the Pro Vice Chancellor on Deputation, he/she shall be entitled to Salary, Allowances, Leave and leave Salary as per deputation Rules of the institution to which he/she was entitled prior to his/her appointment as the Pro Vice Chancellor and till he/she continues to hold his/her lien on this post. The University shall also pay Leave Salary, Provident Fund, and Pension Contributions to the Institution, where he/she permanently employed, as admissible under the Rules.
ORDINANCE 17

Emoluments, terms and conditions of service of the Registrar

(Act Section 28(o); Statute 6(3))

(Approved by the Executive Council at its third meeting held on 11.12.2010)

1. The Registrar shall be appointed on the basis of direct recruitment for tenure of five years which can be renewed for a similar term by the Executive Council and shall be placed in the scale of pay as recommended by the University Grants Commission and adopted by the Executive Council from time to time.

2. The terms and conditions of service of the Registrar shall be such as prescribed for other non-vacational employees of the University.

3. If the services of the Registrar are borrowed from Government or any other organization / Institution, the terms and conditions of his/her service shall be governed by the Deputation Rules of the Government of India.

4. A Registrar on Deputation may be repatriated earlier than the stipulated period by the Executive Council on the recommendations of the Vice Chancellor.

5. The Registrar shall be entitled to a rent, water, power, free unfurnished residential accommodation as also a free telephone service (with STD facility) at his/her residence. The Registrar shall also be entitled to the services of an attendant/bearer at his/her residence.

6. The Registrar shall be entitled to such Leave, Allowances, Provident Fund and other, terminal benefits as prescribed by the University from time to time for its non-vacational staff.

7. The Registrar shall be entitled to the facility of staff car between the Office and his/her residence.
ORDINANCE 18
Emoluments, terms and conditions of service of the Finance Officer

(Act Section 28(0); Statute 7(3))

(Approved by the Executive Council at its third meeting held on 11.12.2010)

1. The Finance Officer shall be appointed on the basis of direct recruitment for tenure of five years which can be renewed for a similar term by the Executive Council and shall be placed in the scale of pay as recommended by the University Grants Commission and adopted by the Executive Council from time to time.

2. The terms and conditions of service of the Finance Officer shall be such as prescribed for other non-vacational employees of the University.

3. If the services of the Finance Officer are borrowed from Government or any other organization / Institution, the terms and conditions of his/her service shall be governed by the Deputation Rules of the Government of India.

4. A Finance Officer on Deputation may be repatriated earlier than the stipulated period by the Executive Council on the recommendations of the Vice Chancellor.

5. The Finance Officer shall be entitled to a rent, water, power, free unfurnished residential accommodation as also a free telephone service (with STD facility) at his/her residence. The Finance Officer shall also be entitled to the services of an attendant/bearer at his/her residence.

6. The Finance Officer shall be entitled to such Leave, Allowances, Provident Fund and other, terminal benefits as prescribed by the University from time to time for its non-vacational staff.

7. The Finance Officer shall be entitled to the facility of staff car between the Office and his/her residence.
1. There shall be a Building Committee consisting of the following members, namely:
   a) Vice-Chancellor – Chairperson.
   b) A representative of the Planning Board of the University.
   c) A representative of the user Department.
   d) Two Professors/Associate Professors of the University nominated by the Vice – Chancellor.
   e) Finance Officer of the University.
   f) Principal of the Engineering College of the University or Head of Civil Engineering Department (where it exists), otherwise a person equal status from a neighboring University/College.
   g) Chief Engineer (Civil) of CPWD or State PWD or his representative not below the rank of Superintending Engineer.
   h) A retired Chief Engineer/Superintending Engineer (Civil) of CPWD/State PWD/Public Sector Undertaking.
   i) Superintending/Executive Engineer (Electrical) of CPWD or State PWD.
   j) Superintending/Executive Engineer (Public Health) of CPWD or State PWD.
   k) University Engineer.
   l) Senior most Architect of the University (where it exists), otherwise a Chief Architect or person of equal status from a neighboring University/College.
   m) Chief Architect/Deputy Chief Architect or a person of equivalent status from a Central or State Department.
   n) Senior most Landscaping Expert of the University (where it exists), otherwise from some neighboring Institution/ Government Department/ Public Sector Undertaking or to be hired as a consultant by the University for a limited period.
   o) Registrar of the University – Member Secretary.

Except for the ex-officio members, the term of the nominated members shall be three (03) years. One half of the members of the Building Committee shall form the quorum for holding meeting of the Building Committee. However, presence of at least two Engineers and one Architect is must.

The Building Committee shall be responsible for finalizing the plans and estimates of the various building project proposals and for ensuring the completion of the building in accordance with the approved plans and estimates and proper utilization of the funds.

2. The Building Committee should also ensure the following:
   (i) Value Architecture and Value Engineering: That the Architects involved suggest value architecture with a view to economize the project by avoiding unnecessary high cost options, without compromising on quality. The Value Engineering also aims to achieve the same goal.
   (ii) That the master plan not only takes care of the immediate requirements but also takes into account future expansion scopes for varied and unforeseeable needs.
   (iii) That the implementation of the project is properly prioritized so as to take up only essential works in the first/earlier phases e.g. teaching-learning infrastructures like class rooms, hostels, faculty residences, etc. It may also
consider certain modular designs, which can be expanded gradually in future as per requirements.

(iv) That the Faculty residences should only be as per immediate needs.
(v) That the Guest House should not be too big which remains underutilized.
(vi) That a ‘Plantation master Plan’ for the whole campus, involving experts in landscaping, horticulture, forestry, etc. is prepared to plant maximum number of trees and plants, wherever possible e.g. along boundary walls/roads/tracks, in empty spaces which are not to be used for any other purpose.
(vii) That the green building concept is adopted so that the proposed buildings are less power consuming. Use of solar energy should be promoted.
(viii) The Planning should include rain water harvesting and waste water recycling.
(ix) That no wasteful expenditure is incurred on any component.
(x) That after thorough examination, properly prioritize and recommend the specific projects to be started along with their cost and quarterly/yearly requirement of funds till completion.
(xi) After Building Committee’s recommendation, the University may place the proposal for these specific building projects before the Finance Committee for its approval. After FC’s approval, the University may place the same before the Executive Council for its approval. Proposals for construction/renovation/repair costing more than ₹75.00 lakhs will be sent to UGC for examination by the Standing Committee and funding.
1. **TITLE & COMMENCEMENT**
   (a) This ordinance shall be called the ordinance for the award of Five Year Integrated B.A. LL.B Programme.
   (b) Subject to the overall control of the Academic Council, the programme shall be governed by the guidelines prescribed by the Bar Council of India and administered by the concerned School Board.
   (c) The ordinance shall come into force from the Academic Session 2011.

2. **DURATION**
   (a) The Integrated B.A. LL.B. Degree Programme under the University shall be full time course of study spread over a period of five academic years. Each academic year shall comprise of two semesters.
   (b) *The minimum duration for completion of said Programme shall be 10 semesters (5 Academic Years) and the maximum duration 16 semesters (8 Academic Years).*
   (c) A semester or a year may be declared as Zero Semester/Year in case a student who could not continue with the programme during that period due to illness and hospitalization or due to accepting a foreign scholarship/fellowship subject to the fulfillment of the requirements as laid down by the relevant rules. Such zero semester/year shall not be counted for calculation of the duration.

3. **ELIGIBILITY**
   **A candidate seeking admission into the programme must have passed the 10+2 examination in any stream from recognized Board/University securing at least 50% marks (relaxable by 5% in case of SC/ST candidates).**

4. **ADMISSION**
   Admission to B.A. LL.B. Programme shall be made to the First Semester only on the basis of the following procedure:
   (i) An entrance test to be conducted each year by the University, subject to the fulfillment of all other criteria as specified in the Act, Statues and Ordinances of the University in the manner prescribed by the University and on this basis merit list will be drawn. Admission will be made according to the merit list.
   (ii) The standards of admission test will be Class 12 (10+2 System) of the Board/CBSE or its equivalent.
   (iii) Reservation of seats for the candidates belonging to SC's, ST's, and OBC's and also for Differently abled candidates shall be in accordance with the Government of India Rules and guidelines of UGC.

5. **NUMBER OF SEATS**
The total number of seats shall be 50 or as approved by the statutory bodies of the University.

6. **PROGRAMME STRUCTURE**
   (a) University shall follow Choice Based Credit System (CBCS) in Integrated B.A LL.B Programme. During the programme, the student shall have to take Core, Elective, Supportive (Soft Skill/ Life Skill) and Socially Orientated course. Whereas the core and elective courses will be offered by the department offering the programme, the Supportive and Socially Orientation courses may be offered either in the same or
other Department(s) of the University. Students may be offered choice in Elective, Supportive and Social Orientation Courses.

(b) Subject to the approval of the Academic Council, the syllabus for the courses and the methodology and instructional designs to be used shall be prepared/prescribed and published by the respective School Boards.

7. ATTENDANCE

(a) A candidate to be eligible to appear in the Continuous Internal Assessment/End Semester Examination of a course or a complete semester shall have to put in a minimum of 75% attendance in that course/semester in addition to satisfying all other relevant conditions laid down in the Regulations.

(b) Provided in exceptional cases, the Dean of the School, on the recommendations of the HOD concerned, shall condone the shortage of attendance to a maximum of 5% if the claim is justified and supported by valid documents.

(c) Condonation of shortage of more than 5% & up to 10% may be recommended by the Dean of the School to the Vice Chancellor with full justification whose decision shall be final.

(d) *However, no student shall be allowed to avail of the concession provided under Clause b & c in more than 50% of the total semesters of the programme.

(e) *The teacher concerned shall be responsible for maintaining the record of attendance of the students registered for the course

8. EXAMINATION & EVALUATION

(a) A student shall be continuously evaluated for his/her academic performance through continuous Internal Assessment (tutorials, practical, home assignments, class assignment, term papers, field work, seminars, periodical tests and Non Scholastic areas (Personality, Attitude, Scientific temper, Creative thinking, values and Social/Community Work) and the End Semester examination as prescribed in the examination scheme of the respective course and duly approved by the Authority concerned. The distribution of marks for specialized papers like Clinical Courses and Project Work shall be prescribed by the concerned School Board.

(b) Unless provided otherwise the marks distribution for theory courses shall be as under:

\[
\begin{align*}
\text{End Semester Examination (ESE)} & : 60 \text{ Marks} \\
\text{Continuous Internal Assessment (CIA):} & : 35 \text{ Marks} \\
\text{Attendance*} & : 05 \text{ Marks}
\end{align*}
\]

(c) Unless provided otherwise the breakup of Continuous Internal Assessment shall be as below:

\[
\begin{align*}
\text{Test} & : 10 \text{ Marks} \\
\text{Comprehensive Viva} & : 15 \text{ Marks} \\
\text{Assignments through PPT} & : 10 \text{ Marks} \\
\text{Attendance *} & : 05 \text{ Marks}
\end{align*}
\]

\[
\begin{align*}
\text{40 Marks}
\end{align*}
\]

\[
\begin{align*}
\text{Marks break-up for Attendance} \\
75\% \text{ to } 80\% : & : 1 \text{ mark} \\
81\% \text{ to } 85\% : & : 2 \text{ marks} \\
86\% \text{ to } 90\% : & : 3 \text{ marks} \\
91\% \text{ to } 95\% : & : 4 \text{ marks} \\
96\% \text{ to } 100\% : & : 5 \text{ marks}
\end{align*}
\]
*the decimals 0.5 and above in the marks for attendance shall be rounded off to the next figure*

(d) The continuous internal assessment shall be conducted by the teacher concerned under the overall supervision of the HOD and Dean of the School. The Head of the Department shall report the award list of CIA in respect of all courses to the Controller of Examination through the Dean.

(e) In case of a student who could not appear in any of the components of the CIA due to medical reasons or for extraordinary circumstances (supported by documentary evidence), a separate examination in that component may be arranged by the Department concerned before the end semester examination.

(f) To be eligible to appear in the End Semester Examination of a course the student shall have to clear the CIA with a minimum of 50% marks. The minimum pass percentage for the end semester examination is also 50%.

(g) A candidate shall be deemed to have completed his/her courses successfully if he/she obtains at least 50% marks in each of the theory / practical course, and 50% marks in aggregate (Internal Assessment and End-semester evaluation) or ‘B’ Grade, measured on the following ten point scale*.

<table>
<thead>
<tr>
<th>Marks</th>
<th>Grade Point</th>
<th>Letter Grade</th>
<th>Class</th>
</tr>
</thead>
<tbody>
<tr>
<td>90-100</td>
<td>9-10</td>
<td>O</td>
<td>Outstanding</td>
</tr>
<tr>
<td>80-&lt;90</td>
<td>8-&lt;9</td>
<td>A+</td>
<td>Excellent</td>
</tr>
<tr>
<td>70-&lt;80</td>
<td>7-&lt;8</td>
<td>A</td>
<td>Very Good</td>
</tr>
<tr>
<td>60-&lt;70</td>
<td>6-&lt;7</td>
<td>B+</td>
<td>Good</td>
</tr>
<tr>
<td>50-&lt;60</td>
<td>5-&lt;6</td>
<td>B</td>
<td>Average</td>
</tr>
<tr>
<td>0-&lt;50</td>
<td>0</td>
<td>F</td>
<td>Fail</td>
</tr>
</tbody>
</table>

(h) *The multiplication factor of 0.10 shall be applied in calculating the exact Grade Point.*

(i) The details of the practical training (Moot Court etc.) to be imparted as per the syllabus and the dates for the same will be notified by the HOD from time to time.

9. **PROMOTION TO THE NEXT SEMESTER**

(a) The student/s appearing in all the courses in End Semester Examination in odd semesters shall be allowed to take admission in the even semesters without emphasizing on qualifying 50% of courses in a semester. However, only those students of even semesters shall be allowed to take admission to next odd semester who have qualified atleast 50% courses of all previous semesters.

(b) *If a student fails in less than 50 % of prescribed courses of a semester or falls short of attendance in a course he/she shall be allowed to appear in that course(s) as ex-student during the End-Semester Examination of the corresponding semester with the regular students. No separate/supplementary examination shall be arranged for such students. However, the Vice Chancellor may authorize special examination (CIA/ESE) for students who have total of up to 4 backlogs after the declaration of last semester result. The marks of all internal assessment as applicable shall however, be carried forward in such cases.

(c) A student found not eligible to appear in the End- Semester examination of a Semester of the programme due to shortage of attendance shall be required to
repeat and take readmission in respective semester of the programme in the following academic year as a regular student.

(d) **A student after declaration of his/her results can request for providing of photocopies of answer sheets of End Semester Examinations within a period of 7 days on the prescribed format and on payment of prescribed fees.

(e) *Provisions for reevaluation:-
   (i) In case a student is not satisfied with the End Semester evaluation, he/she can apply for reevaluation on payment of prescribed fee within a period of 15 days after the declaration of the results.
   (ii) In case a student is not satisfied with the End Semester evaluation, he/she can apply for re-evaluation on payment of prescribed fee within a period of 15 days after the declaration of the results. The answer script will be sent to the two examiners for re-evaluation and the result shall be compiled by taking average of two evaluators which are nearer to each other.

10. APPEARANCE & IMPROVEMENT
   (a) *A student with a backlog can repeat End Semester Examinations of a course for a maximum of three chances, excluding the 1st appearance, in the subsequent regular End Semester Examinations without putting in any additional attendance. The internal assessments marks obtained by the student shall be carried over for declaring the result.
   (b) Students who have passed in a theory course/courses shall be allowed to repeat a maximum of 10 courses within 02 years of completing the Integrated B.A., LLB Degree along with the regular students. No separate / supplementary examination shall be arranged for such students.
   (c) If the candidate improves his/her marks, then the improved marks shall be taken into account for working out his revised award and a revised grade card shall be issued to him/her on surrender of the earlier grade card. Such improved marks will not be counted for the award of Prizes/Medals, Rank and Distinction. If the candidate does not show improvement in the marks, his/her previous marks will continue to be taken into account.
   (d) No candidate will be allowed to improve marks in Clinical Courses, Practical, Project, Viva-voce Field Work.

11. ELIGIBILITY FOR THE AWARD OF THE DEGREE
   (a) The award of Marks Sheet and Degree shall be governed by the relevant ordinance of the University.
   (b) A candidate shall have to clear all the prescribed courses within 07 years from the date of admission in first semester in order to obtain the B.A, L.L.B. Degree.
ORDINANCE 21

Conduct of Examinations
{Sub-Section 1(g) of Section 28 of the Central Universities Act, 2009}
(Approved by the Executive Council at its 4th meeting held on 02.07.2011)

1. GENERAL GUIDELINES

1.1 Examinations of the University shall be open to eligible students i.e. such students who have undergone a regular course of study in the University for a period specified for that course of study after fulfilling the minimum attendance and credit requirements as laid down by the University.

1.2 All examinations of the University (except entrance examinations) shall be conducted at headquarters (i.e. at the main campus of the University) by the faculty members concerned. The format and timing of continuous internal assessment shall be decided by the concerned faculty members and the format and timing of the end semester examinations shall be decided by the School Board in accordance with the academic calendar of the University. Provided however, that all end–semester examinations for different departments /centres in a School shall normally be conducted in a commonly agreed time frame within the Semester.

1.3 Question papers of all examinations shall be set and answered in English language subject to the following conditions:

   i. Question papers of all examinations in languages shall be set and answered in the respective languages or as specified by the university.

   ii. Provided that candidates appearing at an examination in a languages other than English may be permitted to answer a part of the question paper in English and the rest in the language concerned or as specified by the university.

2. ENTRANCE EXAMINATIONS

2.1 Except when the admission is made through a common entrance test, the admission test shall be administered in the following manner:

   (a) The format of the Entrance Examination shall be decided by Schools concerned and the same approved at the School Board. The Entrance Examination shall be held at headquarters and other such places as specified and approved by the University from time to time.

   (b) A minimum of two sets of question papers shall be set by the faculty concerned/ experts appointed by the Vice Chancellor and forwarded to the Controller of Examinations. The Controller of Examinations shall use one question paper from the question papers received in confidential manner and conduct the entrance examination.

2.2 During an entrance examination the candidate shall be under the disciplinary control of the Superintendent of the centre who shall issue the necessary instructions. If a candidate disobeys instructions or misbehaves with any member of the supervisory staff or with any of the invigilators at the Centre, he/she may be expelled from the examination for that session.

2.3 The Superintendent shall immediately report the facts of such a case with full details of evidence to the Controller of Examinations in terms of Clause 5 who will refer the matter to the Examination Discipline Committee. The committee will make recommendations for the disciplinary action as it may deem fit to the Vice Chancellor as provided under Clause 6.5.

2.4 Every day, before an examination begins, the invigilators shall call upon all the candidates to search their persons, tables, desks etc. and ask them to hand over all
papers, books, notes or other reference material which they are not allowed to have in their possession accessible to them in examination hall. Where a late comer (late by a maximum of 30 minutes) is admitted, this warning shall be repeated to him at the time of entrance to the examination hall. They are also to see that each candidate has /her identification card and hall ticket with him/her.

3. **END SEMESTER EXAMINATIONS**

3.1 The end semester examinations shall be held by the faculty member concerned under the general supervision of the Head of Department. He/she shall be responsible for the fair and orderly conduct of the examination.

3.2 In case of detection of unfair means (as specified in clause 4.1), the same shall be brought to the notice of the Head of the Department concerned for further action specified under sub-clause 5.1.

4. **UNFAIR MEANS**

4.1 A candidate shall not use unfair means in connection with any examination. The following shall be deemed to be unfair means and shall carry the punishment as shown against each:

<table>
<thead>
<tr>
<th>Nature of Unfair means</th>
<th>Scale of Punishment</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) Found in possession of incriminating material related to the subject of the examination concerned.</td>
<td>Cancellation of the examination in the said subject</td>
</tr>
<tr>
<td>b) Found copying either from the possessed material or from a neighbor</td>
<td>Cancellation of Examinations registered by the candidate in that session</td>
</tr>
<tr>
<td>c) Exchange of answer sheets or relevant materials</td>
<td>Cancellation of the University Examination of all subjects registered by the candidate for that session and debarring him/her for the next examination session (i.e. all University Examination in the subsequent session)</td>
</tr>
<tr>
<td>d) Change of seat of copying</td>
<td>Cancellation of the examination in the said subject</td>
</tr>
<tr>
<td>e) Trying to help other candidates</td>
<td>Cancellation of the University Examinations of all subjects registered by the candidate for that session and debarring him/her for two subsequent examination sessions</td>
</tr>
<tr>
<td>f) Found consulting neighbours</td>
<td>Cancellation of the University Examinations of all subjects registered by the candidate for that session and debar him/her for two years from registering and appearing for the University</td>
</tr>
<tr>
<td>g) Using unauthorized electronic devices</td>
<td>Cancellation of the University Examinations of all subjects registered by the candidate for that session and debar him/her for two years from registering and appearing for the University</td>
</tr>
<tr>
<td>h) Writing some other candidate’s register number in the main answer paper.</td>
<td>Cancellation of the examination in the said subject</td>
</tr>
<tr>
<td>i) Insertion of pre-written answer sheets (main sheets or additional sheets)</td>
<td>Cancellation of the University Examinations of all subjects registered by the candidate for that session and debarring him/her for two subsequent examination sessions</td>
</tr>
<tr>
<td>j) Threatening of the invigilator or insubordinate behaviour as reported by the Superintendent and or Hall Superintendent.</td>
<td>Cancellation of the University Examinations of all subjects registered by the candidate for that session and debar him/her for two years from registering and appearing for the University</td>
</tr>
</tbody>
</table>
k) Consulting the invigilator for answering the questions in the examination

The executive council may declare any other act of omission or commission to be unfair means in respect of any or all the examination.

l) Cases of impersonation

The H.O.D /Superintendent of the examination center shall report to controller of examinations without delay and on the day of the occurrence if possible, each case where use of unfair means in examination is suspected or discovered with full details of the evidence in support thereof and the statement of the candidate concerned, if any, on the forms supplied by the Controller of Examinations for the purpose.

m) Mass copying

A candidate shall be asked but not forced to give a statement but the fact of his/her having refused to make a statement shall be recorded by the Superintendent and shall be got attested by two other members of the Supervisory Staff on duty at the time of occurrence of the incident.

n) Using Electronic Devices for the purpose of malpractice

A candidate detected or suspected of using unfair means in the examination may be permitted to answer the question paper, but on separate answer book. The answer book in which the use of unfair means is suspected shall be seized by the Superintendent, who shall send both the answer books to the Controller of

<table>
<thead>
<tr>
<th>Examination</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>k)</strong> Consulting the invigilator for answering the questions in the examination</td>
</tr>
<tr>
<td><strong>l)</strong> Cases of impersonation</td>
</tr>
</tbody>
</table>
| **m)** Mass copying | **a)** *In the Single Hall* : Cancelling the relevant examination taken by the students of that hall & debarring the concerned Hall Superintendent and others involved from the invigilation & other examination related work such as question paper setting, evaluation etc. for the next six examination sessions  
**b)** *In a Centre* : Cancelling the relevant examination taken by the students of the centre. Also debarring the Hall Superintendents and others directly or indirectly involved from the examination work such as invigilation, question paper setting, evaluation etc. for the next six examination sessions |
| **n)** Using Electronic Devices for the purpose of malpractice | Cancel the Examinations in the subject for that session. |

4.2 The executive council may declare any other act of omission or commission to be unfair means in respect of any or all the examination.

5. **REPORTING THE CASES OF UNFAIR MEANS**

5.1 The H.O.D /Superintendent of the examination center shall report to controller of examinations without delay and on the day of the occurrence if possible, each case where use of unfair means in examination is suspected or discovered with full details of the evidence in support thereof and the statement of the candidate concerned, if any, on the forms supplied by the Controller of Examinations for the purpose.

5.2 A candidate shall be asked but not forced to give a statement but the fact of his/her having refused to make a statement shall be recorded by the Superintendent and shall be got attested by two other members of the Supervisory Staff on duty at the time of occurrence of the incident.

5.3 A candidate detected or suspected of using unfair means in the examination may be permitted to answer the question paper, but on separate answer book. The answer book in which the use of unfair means is suspected shall be seized by the Superintendent, who shall send both the answer books to the Controller of
Examinations with his report. This will not affect the concerned candidate appearing in rest of examinations.

5.4 Where the invigilator in-charge is satisfied that one third (1/3rd) or more students were involved in using unfair means or copying in a particular examination hall, it shall be deemed to be a case of mass copying and reporting accordingly.

5.5 If the Vice Chancellor is satisfied that there has been mass-scale copying or use of unfair means on a mass scale at particular center(s), he may cancel the examination of all the candidates concerned and order re-examination.

6. EXAMINATION DISCIPLINE COMMITTEE

6.1 All the cases of alleged use of unfair means shall be referred to a Committee called the “Examination Discipline Committee” to be appointed by Vice Chancellor.

6.2 The committee shall consist of five members drawn from amongst the teachers and officers of the University. One member will be nominated as Chairman from amongst them by the Vice Chancellor. The Controller of Examination shall be the ex-officio convener of the committee.

6.3 A member shall be appointed for a term of two years, and shall be eligible for re-appointment

6.4 Three members present shall constitute the quorum.

6.5 Ordinarily, all decisions shall be taken by the committee by simple majority. If the members cannot reach a consensus, the case shall be referred to the Vice Chancellor, whose decision shall be final. All decisions taken by the Examination Discipline Committee shall be placed before the Vice Chancellor for approval.

6.6 A candidate within one month of the receipt of the decision of the University, may appeal to the Vice Chancellor, in writing for a review of the case. If the Vice Chancellor is satisfied that the representation merits consideration, he/she may refer the case back to the Examination Discipline Committee for re-consideration. The Examination Discipline Committee may recommend any of the punishments for cases of unfair means as stipulated under sub-clause 4.1.

*7. AMANUENSIS/SCRIBE

7.1.1 The facility of Scribe/Reader/Lab Assistant should be allowed to any person with 40% or more disability, if desired by the candidate.

7.1.2 The Compensatory Time is to be provided not less than 20 minutes per hour of examination for persons making use of Scribe/Reader/Lab Assistant.

7.1.3 Any person with disability not availing the facility of scribe may be allowed compensatory time of minimum one hour for examination of 3 hours duration which could be further increased on case to case basis

7.2 The Controller of Examinations shall arrange for the appointment of an amanuensis and inform the superintendent of the centre concerned;

7.3 The amanuensis shall be a student of a lower grade of education than the candidate and must not be attached to the institution to which candidate belongs;

Explanation: if the candidate is appearing in the BA LLB 1st Semester examination the amanuensis must be a student of the 12th Standard or lower class and so on;

7.4 The Superintendent shall arrange for a suitable space for such a candidate and appoint a special supervisor for him/her out of the list supplied by the Controller of Examinations.
8. INSPECTION OF EXAMINATION CENTRES

8.1 The Vice-Chancellor may when he considers necessary appoint a committee of Chief Inspectors/Inspectors with powers to co-opt other members to exercise over-all supervision of the conduct of examinations and inspect the examination centres;

8.2 An officer of the status of the Dean of a School or Head of a University Department shall be appointed to inspect each centre constituted for the conduct of theory examinations under the jurisdiction of his/her School/Department.

8.3 The Chief Inspector of a theory examination shall advise the Superintendent of a theory centre and remove his/her difficulties, if any, in the conduct of examination. He/She shall be required to submit a general report to the Controller of Examinations in respect of all the centres of examination inspected by him/her immediately after the close of the examination, containing his/her observations and suggestions, if any, for the efficient conduct of examination.

8.4 The minimum number of visits for inspection of a theory examination centre shall be three. Provided that the Vice-Chancellor may waive this condition whenever he considers it absolutely necessary.

8.5 The Committee for general supervision of University examinations or any officer authorized by it for this purpose shall be empowered to make changes in the supervisory staff and make appointments.

9. COMPLAINT AGAINST QUESTION PAPERS

Complaints, if any shall be placed before a Committee consisting of Dean of the School concerned, two teachers nominated by the Vice-Chancellor and the Controller of Examinations (Secretary). The Committee after examining the compliant shall recommend to the Vice Chancellor, a suitable course of action to address the grievance.
1. TITLE AND COMMENCEMENT
   1.1 This Ordinance shall be called the Ordinance for the Discipline of Students of the University and shall be applicable to all the students of the University
   1.2 This Ordinance shall come into force from the Academic Session 2011 onwards

2. DISCIPLINE
   2.1 Discipline includes the observance of good conduct and orderly behaviour by the students of the University
   2.2 The following and such other rules as framed by the University from time to time, shall strictly be observed by the students of the University
      (a) Every student of the University shall maintain discipline and consider it his/her duty to behave decently at all places
      (b) No student shall visit the places or areas declared by University as “OUT OF BOUNDS” for the students
      (c) Every student shall always carry his/her Identity Card issued by the competent authority.
      (d) Every student who has been issued the Identity Card, shall have to produce or surrender the Identity Card, as and when required by the University.
      (e) Any student found guilty of impersonation or of giving a false name shall be liable to disciplinary action.

3. INDISCIPLINE
   Any of the following acts shall be considered as Indiscipline:
   3.1 Causing disturbance to a Class, or the Office or the Library, the auditorium, the Playground etc.
   3.2 Dis-obeying the instructions of teachers or the authorities.
   3.3 Misconduct or misbehaviour of any nature at the time of elections to the student bodies or at meetings or during curricular or extra-curricular activities of the University
   3.4 Misconduct or misbehaviour of any nature at the Examination Centre.
   3.5 Misconduct or misbehaviour of any nature towards a teacher or any employee of the University or any Visitor to the University.
   3.6 Causing damage, spoiling or dis-figuring to the property/equipment of the University.
   3.7 Inciting any other person to do any of the aforesaid acts.
   3.8 Giving publicity to misleading accounts or rumours amongst the students.
   3.9 Mischief, misbehaviour and or nuisance committed by the residents of the hostels.
   3.10 Visiting places or areas declared as “OUT OF BOUNDS” for the students.
   3.11 Refusing to produce or surrender the Identity Card as and when required by the Proctorial and other staff of the University.
   3.12 Any act of sexual harassment
   3.13 Any act of ragging
   3.14 Any act of discrimination on the basis of caste, category, residence, religion or race
   3.15 Engaging in unlawful activities that includes membership of banned organizations, organizing meetings and processions without due permission of the competent authorities.
   3.16 Any other conduct which is considered to be unbecoming of a student.
4. **POWER TO TAKE DISCIPLINARY ACTION**

All powers relating to discipline and disciplinary action in relation to students of the university shall vest in the vice-chancellor. However, the Vice chancellor may delegate all or any of his powers as he deems proper to the Discipline Committee or any functionary of the University.

5. **DISCIPLINE COMMITTEE**

5.1 There shall be a Discipline Committee to be constituted by the Vice-Chancellor which shall perform such functions and exercise such powers as may be delegated to it by the Vice Chancellor from time to time. Unless provided otherwise, the Discipline Committee shall comprise of the following members:

- (i) Vice Chancellor’s Nominee
- (ii) Dean Student Welfare
- (iii) Deans of Schools
- (iv) Warden, who shall be invited, when the matter concerning his/her Hall of Residence is required to be placed before the committee for consideration
- (v) Proctor (Member/Secretary)

5.2 The said committee shall, make such RULES as it deems fit for the performance of its functions and these Rules and any other Orders under them shall be binding on all the students of the University.

5.3 Any appeal against the decision of the Vice Chancellor will be dealt in accordance with the provisions of Section 34 of the Central Universities Act, 2009.

5.4 One third of the total members shall constitute the quorum for a meeting of the said committee.

5.5 A student would come within the disciplinary jurisdiction of the University at the time of his/her indulging in activities as stipulated at clause 3and he/she shall be subject to any penalty that may be imposed by the Competent Authority of the University for having committed such in disciplinary act.

5.6 The Discipline Committee may inflict the following punishment(s):

- (i) Suspension
- (ii) Expulsion
- (iii) Rustication for a specified period
- (iv) Denial of admission to courses of study in the University
- (v) Denial of admission to the hostel maintained by the University
- (vi) Withdrawal of scholarship or Free-ship
- (vii) Fine for an amount to be specified by order or any other amount which the competent authority deems fit and proper in the circumstances of the case.

Provided that the Discipline Committee shall not inflict any such punishment before satisfying themselves fully and giving the student(s) an adequate opportunity of being heard and considering such representation as may be made on behalf of the student(s). This shall not, however, preclude the Vice Chancellor from suspending an erring student during the pendency of disciplinary proceedings against him/her.

6 **PROHIBITION OF AND PUNISHMENT FOR RAGGING**

6.1 Ragging for the purposes of this Ordinance, ordinarily means any act, conduct or practice by which dominant power or status of senior students is brought to bear on students freshly enrolled or students who are in any way considered junior or inferior by other students and includes individual or collective acts or practices that -

- a) involve physical assault or threat to use of physical force;
- b) violate the status, dignity and honour of women students;
- c) violate the status, dignity and honour of students belonging to the scheduled castes and tribes;
d) expose students to ridicule and contempt and affect their self-esteem;
e) entail verbal abuse and aggression, indecent gestures and obscene behavior

6.2 Any individual or collective act or practice of ragging constitutes gross indiscipline and shall be dealt with under this Ordinance.

6.3 Ragging in any form is strictly prohibited, within the premises of the University Departments or Hostels and any segment of the University as well as on public transport.

6.4 The Head of the Department of the University or warden/In-charge of the University hostel shall take immediate action on any information of the occurrence of ragging and submit a report on the incident to the Vice-Chancellor.

6.5 The concerned authority mentioned in clause 6.4 above may also conduct suo moto enquiry into any incident of ragging and make a report to the Vice-Chancellor of the identity of those who have allegedly engaged in ragging and the nature of the incident.

6.6 If Head of the Department or Warden/In-charge of University hostel is satisfied that for some reason, to be recorded in writing, it is not reasonably practical to hold such an enquiry, he/she may so advise the Vice-Chancellor accordingly.

6.7 When the Vice-Chancellor is satisfied that it is not expedient to hold such an enquiry, he may take a decision based on the available facts and circumstances and his decision shall be final.

6.8 On the receipt of a report under Clause 6.4 or 6.5 or a determination by the relevant authority under Clause 6.6 disclosing the occurrence of ragging incidents described in Clause (6.1), the Vice Chancellor may direct or order rustication of a student or students for a specific number of semesters/years.

6.9 The Vice-Chancellor may in other cases of ragging order or direct that any student or students be expelled or be not admitted for a stated period to a course of study in a departmental examination for one or more years or that the results of the student or students concerned in the examination or examinations in which they appeared be cancelled.

6.10 In case any students who have obtained degrees of Central University of Kashmir are found guilty under this Ordinance appropriate action for withdrawal of degrees conferred by the University may be initiated.

6.11 For the purpose of this Ordinance, abetment to ragging whether by way of any act, practice or incitement of ragging will also amount to ragging.

All disciplinary action in relation to the students of the University shall be taken in accordance with the procedure outlined in the Act and Regulations made from time to time.
ORDINANCE 23

CONVOCATION FOR CONFERRING DEGREES

{ Section 28 1(O) of the Central Universities Act, 2009}

(Approved by the Executive Council at its 6th meeting held on 22.04.2012)

1. ANNUAL CONVOCATION
   1.1 Convocation for the purpose of conferring Degrees shall be held on such date and place as may be fixed by the Vice Chancellor with prior approval of the Visitor.
   1.2 The convocation shall consist of the body corporate of the University.
   1.3 The Chancellor shall, preside over the convocations of the University held for conferring degrees. However, in absence of the Chancellor, the Vice-Chancellor shall, preside over the convocations held for conferring degrees.

2. SPECIAL CONVOCATION
   A special convocation may be held at such time as may be decided by the Executive Council for the purpose of conferring Honorary Degrees in accordance with the procedure or for the purpose of conferring other Degrees under special circumstances on the recommendations of the Academic Council.

3. NOTICE
   3.1 Not less than four weeks notice shall be given by the Registrar for meetings of the relevant statutory authorities for the convocation.
   3.2 The officer concerned shall, with the notice, issue to each member of the convocation, a programme of the procedure to be observed thereat.

4. ADMISSION TO CONVOCATION
   4.1 The candidates who have passed their examinations in the years since the last convocation shall be eligible to be admitted to the convocation.
   4.2 Provided also that in case the convocation could not be held in a particular year, the Vice Chancellor shall be competent to admit candidates to the respective degrees without waiting for formal convocation but on payment of prescribed fees.
   4.3 Such recipients of degree shall, however sign the usual exhortation which they are required to do while convocation ceremony is normally held.
   4.4 Provided also that in case the convocation is not held in a particular year, the Vice Chancellor shall be competent to authorize admission of all those eligible candidates, who so wish to obtain their degrees through a convocation, to the next convocation and confer on them the respective degrees on payment of the prescribed fees.
   4.5 Provided further that those who wish to obtain their degrees in absentia when convocation is held regularly, may also do so after payment of usual fees.
   4.6 Provided further that the Vice Chancellor on convincing grounds may authorize the admission of eligible candidate(s) to a degree without waiting for formal convocation and he/she shall be awarded the degree on payment of prescribed fee.

5. APPLICATION
   5.1 A candidate for the Degree must submit to the Controller of Examination his/her application on or before the date prescribed for the purpose for admission to the Degree at the convocation in person along with the prescribed fee.
   5.2 Such candidates who are unable to present themselves in person at the convocation shall be admitted to the Degree in absentia by the Visitor/Vice Chancellor and their Degree shall be given by the Controller of Examinations on application and payment of the prescribed fee.

6. FEES
   The Fees for admission to the Degree at the convocation in person and in absentia shall be fixed by the University from time to time.
7. **HONORARY DEGREES**
   7.1 Honorary Degree shall be conferred at convocation/special convocation and may be taken in person or in absentia.
   7.2 The presentation of the persons at the convocation on whom Honorary Degrees are to be conferred shall be made by the Vice Chancellor or by a person nominated by him.

8. **ACADEMIC DRESS**
   Candidates at the convocation shall wear Academic Dress (Gowns) appropriate to their respective degrees as specified by the University. No candidate shall be admitted to the convocation who is not in proper Academic Dress as prescribed by the University.

9. **CONVOCATION PROCEDURE**
   The convocation procedure shall be laid down in the Regulations.
1. The Controller of Examinations shall be appointed on the basis of direct recruitment for tenure of five years which can be renewed for a similar term by the Executive Council and shall be placed in the scale of pay as recommended by the University Grants Commission and adopted by the Executive Council from time to time.

2. The terms and conditions of service of the Controller of Examinations shall be such as prescribed for other non-vacational employees of the University.

3. If the services of the Controller of Examinations are borrowed from Government or any other organization / Institution, the terms and conditions of his/her service shall be governed by the Deputation Rules of the Government of India.

4. A Controller of Examinations on Deputation may be repatriated earlier than the stipulated period by the Executive Council on the recommendations of the Vice-Chancellor.

5. The Controller of Examinations shall be entitled to unfurnished residential accommodation for which he/she shall pay the prescribed license fees as applicable to the category of the quarter/house. Further, he/she shall also be entitled to free telephone service (with STD facility) at his/her residence.

6. The Controller of Examinations shall be entitled to such Leave, Allowances, Provident Fund and other, terminal benefits as prescribed by the University from time to time for its non-vacational staff.

7. The Controller of Examinations shall be entitled to the facility of staff car between the Office and his/her residence.

8. Subject to the provision of the Act, Statutes and Ordinance, the Controller of Examinations shall perform the duties in regard to the examinations and shall perform such other duties and functions as may be assigned to him from time to time by the Executive Council or Vice-Chancellor.
1. **TITLE AND COMMENCEMENT**
   1.1 This Ordinance shall be called the ‘Ordinance for the Award of the Postgraduate Degree in Law (LL.M)’, hereinafter referred to as the Programme, and shall be applicable to LL.M Degree Programme.
   1.2 Subject to the overall control of the Academic Council, the programme shall be administered by the Board, School of Legal Studies.
   1.3 This Ordinance shall come into force from the Academic Session 2012-2013

2. **DURATION**
   2.1 Unless otherwise provided in the statutes governing a Masters programme the minimum duration for completion of each Master’s Degree Programme shall be 04 semesters (2 Academic Years) and the maximum duration 10 semesters (5 Academic Years).
   2.2 **In respect of candidates who had discontinued for a valid reason and are readmitted to the Programme, the period for which such candidates had discontinued shall not be counted while calculating the period of five years prescribed in clause 2.1**
   2.3 A semester / year may be declared a zero semester / year in case of a student who could not continue with the Programme during that period due to illness and hospitalization or due to accepting a foreign scholarship/fellowship subject to the fulfillment of requirements as laid down by the relevant rules. Such zero semester/year shall not be counted for calculation of the duration of the programme in case of such a student.

3. **NUMBER OF SEATS**
   **The number of the seats shall be as approved by the statutory bodies of University from time to time.**

4. **ADMISSION CRITERIA**
   4.1 **Admission of a candidate to the programme should be made only in its first semester. He/she shall be promoted to the subsequent semesters of the Programme after completing necessary formalities as specified under clause 8.**
   4.2 Foreign nationals either residing in India or abroad or Indian nationals residing abroad may be admitted to this programme according to the policy guidelines laid down by the Government of India/ statutory authorities of the University from time to time.
   4.3 No candidate shall be eligible for admission to the Programme if he/she is already registered for any full time Programme of this University or any other University/Institute.
   4.4 No candidate admitted to this programme shall undertake any employment/profession/occupation or join any other regular course of study before completing the minimum residency period.

5. **ELIGIBILITY FOR ADMISSION**
   5.1 **A candidate shall be eligible for admission to the LLM Programme provided he/she should have obtained a LLB/5 year Integrated LLB or any other any other equivalent degree in Law from a recognised University with not less than 55% in aggregate (50% for SC,ST & PWD candidates) or its equivalent on the grading scale of respective University or as approved by the statutory body of the University.**
5.2 For SC/ST, Physically Handicapped & Visually Challenged candidates a concession of 5 percent of marks shall be given in the minimum eligibility marks.

5.3 The policy of the Govt. of India and the guidelines of the UGC, regarding the reservation of seats for candidates belonging to the Scheduled Castes, Scheduled Tribes, OBC’s and also for Differently-abled candidates shall be implemented.

6. PROCEDURE FOR ADMISSION
6.1 As per an Academic Calendar the University shall invite applications from the eligible candidates for admission to the Programme in each academic session, giving details regarding the academic calendar, number of seats available, eligibility criteria, prescribed fees etc.

6.2 Admission for the Programme shall be advertised in leading newspapers at the national level and also in the University’s website.

6.3 The admission to the Programme shall be made on the basis of the Entrance test to be conducted by the university as per a schedule to be notified for the purpose (through any such criteria as mentioned in the Admission Rules of a particular programme) or as decided by the statutory bodies of the University. The Entrance Test shall be conducted at national level at the designated centers to be decided by the University, depending upon the number of students opting for a centre.

6.4 The selected candidate shall submit the prescribed fee and other relevant documents to the School of Legal Studies within the stipulated time.

7. PROGRAMME STRUCTURE
7.1 As per Ordinances of the University, the School of Legal Studies shall follow a Choice Based Credit System (CBCS) in all its Masters Programmes. During the Programme a student shall have to take Foundation, Elective and Supportive (teaching skills) subject to a minimum of 64 credits.

7.2 Subject to the approval of the Academic Council, the syllabus for the courses and the methodology and instructional designs to be used shall be prepared/prescribed and published by the Board, School of Legal Studies.

8. REGISTRATION AND PROMOTION TO THE NEXT SEMESTER
8.1 Every student admitted to the Programme shall get registered at the beginning of the First semester of the programme in the School of Legal Studies by completing the necessary formalities.

8.2 A student shall be promoted and permitted to get registered in the next semester provided he/she:

- Fulfils the requirements of continuous internal assessment/project/practical work/teaching assignment
- The student/s appearing in all the courses in End Semester Examination in odd semesters shall be allowed to take admission in the even semesters without emphasizing on qualifying 50% of courses in a semester. However, only those students of even semesters shall be allowed to take admission to next odd semester who have qualified at least 50% courses of all previous semesters.
- Puts in required attendance in each course/semester as provided in clause 9.1

8.3 A student found not eligible to appear in the End-Semester Examination of a Semester of the Programme due to shortage of attendance shall be required to repeat and take readmission in respective semester of the programme in the following academic year.

*In case of odd number of courses, 50% should be interpreted as the next higher number (i.e., 3 in case of 5 courses, and 4 in case of 7 courses and so on) for promotion to the next semester.
8.4 A student shall not be permitted to register himself/herself in a subsequent semester of a Programme unless he/she has been a registered student of the immediate earlier semester and has pursued the course of that semester as a regular student.

8.5 In each semester, a last date shall be fixed and notified in the beginning of the semester after which admissions/re-admissions/promotion/registration shall not be ordinarily made.

8.6 Under special circumstances, the students may be allowed late registration by a specified date, by paying a late fee fixed for the purpose, along with the prescribed fees.

9. ATTENDANCE
9.1 A candidate to be eligible to appear in the internal continuous assessment/end semester examination of a course or a complete semester shall have to put in a minimum of 75% attendance in that course/semester in addition to satisfying all other relevant conditions laid down in the Regulations.

9.2 The Dean, School of Legal Studies, on the recommendation of the HOD, shall condone the shortage of attendance to a maximum of 5% if the claim is justified and supported by valid documents.

9.3 The Vice Chancellor, on the recommendation of the HOD and Dean, School of Legal Studies shall condone shortage beyond 5% but only up to 10% for valid reasons (to be supported by documentary evidence).

9.4 However, no student shall be allowed to avail of the concession provided under Clause 9.2 & 9.3 in more than 50% of the total semesters of the programme.

9.5 The teacher concerned shall be responsible for maintaining the record of attendance of the students registered for the course.

10. SUSPENSION/WITHDRAWAL
10.1 A student suspended or debarred from attending the classes due to any reason, whatsoever, or having withdrawn from a semester/year on medical grounds or for any other cogent reason, shall have to seek re-admission in the appropriate semester in the next academic session as a regular student. Such students shall have to meet the requirement of 75% attendance in each course in a semester and shall have to complete the programme within its maximum time limit as specified in the Regulations (period of suspension/rustication excluded).

11. FEES TO BE PAID
11.1 The amount and mode of payment of fees payable at the time of admission, registration during subsequent semesters and at the time of examination and refund of fee under special circumstances will be governed by the relevant Ordinances of the University in this regard.

12. MEDIUM OF INSTRUCTION AND EXAMINATION
12.1 The language for the instruction and examination shall be English.

13. EXAMINATION AND EVALUATION
13.1 A student shall be continuously evaluated for his/her academic performance through continuous Internal Assessment (tutorials, practical, home assignments, class assignment, term papers, field work, seminars, periodical tests) and Non Scholastic areas (Personality, Attitude, Scientific temper, Creative thinking, values and Social/Community Work) and the End Semester examination as prescribed in the examination scheme of the respective course and duly approved by the Authority concerned.
13.2 Distribution of marks for each course shall be as under:

Continuous Internal Assessment (CIA) : 40 Marks
End Semester Examination (ESE) : 60 Marks

13.3 Unless provided otherwise the breakup of Continuous Internal Assessment shall be as below:

<table>
<thead>
<tr>
<th>Component</th>
<th>Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test</td>
<td>10</td>
</tr>
<tr>
<td>Comprehensive Viva</td>
<td>15</td>
</tr>
<tr>
<td>Assignments through PPT</td>
<td>10</td>
</tr>
<tr>
<td>Attendance *</td>
<td>05</td>
</tr>
</tbody>
</table>

40 Marks

* Marks break-up for Attendance

- 75% to 80% : 1 mark
- 81% to 85% : 2 marks
- 86% to 90% : 3 marks
- 91% to 95% : 4 marks
- 96% to 100% : 5 marks

*the decimals 0.5 and above in the marks for attendance shall be rounded off to the next figure.

13.4 The continuous internal assessment shall be conducted by the teacher concerned under the overall supervision of the Head, School of Legal Studies. The Head, School of Legal Studies shall report the award list of CIA to the Controller of Examination through the Dean.

13.5 In case of a student who could not appear in any of the components of the CIA due to medical reasons or for extraordinary circumstances (supported by documentary evidence), a separate examination in that component may be arranged by the School before the end semester examination through the Dean.

13.6 The end semester examination shall be organized by the Controller of Examination, with the evaluation to be undertaken by the examiners to be appointed by the Vice Chancellor.

13.7 There shall be four End Semester Examinations, first semester examination at the middle of the first academic year and the second semester examination at the end of the first academic year. Similarly the third and fourth semester examinations will be held at the middle and the end of the second academic year respectively.

13.8 There shall be one End semester examination of 3 hours duration carrying 60% Marks in each course covering the entire syllabus prescribed for the course.

13.9 Dissertation will be assessed by an external examiner appointed by the Vice Chancellor out of a panel of four examiners suggested by the supervisor through head of the school and Dean. The Head, School of Legal Studies may add one more name to the panel of examiners suggested by the supervisor. The Vice-Chancellor can adopt an examiner from outside the panel as an examiner.

13.10 A student shall be permitted to appear in the End-semester examination as per the Conduct of Examination Rules after filling up the prescribed examination form, payment of the prescribed Examination Fee, satisfying the attendance requirement and fulfilling other eligibility criteria.

13.11 To be eligible to appear in the End Semester Examination of a course the student shall have to clear the CIA with a minimum of 50% marks.
The question paper pattern of End Semester Examination shall be prescribed by the School of Legal Studies.

A candidate shall be deemed to have completed his/her courses successfully if he/she obtains at least 50% marks in each of the theory / practical course, and 50% marks in aggregate (Internal Assessment and End-semester evaluation) or ‘B’ Grade, measured on the following ten point scale.

<table>
<thead>
<tr>
<th>Marks</th>
<th>Grade Point</th>
<th>Letter Grade</th>
<th>Class</th>
</tr>
</thead>
<tbody>
<tr>
<td>90-100</td>
<td>9-10</td>
<td>O</td>
<td>Outstanding</td>
</tr>
<tr>
<td>80-&lt;90</td>
<td>8-&lt;9</td>
<td>A+</td>
<td>Excellent</td>
</tr>
<tr>
<td>70-&lt;80</td>
<td>7-&lt;8</td>
<td>A</td>
<td>Very Good</td>
</tr>
<tr>
<td>60-&lt;70</td>
<td>6-&lt;7</td>
<td>B+</td>
<td>Good</td>
</tr>
<tr>
<td>50-&lt;60</td>
<td>5-&lt;6</td>
<td>B</td>
<td>Average</td>
</tr>
<tr>
<td>0-&lt;50</td>
<td>0</td>
<td>F</td>
<td>Fail</td>
</tr>
</tbody>
</table>

The multiplication factor of 0.10 shall be applied in calculating the exact Grade Point.

If a student fails in less than 50 % of prescribed courses of a semester or falls short of attendance in a course he/she shall be allowed to appear in that course(s) as ex-student during the End-Semester Examination of the corresponding semester with the regular students. No separate/supplementary examination shall be arranged for such students. However, the Vice Chancellor may authorize special examination (CIA/ESE) for students who have total of up to 4 backlogs after the declaration of last semester result. The marks of all internal assessment as applicable shall however, be carried forward in such cases.

The student/s appearing in all the courses in End Semester Examination in odd semesters shall be allowed to take admission in the even semesters without emphasizing on qualifying 50% of courses in a semester. However, only those students of even semesters shall be allowed to take admission to next odd semester who have qualified atleast 50% courses of all previous semesters.

A student with a backlog can repeat End Semester Examinations of a course for a maximum of three chances, excluding the 1st appearance, in the subsequent regular End Semester Examinations without putting in any additional attendance. The internal assessments marks obtained by the student shall be carried over for declaring the result.

A student after declaration of his/her results can request for providing of photocopies of answer sheets of End Semester Examinations within a period of 7 days on the prescribed format and on payment of prescribed fees.

Provisions for reevaluation:-

(a) In case a student is not satisfied with the End Semester evaluation, he/she can apply for reevaluation on payment of prescribed fee within a period of 15 days after the declaration of the results.

(b) In case a student is not satisfied with the End Semester evaluation, he/she can apply for re-evaluation on payment of prescribed fee within a period of
15 days after the declaration of the results. The answer script will be sent to the two examiners for re-evaluation and the result shall be compiled by taking average of two evaluators which are nearer to each other.

14. APPEARANCE FOR IMPROVEMENT
14.1 Students who have passed in a theory course / courses shall be allowed to repeat a maximum of 4 courses only once in order to improve his/her marks, within a maximum period of 10 semesters from his/her admission to the first semester along with regular students of either odd or even semesters. No separate/supplementary examination would be arranged for such students.
14.2 Such students shall have to apply for marks/division improvement within one month of declaration of the final result in a prescribed form and pay the fees prescribed from time to time.
14.3 If the candidate improves his marks, then his improved marks shall be taken into account for working out his revised award and a revised grade card shall be issued to him/her on the surrender of the earlier grade card. Such improved marks will not be counted for the award of Prizes / Medals, Rank and Distinction. If the candidate does not show improvement in the marks, his/her previous marks will continue to be taken into account.
14.4 No candidate will be allowed to improve marks in the Practical, Project, Viva-voce, Field work.

15. AWARD OF MARKS-SHEET & DEGREES
15.1 On successful Completion of each semester examination, the student shall be awarded marks for that semester indicating simultaneously the marks obtained in the previous semester(s).
15.2 The Marks-Sheet of last semester of the Programme shall indicate the consolidated marks of all the semesters, along with the Division/Class/ letter Grade, the credits earned for each course, Grade Point Average (GPA), Weighted Average Marks (WAM), Cumulative Grade Point Average (CGPA) and Overall Weighted Percentage Marks (OWPM) of all the courses of a semester.
15.3 The Successful candidates shall be admitted to and conferred upon the Masters Degree in Law as per provisions of the Act and Statutes provided he/she has:
   - Registered, undergone and earned the required minimum number of credits within the stipulated time;
   - Put in the required attendance;
   - No dues to the University, Hostel or Library are outstanding;
   - No disciplinary action pending against him/her ;
   - Fulfilled such other conditions as prescribed under rules

16. POWER TO REMOVE ANY DIFFICULTY
16.1 Notwithstanding what is contained in the Ordinance, the Chairperson of the Academic Council /Executive Council may in exceptional circumstances and on the recommendations of the Board, School of Legal Studies or an appropriate Committee on the merits of each individual case consider, and for reasons to be recorded, relaxation of any of the provisions except those prescribing CGPA requirements.
ORDINANCE 26
Five Year Integrated B.A-M.A & B.Sc-MSc Degree Programme
{Sub – section (1) (b) of Section 28} of the Central Universities Act, 2009
(Adopted by the Executive Council at its 15th meeting held on 19.09.2015)

(a) This ordinance shall be called the ordinance for the award of Five Year Integrated B.A-M.A & B.Sc-MSc Degree Programme
(b) The ordinance shall come into force from the Academic Session 2015.

1. DURATION
(a) The Integrated B.A-M.A & B.Sc.-MSc Degree Programme under the University shall be full time course of study spread over a period of five academic years. Each academic year shall comprise of two semesters.
(b) The minimum duration for completion of said Programme shall be 10 semesters (5 Academic Years) and the maximum duration 16 semesters (8 Academic Years).
(c) The student shall have an exit option after three years (6 semesters) to leave the programme and in that case he/she shall be awarded a B.A/BSc Degree in the concerned programme. The programme shall have an option of lateral entry in the 7th semester leading to the award of M.A/Msc Degree.
(d) A semester or a year may be declared as Zero Semester/Year in case a student who could not continue with the programme during that period due to illness and hospitalization or due to accepting a foreign scholarship/fellowship subject to the fulfillment of the requirements as laid down by the relevant rules. Such zero semester/year shall not be counted for calculation of the duration.

2. ELIGIBILITY
2.1 A candidate seeking admission into the five year programme must have passed the 10+2 examination in any stream from recognized Board/University securing at least 50% marks (relaxable by 5% in case of SC/ST candidates).

2.2 For lateral entry a candidate should have graduation in the relevant subject and have secured at least 50% marks (relaxable by 5% in case of SC/ST candidates).

3. ADMISSION
3.1 Admission to B.A-M.A & B.Sc-MSc Degree Programme shall be made to the First Semester only on the basis of the following procedure:
   (i) An entrance test to be conducted each year by the University, subject to the fulfillment of all other criteria as specified in the Act, Statues and Ordinances of the University in the manner prescribed by the University and on this basis merit list will be drawn. Admission will be made according to the merit list.
   (ii) The standards of admission test will be Class 12 (10+2 System) of the Board/CBSE or its equivalent.
   (iii) Reservation of seats for the candidates belonging to SC’s, ST’s, and OBC’s and also for Differently abled candidates shall be in accordance with the Government of India Rules and guidelines of UGC.

3.2 Admission for the lateral entry shall be made to 7th semester on the following procedure:
   (i) An entrance test to be conducted each year by the University, subject to the fulfillment of all other criteria as specified in the Act, Statues and Ordinances of the University in the manner prescribed by the University and on this basis merit list will be drawn. Admission will be made according to the merit list.
   (ii) The standards of admission test will be graduation from the recognized university or its equivalent.
Reservation of seats for the candidates belonging to SC's, ST's, and OBC's and also for Differently abled candidates shall be in accordance with the Government of India Rules and guidelines of UGC.

4. NUMBER OF SEATS
4.1 The number of the seats shall be as approved by the statutory bodies of University from time to time.
4.2 The number of seats arising due to the dropouts/exit candidates shall be filled up through lateral entry in addition to the intake capacity of the programme, on the basis of entrance test or other criteria laid down by the University.

5. PROGRAMME STRUCTURE
(A) University shall follow Choice Based Credit System (CBCS) in Integrated B.A-M.A & B.Sc.-MSc Degree Programme. During the programme, the student shall have to take Core, Generic elective, Ability enhancement elective, Skill enhancement elective offered by the departments/other departments.

6. ATTENDANCE
(a) A candidate to be eligible to appear in the Continuous Internal Assessment/End Semester Examination of a course or a complete semester shall have to put in a minimum of 75% attendance in that course/semester in addition to satisfying all other relevant conditions laid down in the Regulations.
(b) Provided in exceptional cases, the Dean of the School, on the recommendations of the HOD concerned, shall condone the shortage of attendance to a maximum of 5% if the claim is justified and supported by valid documents.
(c) Condonation of shortage of more than 5% & up to 10% may be recommended by the Dean of the School to the Vice Chancellor with full justification whose decision shall be final.
(d) However, no student shall be allowed to avail of the concession provided under Clause b & c in more than 50% of the total semesters of the programme.
(e) The teacher concerned shall be responsible for maintaining the record of attendance of the students registered for the course.

7. EXAMINATION & EVALUATION
(a) A student shall be continuously evaluated for his/her academic performance through continuous Internal Assessment (tutorials, practical, home assignments, class assignment, term papers, field work, seminars, periodical tests) and Non Scholastic areas (Personality, Attitude, Scientific temper, Creative thinking, values and Social/Community Work) and the End Semester examination as prescribed in the examination scheme of the respective course and duly approved by the Authority concerned.
(b) Unless provided otherwise the marks distribution for theory courses shall be as under:

<table>
<thead>
<tr>
<th>Examination</th>
<th>Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>End Semester Examination (ESE)</td>
<td>60</td>
</tr>
<tr>
<td>Continuous Internal Assessment (CIA):</td>
<td>35</td>
</tr>
<tr>
<td>Attendance</td>
<td>05</td>
</tr>
</tbody>
</table>

(c) Unless provided, otherwise, the breakup of Continuous Internal Assessment (CIA) shall be as follows

- Test 10 Marks
- Comprehensive Viva 15 Marks
- Assignments through PPT* 10 Marks
- Attendance ** 05 Marks

Total 40 Marks
Marks break-up for Attendance

75% to 80% : 1 mark
81% to 85% : 2 marks
86% to 90% : 3 marks
91% to 95% : 4 marks
96% to 100% : 5 marks

**for Mathematics, Assignment, through blackboard or any other mechanism shall carry 10 marks
**the decimals 0.5 and above in the marks for attendance shall be rounded off to the next figure

(d) The continuous internal assessment shall be conducted by the teacher concerned under the overall supervision of the HOD and Dean of the School. The Head of the Department shall report the award list of CIA in respect of all courses to the Controller of Examination through the Dean.

(e) In case of a student who could not appear in any of the components of the CIA due to medical reasons or for extraordinary circumstances(supported by documentary evidence), a separate examination in that component may be arranged by the Department concerned before the end semester examination.

(f) To be eligible to appear in the End Semester Examination of a course the student shall have to clear the CIA with a minimum of 50% marks. The minimum pass percentage for the end semester examination is also 50%.

(g) A candidate shall be deemed to have completed his/her courses successfully if he/she obtains at least 50% marks in each of the theory / practical course, and 50% marks in aggregate (Internal Assessment and End-semester evaluation) or ‘B’ Grade, measured on the following ten point scale*.

<table>
<thead>
<tr>
<th>Marks</th>
<th>Grade Point</th>
<th>Letter Grade</th>
<th>Class</th>
</tr>
</thead>
<tbody>
<tr>
<td>90-100</td>
<td>9-10</td>
<td>O</td>
<td>Outstanding</td>
</tr>
<tr>
<td>80-&lt;90</td>
<td>8-&lt;9</td>
<td>A+</td>
<td>Excellent</td>
</tr>
<tr>
<td>70-&lt;80</td>
<td>7-&lt;8</td>
<td>A</td>
<td>Very Good</td>
</tr>
<tr>
<td>60-&lt;70</td>
<td>6-&lt;7</td>
<td>B+</td>
<td>Good</td>
</tr>
<tr>
<td>50-&lt;60</td>
<td>5-&lt;6</td>
<td>B</td>
<td>Average</td>
</tr>
<tr>
<td>0-&lt;50</td>
<td>0</td>
<td>F</td>
<td>Fail</td>
</tr>
</tbody>
</table>

(h) The multiplication factor of 0.10 shall be applied in calculating the exact Grade Point.

8. PROMOTION TO THE NEXT SEMESTER

(a) A student/s appearing in all the courses in End Semester Examination in odd semesters shall be allowed to take admission in the even semesters without emphasizing on qualifying 50% of courses in a semester. However, only those students of even semesters shall be allowed to take admission to next odd semester who have qualified atleast 50% courses of all previous semesters.

(b) *If a student fails in less than 50 % of prescribed courses of a semester or falls short of attendance in a course he/she shall be allowed to appear in that course(s)
as ex-student during the End-Semester Examination of the corresponding semester with the regular students. No separate/supplementary examination shall be arranged for such students. However, the Vice Chancellor may authorize special examination (CIA/ESE) for students who have total of up to 4 backlogs after the declaration of last semester result. The marks of all internal assessment as applicable shall however, be carried forward in such cases.

(c) A student found not eligible to appear in the End-Semester examination of a Semester of the programme due to shortage of attendance shall be required to repeat and take readmission in respective semester of the programme in the following academic year as a regular student.

(d) A student after declaration of his/her results can request for providing of photocopies of answer sheets of End Semester Examinations within a period of 7 days on the prescribed format and on payment of prescribed fees.

(e) Provisions for reevaluation:-
   (i) In case a student is not satisfied with the End Semester evaluation, he/she can apply for reevaluation on payment of prescribed fee within a period of 15 days after the declaration of the results.
   (ii) In case a student is not satisfied with the End Semester evaluation, he/she can apply for re-evaluation on payment of prescribed fee within a period of 15 days after the declaration of the results. The answer script will be sent to the two examiners for re-evaluation and the result shall be compiled by taking average of two evaluators which are nearer to each other.

9. APPEARANCE & IMPROVEMENT
   (a) A student with a backlog can repeat End Semester Examinations of a course for a maximum of three chances, excluding the 1st appearance, in the subsequent regular End Semester Examinations without putting in any additional attendance. The internal assessments marks obtained by the student shall be carried over for declaring the result.
   (b) If the candidate improves his/her marks, then the improved marks shall be taken into account for working out his revised award and a revised grade card shall be issued to him/her on surrender of the earlier grade card. Such improved marks will not be counted for the award of Prizes/Medals, Rank and Distinction. If the candidate does not show improvement in the marks, his/her previous marks will continue to be taken into account.

10. ELIGIBILITY FOR THE AWARD OF THE DEGREE
   (a) The award of Marks Sheet and Degree shall be governed by the relevant ordinance of the University.
   (b) A candidate shall have to clear all the prescribed courses within 08 years from the date of admission in first semester in order to obtain the B.A-M.A & B.Sc-MSc Degree Programme.
ORDINANCE 27
Bachelor of Vocation (B. Voc.)
{Sub – section (1) (b) of Section 28 of the Central Universities Act, 2009}
(Adopted by the Executive Council at its 15th meeting held on 19.09.2015)

OBJECTIVE:
Bachelor of Vocation (B. Voc.) is launched under the scheme of University Grants Commission on skill development based higher education leading to Bachelor of Vocation (B. Voc.) Degree with multiple exits as Diploma/Advanced Diploma under the National Skill Qualification framework. The B.Voc. Programme incorporate specific job roles and their National Occupational Standards along broad based general education

1. TITLE AND COMMENCEMENT
1.4 This Ordinance shall be called the Ordinance for the award of the B.Voc Programmes hereinafter referred as the Programme, and shall be applicable to all the Bachelor of Vocation (B. Voc.) programmes unless otherwise stated.
1.5 Subject to the overall control of the Academic Council, the Programme shall be administered by the concerned School Board.
1.6 This Ordinance shall come into force from the Academic Session 2015-2016

2. DURATION
2.1 B. Voc. Programme has been designed as per National Skill Qualification Framework emphasizing on skill based education.

2.2 LEVELS OF AWARD:
The certification levels shall lead to Diploma/Advanced Diploma/B.Voc. Degree in Retail & logistics Management & Tourism & Hospitality.

<table>
<thead>
<tr>
<th>AWARD</th>
<th>DURATION</th>
<th>CORELEVEL/RESPONDING /NSQF</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIPLOMA</td>
<td>1 YEAR</td>
<td>5</td>
</tr>
<tr>
<td>ADVANCED DIPLOMA</td>
<td>2 YEAR</td>
<td>6</td>
</tr>
<tr>
<td>B. VOC. DEGREE</td>
<td>3 YEAR</td>
<td>7</td>
</tr>
</tbody>
</table>

2.3 Unless otherwise provided in the statutes governing a minimum duration and maximum duration for completion of each B.Voc. programme shall be specified by the relevant statutory bodies of the University.
In respect of candidates who had discontinued for a valid reason and are readmitted to the programme by the School, the period for which such candidates had discontinued shall not be counted while calculating the period of maximum during as may be prescribed.
2.4 A semester / year may be declared a zero semester / year in case of a student who could not continue with the programme during that period due to illness and hospitalization or due to accepting a foreign scholarship/ fellowship subject to the fulfilment of requirements as laid down by the relevant rules. Such zero semester /year shall not be counted for calculation of the duration of the programme in case of such a student.

3. NUMBER OF SEATS
The number of seats in each of the B. Voc. Programme, shall be as specified by the relevant statutory bodies of the University.

4. ADMISSION CRITERIA
4.1 Admission of a candidate to the programme should be made only in its first semester. He/she shall be promoted to the subsequent semesters of the programme after completing necessary formalities as specified under clause.
4.2 Foreign nationals either residing in India or abroad or Indian nationals residing abroad may be admitted to this programme according to the policy guidelines laid down by the Government of India/ statutory authorities of the University from time to time.

4.3 No candidate shall be eligible for admission to the Programme if he/she is already registered for any full time Programme of this University or any other University/Institute.

4.4 No candidate admitted to this programme shall undertake any employment or join any other course of study before completing the minimum residency period.

4.5 The seats reserved for in-service/ sponsor candidates as may be decided by the statutory bodies of the University. They shall be admitted to the programme subject to the submission of No objection certificate (NOC), issued by their parent departments and on being properly relieved on the approved leave.

5. ELIGIBILITY FOR ADMISSION

5.1. The eligibility for B.Voc. Programme is 10+2 or equivalent in any stream/ Arts/ Science / Commerce with 50% at 10+2 or equivalent level.

5.2 The course of study of B.Voc. shall be divided in to six semesters and university examination will be held at the end of every semester as fixed by the University.

5.3 For SC/ST, Physically Handicapped & Visually Challenged candidates a concession of 5 percent of marks shall be given in the minimum eligibility marks.

5.4 The policy of the Govt. of India and the guidelines of the UGC, regarding the reservation of seats for candidates belonging to the Scheduled Castes, Scheduled Tribes, OBCs and also for Differently- abled candidates shall be implemented.

6. PROCEDURE FOR ADMISSION

6.1 As per an Academic Calendar the University shall invite applications from the eligible candidates for admission to the Programme in each academic session, giving details regarding the academic calendar, number of seats available, eligibility criteria, prescribed fees etc.

6.2 Admission for the Programme shall be advertised in leading newspapers at the national level and also in the University’s website.

6.3 The admission to the Programme shall be made on the basis of the Entrance test to be conducted by the university as per a schedule to be notified for the purpose or through any such criteria as mentioned in the Admission Rules of a particular programme or as decided by the statutory bodies of the University. The Entrance Test shall be conducted at national level at the designated centers to be decided by the University, depending upon the number of students opting for a centre.

6.4 The selected candidate shall submit the prescribed fee and other relevant documents to the Department concerned within the stipulated time.

7. PROGRAMME STRUCTURE

Subject to the approval of the Academic Council, the syllabus for the courses and the methodology and instructional designs to be used shall be prepared/prescribed and published by the respective statutory bodies of the University.

8. REGISTRATION AND PROMOTION TO THE NEXT SEMESTER

8.1. Every student admitted to the programme shall get registered at the beginning of the 1st semester of the programme in the Department/School by completing the necessary formalities;

8.2. A student shall be promoted and permitted to get registered in the next semester provided he/she:

- Fulfils the requirements of continuous internal assessment/project/practical work/teaching assignment.
• The student/s appearing in all the courses in End Semester Examination in odd semesters shall be allowed to take admission in the even semesters without emphasizing on qualifying 50% of courses in a semester. However, only those students of even semesters shall be allowed to take admission to next odd semester who have qualified at least 50% courses of all previous semesters.
• Puts in required attendance in each course/semester as provided in clause 9.1

8.3. A student found not eligible to appear in the End- Semester Examination of a Semester of the programme due to shortage of attendance shall be required to repeat and take readmission in respective semester of the programme in the following academic year.

8.4. A student shall not be permitted to register himself/herself in a subsequent semester of a programme unless he/she has been a registered student of the immediate earlier semester and has pursued the course of that semester as a regular student;

8.7 In each semester, a last date shall be fixed and notified in the beginning of the semester after which admissions/re-admissions/promotion/registration shall not be ordinarily made;

8.8 Under special circumstances, the students may be allowed late registration by a specified date, by paying a late fee fixed for the purpose, along with the prescribed fees.

9. ATTENDANCE
9.1 A candidate to be eligible to appear in the internal continuous assessment/end semester examination of a course or a complete semester shall have to put in a minimum of 75% attendance in that course/semester in addition to satisfying all other relevant conditions laid down in the Regulations.

9.2 The Dean of School, on the recommendation of the HOD concerned, shall condone the shortage of attendance to a maximum of 5% if the claim is justified and supported by valid documents.

9.3 The Vice Chancellor, on the recommendation of the HOD and Dean of the Faculty shall condone shortage beyond 5% but only up to 10% for valid reasons (to be supported by documentary evidence).

9.4 However, no student shall be allowed to avail of the concession provided under Clause 9.2 & 9.3 in more than 50% of the total semesters of the programme.

9.5 The teacher concerned shall be responsible for maintaining the record of attendance of the students registered for the course.

10. SUSPENSION/WITHDRAWAL
A student suspended or debarred from attending the classes due to any reason, whatsoever, or having withdrawn from a semester/year on medical grounds or for any other cogent reason, shall have to seek re-admission in the appropriate semester in the next academic session as a regular student. Such students shall have to meet the requirement of 75% attendance in each course in a semester and shall have to complete the programme within its maximum time limit as specified in the Regulations (period of suspension/rustication included).

11. FEES TO BE PAID
The amount and mode of payment of fees payable at the time of admission, registration during subsequent semesters and at the time of examination and refund of fee under special circumstances will be governed by the relevant Ordinances of the University in this regard.

12. MEDIUM OF INSTRUCTION AND EXAMINATION
12.1 The language for the instruction and examination shall be English.
12.2 In cases where the programme pertains to any language other than English, the instruction and examination could be in that language.
13. EXAMINATION AND EVALUATION

13.1 A student shall be continuously evaluated for his/her academic performance through continuous Internal Assessment (tutorials, practical, home assignments, class assignment, term papers, field work, seminars, periodical tests) and Non Scholastic areas (Personality, Attitude, Scientific temper, Creative thinking, values and Social/ Community Work) and the End Semester examination as prescribed in the examination scheme of the respective course and duly approved by the Authority concerned.

13.2 Unless provided otherwise the marks distribution for each course shall be as under;

- **End Semester Examination (ESE)**: 60 Marks
- **Continuous Internal Assessment (CIA)**: 40 Marks

13.3 Unless provided otherwise the breakup of Continuous Internal Assessment shall be as below:

- **Test**: 10 Marks
- **Comprehensive Viva**: 15 Marks
- **Assignments through PPT**: 10 Marks
- **Attendance ***: 05 Marks

  **Total**: 40 Marks

*Marks break-up for Attendance

- 75% to 80% : 1 mark
- 81% to 85% : 2 marks
- 86% to 90% : 3 marks
- 91% to 95% : 4 marks
- 96% to 100% : 5 marks

*the decimals 0.5 and above in the marks for attendance shall be rounded off to the next figure

13.4 The continuous internal assessment shall be conducted by the teacher concerned under the overall supervision of the HOD and Dean of the School. The Head of the Department shall report the award list of CIA in respect of all courses to the Controller of Examination through the Dean.

13.5 In case of a student who could not appear in any of the components of the CIA due to medical reasons or for extraordinary circumstances(supported by documentary evidence), a separate examination in that component may be arranged by the Department concerned before the end semester examination.

13.6 The end semester examination shall be organised by the Controller of Examination, with the evaluation to be undertaken by the examiners to be appointed by the Vice Chancellor.

13.7 There shall be six End Semester Examinations, first semester examination at the middle of the first academic year and the second semester examination at the end of the first academic year. Similarly the third, fourth, fifth and sixth semester examinations will be held at the middle and the end of the second and third academic year respectively.

13.8 There shall be one End semester examination of 3 hours duration carrying 60% of Marks in each course covering the entire syllabus prescribed for the course.

13.9 End Semester Practical Examinations (wherever applicable) shall ordinarily be held before the theory examinations.

13.10 A student shall be permitted to appear in the End-semester examination as per the Conduct of Examination Rules after filling up the prescribed examination form, payment of the prescribed Examination Fee, satisfying the attendance requirement and fulfilling other eligibility criteria.

13.11 To be eligible to appear in the End Semester Examination of a course the student shall have to clear the CIA with a minimum of 50% marks.

13.12 The question paper pattern of End Semester Examination shall be prescribed by the School concerned.
13.13 A candidate shall be deemed to have completed his/her courses successfully if he/she obtains at least 50% marks in each of the theory / practical course, and 50% marks in aggregate (Internal Assessment and End-semester evaluation) or ‘B’ Grade, measured on the following ten point scale.

<table>
<thead>
<tr>
<th>Marks</th>
<th>Grade Point</th>
<th>Letter Grade</th>
<th>Class</th>
</tr>
</thead>
<tbody>
<tr>
<td>90-100</td>
<td>9-10</td>
<td>O</td>
<td>Outstanding</td>
</tr>
<tr>
<td>80-&lt;90</td>
<td>8-&lt;9</td>
<td>A+</td>
<td>Excellent</td>
</tr>
<tr>
<td>70-&lt;80</td>
<td>7-&lt;8</td>
<td>A</td>
<td>Very Good</td>
</tr>
<tr>
<td>60-&lt;70</td>
<td>6-&lt;7</td>
<td>B+</td>
<td>Good</td>
</tr>
<tr>
<td>50-&lt;60</td>
<td>5-&lt;6</td>
<td>B</td>
<td>Average</td>
</tr>
<tr>
<td>0-&lt;50</td>
<td>0</td>
<td>F</td>
<td>Fail</td>
</tr>
</tbody>
</table>

The multiplication factor of 0.10 shall be applied in calculating the exact Grade Point.

13.14 If a student fails in less than 50 % of prescribed courses of a semester or falls short of attendance in a course he/she shall be allowed to appear in that course(s) as ex-student during the End-Semester Examination of the corresponding semester with the regular students. No separate/supplementary examination shall be arranged for such students.

13.15 The student/s appearing in all the courses in End Semester Examination in odd semesters shall be allowed to take admission in the even semesters without emphasizing on qualifying 50% of courses in a semester. However, only those students of even semesters shall be allowed to take admission to next odd semester who have qualified atleast 50% courses of all previous semesters.

13.16 *A student with a backlog can repeat End Semester Examinations of a course for a maximum of three chances, excluding the 1st appearance, in the subsequent regular End Semester Examinations without putting in any additional attendance. The internal assessments marks obtained by the student shall be carried over for declaring the result.

13.17 Provisions for reevaluation:-

(a) In case a student is not satisfied with the End Semester evaluation, he/she can apply for reevaluation on payment of prescribed fee within a period of 15 days after the declaration of the results.
(b) In case a student is not satisfied with the End Semester evaluation, he/she can apply for re-evaluation on payment of prescribed fee within a period of 15 days after the declaration of the results. The answer script will be sent to the two examiners for re-evaluation and the result shall be compiled by taking average of two evaluators which are nearer to each other.

14. APPEARANCE FOR IMPROVEMENT

14.1 Students who have passed in a theory course / courses shall be allowed to repeat a maximum of 6 courses only once in order to improve his/her marks, within a maximum period of 12 semesters from his/her admission to the first semester along with regular students of either odd or even semesters. No separate/supplementary examination would be arranged for such students.

14.2 Such students shall have to apply for marks/division improvement within one month of declaration of the final result in a prescribed form and pay the fees prescribed from time to time.

14.3 If the candidate improves his marks, then his improved marks shall be taken into account for working out his revised award and a revised grade card shall be issued to him/her on the
surrender of the earlier grade card. Such improved marks will not be counted for the award of Prizes / Medals, Rank and Distinction. If the candidate does not show improvement in the marks, his/her previous marks will continue to be taken into account.

14.4 No candidate will be allowed to improve marks in the Practical, Project, Viva-voce, Field work.

15. AWARD OF MARKS-SHEET & DEGREES

15.1 On successful Completion of each semester examination, the student shall be awarded marks for that semester indicating simultaneously the marks obtained in the previous semester(s).

15.2 The Marks-Sheet of last semester of the Programme shall indicate the consolidated marks of all the semesters, along with the Division/Class/ letter Grade, the credits earned for each course, Grade Point Average (GPA), Weighted Average Marks (WAM), Cumulative Grade Point Average (CGPA) and Overall Weighted Percentage Marks (OWPM) of all the courses of a semester.

15.3 The Successful candidates shall be admitted to and conferred upon the Masters Degree in the respective subject as per provisions of the Act and Statutes provided he/she has:

- Registered, undergone and earned the required minimum number of credits within the stipulated time;
- Put in the required attendance;
- No dues to the University, Hostel or Library outstanding;
- No disciplinary action pending against him/her
- Fulfilled such other conditions as prescribed under rules

16. POWER TO REMOVE ANY DIFFICULTY

Notwithstanding what is contained in the Ordinance, Chairperson, Academic Council /Executive Council may in exceptional circumstances and on the recommendations of the School Board concerned or an appropriate Committee on the merits of each individual case consider, and for reasons to be recorded, relaxation of any of the provisions except those prescribing CGPA requirements.
ORDINANCE 28
Post Graduate Diploma Programme
{Sub – section (1) (b) of Section 28 of the Central Universities Act, 2009}
(Adopted by the Executive Council at its 15th meeting held on 19.09.2015)

1. TITLE AND COMMENCEMENT

1.1 This Ordinance shall be called the Ordinance for the award of the Post-Graduation Diploma, hereinafter referred as the Programme, and shall be applicable to all the Postgraduate Diploma Programmes unless otherwise stated.

1.2 Subject to the overall control of the Academic Council, the programme shall be administered by the concerned School Board.

1.3 This Ordinance shall come into force from the Academic Session 2015-2016.

2. DURATION

2.1 Unless otherwise provided in the Ordinances governing of minimum duration for completion of each Diploma Programme shall be 02 semesters (1 Academic Year) and the maximum duration 6 semesters (3 Academic Years).

2.2 In respect of candidates who had discontinued for a valid reason and are readmitted to the programme, the period for which such candidates had discontinued shall not be counted while calculating the period of three years prescribed in clause 2.1.

2.3 A semester / year may be declared a zero semester / year in case of a student who could not continue with the programme during that period due to illness and hospitalization or due to accepting a foreign scholarship/ fellowship subject to the fulfillment of requirements as laid down by the relevant rules. Such zero semester /year shall not be counted for calculation of the duration of the programme.

3. NUMBER OF SEATS

The number of seats in each of the Diploma programme shall be as specified by the relevant statutory bodies of the University.

4. ADMISSION CRITERIA

4.1 Admission of a candidate to the programme should be made only in its first semester. He/she shall be promoted to the subsequent semesters of the Diploma programme after completing necessary formalities as specified under clause 8.

4.2 Foreign nationals either residing in India or abroad or Indian nationals residing abroad may be admitted to this programme according to the policy guidelines laid down by the Government of India/ statutory authorities of the University from time to time.

4.3 No candidate shall be eligible for admission to the Programme if he/she is already registered for any full time Programme of this University or any other University/Institute.

4.4 No candidate admitted to this programme shall undertake any employment or join any other course of study before completing the minimum residency period.

4.5 There shall be such number seats as may be decided by the statutory bodies of the University reserved for in-service/ sponsor candidates. They shall be admitted to the programme subject to the submission of No objection certificate (NOC), issued by their parent departments and on being properly relieved on the approved leave.

5. ELIGIBILITY FOR ADMISSION

5.1 A candidate shall be eligible for admission to the programme in any discipline provided he/she has qualified for the award of Bachelors Degree under 10+2+3 pattern in the concerned subject or in an allied subject (to be determined by the School Board) of any recognized University or a degree recognized by the University for this purpose with a minimum of 50% marks or its equivalent on Grading scale of respective Universities or as approved by the statutory bodies of the University.

5.2 For SC/ST, Physically Handicapped & Visually Challenged candidates a concession of 5 percent of marks shall be given in the minimum eligibility marks.

5.3 The policy of the Govt. of India and the guidelines of the UGC, regarding the reservation of seats for candidates belonging to the Scheduled Castes, Scheduled Tribes, OBCs and also for Differently-abled candidates shall be implemented.
6. PROCEDURE FOR ADMISSION

6.1 In accordance with the Academic Calendar, the University shall invite applications from the eligible candidates for admission to the Programme in each academic session, giving details regarding the academic calendar, number of seats available, eligibility criteria, prescribed fees etc.

6.2 Admission for the Programme shall be advertised in leading newspapers at the national level and also in the University’s website.

6.3 The admission to the Programme shall be made on the basis of the Entrance test to be conducted by the university as per a schedule to be notified for the purpose or through any such criteria as decided by the statutory bodies of the University. The Entrance Test shall be conducted at national level at the designated centers to be decided by the University, depending upon the number of students opting for a Centre.

6.4 The selected candidate shall submit the prescribed fee and other relevant documents to the Department concerned within the stipulated time.

7. PROGRAMME STRUCTURE

7.1 University shall follow a Choice Based Credit System (CBCS) in all its Diploma as per the scheme adopted by the University.

7.2 Subject to the approval of the Academic Council, the syllabus for the courses and the methodology and instructional designs to be used shall be prepared/prescribed and published by the respective statutory body.

8. REGISTRATION AND PROMOTION TO THE NEXT SEMESTER

8.1. Every student admitted to the programme shall get registered at the beginning of the 1st semester of the programme in the Department/School by completing the necessary formalities;

8.2. A student shall be promoted and permitted to get registered in the next semester provided he/she:
- Fulfills the requirements of continuous internal assessment/project/practical work
- The student/s appearing in all the courses in End Semester Examination in odd semesters shall be allowed to take admission in the even semesters without emphasizing on qualifying 50% of courses in a semester. However, only those students of even semesters shall be allowed to take admission to next odd semester who have qualified atleast 50% courses of all previous semesters.
- Puts in required attendance in each course/semester as provided in clause 9.1

8.3. A student found not eligible to appear in the End- Semester Examination of a Semester of the programme due to shortage of attendance shall be required to repeat and take readmission in respective semester of the programme in the following academic year.

8.4. A student shall not be permitted to register himself/herself in a subsequent semester of a programme unless he/she has been a registered student of the immediate earlier semester and has pursued the course of that semester as a regular student;

8.9 In each semester, a last date shall be fixed and notified in the beginning of the semester after which admissions/re-admissions/promotion/registration shall not be ordinarily made;

8.10 Under special circumstances, the students may be allowed late registration by a specified date, by paying a late fee fixed for the purpose, along with the prescribed fees.

9. ATTENDANCE

9.1 A candidate to be eligible to appear in the internal continuous assessment/end semester examination of a course or a complete semester shall have to put in a minimum of 75% attendance in that course/semester in addition to satisfying all other relevant conditions laid down in the Ordinances.

9.2 The Dean of School, on the recommendation of the HOD concerned, shall condone the shortage of attendance to a maximum of 5% if the claim is justified and supported by valid documents.

9.3 The Vice Chancellor, on the recommendation of the HOD and Dean of the Faculty shall condone shortage beyond 5% but only up to 10% for valid reasons (to be supported by documentary evidence).
9.4 However, no student shall be allowed to avail of the concession provided under Clause 9.2 & 9.3 in more than 50% of the total semesters of the programme.

9.5 The teacher concerned shall be responsible for maintaining the record of attendance of the students registered for the course.

10. SUSPENSION/WITHDRAWAL
A student suspended or debarred from attending the classes due to any reason, whatsoever, or having withdrawn from a semester/year on medical grounds or for any other cogent reason, shall have to seek re-admission in the appropriate semester in the next academic session as a regular student. Such students shall have to meet the requirement of 75% attendance in each course in a semester and shall have to complete the programme within its maximum time limit as specified in the relevant ordinances (period of suspension/rustication included).

11. FEES TO BE PAID
The amount and mode of payment of fees payable at the time of admission, registration during subsequent semesters and at the time of examination and refund of fee under special circumstances will be governed by the relevant Ordinances of the University in this regard.

12. MEDIUM OF INSTRUCTION AND EXAMINATION
12.1 The language for the instruction and examination shall be English.
12.2 In cases where the programme pertains to any language other than English, the instruction and examination shall be in that language.

13. EXAMINATION AND EVALUATION
13.1 A student shall be continuously evaluated for his/her academic performance through continuous Internal Assessment (tutorials, practical, home assignments, class assignment, term papers, field work, seminars, periodical tests) and Non Scholastic areas (Personality, Attitude, Scientific temper, Creative thinking, values and Social/Community Work) and the End Semester examination as prescribed in the examination scheme of the respective course and duly approved by the Authority concerned.

13.2 Unless provided otherwise the marks distribution for each course shall be as under;
   - End Semester Examination (ESE) : 60 Marks
   - Continuous Internal Assessment (CIA) : 40 Marks

13.3 Unless provided otherwise the breakup of Continuous Internal Assessment shall be as below:
   - Test : 10 Marks
   - Comprehensive Viva : 15 Marks
   - Assignments through PPT : 10 Marks
   - Attendance * : 05 Marks

   ___________ 40 Marks

   *Marks break-up for Attendance
   - 75% to 80% : 1 mark
   - 81% to 85% : 2 marks
   - 86% to 90% : 3 marks
   - 91% to 95% : 4 marks
   - 96% to 100% : 5 marks

   *the decimals 0.5 and above in the marks for attendance shall be rounded off to the next figure

13.4 The continuous internal assessment shall be conducted by the teacher concerned under the overall supervision of the HOD and Dean of the School. The Head of the Department shall report the award list of CIA in respect of all courses to the Controller of Examination through the Dean.
13.5 In case of a student who could not appear in any of the components of the CIA due to medical reasons or for extraordinary circumstances (supported by documentary evidence), a separate examination in that component may be arranged by the Department concerned before the end semester examination.

13.6 The end semester examination shall be organized by the Controller of Examination, with the evaluation to be undertaken by the examiners to be appointed by the Vice Chancellor.

13.7 There shall be two End Semester Examinations, first semester examination at the middle of the academic year and the second semester examination at the end of the academic year.

13.8 The end semester examination shall be of 3 hours duration carrying 60% of Marks in each course covering the entire syllabus prescribed for the course.

13.9 End Semester Practical Examinations (wherever applicable) shall ordinarily be held before the theory examinations.

13.10 A student shall be permitted to appear in the End-semester examination as per the Conduct of Examination Rules after filling up the prescribed examination form, payment of the prescribed Examination Fee, satisfying the attendance requirement and fulfilling other eligibility criteria.

13.11 To be eligible to appear in the End Semester Examination of a course the student shall have to clear the CIA with a minimum of 50% marks.

13.12 The question paper pattern of End Semester Examination shall be prescribed by the School concerned.

13.13 A candidate shall be deemed to have completed his/her courses successfully if he/she obtains at least 50% marks in each of the theory / practical course, and 50% marks in aggregate (Internal Assessment and End-semester evaluation) or ‘B’ Grade, measured on the following ten point scale*.

<table>
<thead>
<tr>
<th>Marks</th>
<th>Grade Point</th>
<th>Letter Grade</th>
<th>Class</th>
</tr>
</thead>
<tbody>
<tr>
<td>90-100</td>
<td>9-10</td>
<td>O</td>
<td>Outstanding</td>
</tr>
<tr>
<td>80-&lt;90</td>
<td>8-&lt;9</td>
<td>A+</td>
<td>Excellent</td>
</tr>
<tr>
<td>70-&lt;80</td>
<td>7-&lt;8</td>
<td>A</td>
<td>Very Good</td>
</tr>
<tr>
<td>60-&lt;70</td>
<td>6-&lt;7</td>
<td>B+</td>
<td>Good</td>
</tr>
<tr>
<td>50-&lt;60</td>
<td>5-&lt;6</td>
<td>B</td>
<td>Average</td>
</tr>
<tr>
<td>0-&lt;50</td>
<td>0</td>
<td>F</td>
<td>Fail</td>
</tr>
</tbody>
</table>

*The multiplication factor of 0.10 shall be applied in calculating the exact Grade Point.

13.14 If a student fails in less than 50% of prescribed courses of a semester or falls short of attendance in a course he/she shall be allowed to appear in that course(s) as ex-student during the End-Semester Examination of the corresponding semester with the regular students. No separate/supplementary examination shall be arranged for such students. The marks of all internal assessment as applicable shall however, be carried forward in such cases.

13.15 The student/s appearing in all the courses in End Semester Examination in odd semesters shall be allowed to take admission in the even semesters without emphasizing on qualifying 50% of courses in a semester. However, only those students of even semesters shall be allowed to take admission to next odd semester who have qualified atleast 50% courses of all previous semesters.

13.16 A student with a backlog can repeat End Semester Examinations of a course for a maximum of three chances, excluding the 1st appearance, in the subsequent regular End Semester Examinations without putting in any additional attendance. The internal assessments marks obtained by the student shall be carried over for declaring the result.

13.17 Provisions for reevaluation:-

(a) In case a student is not satisfied with the End Semester evaluation, he/she can apply for reevaluation on payment of prescribed fee within a period of 15 days after the declaration of the results.
In case a student is not satisfied with the End Semester evaluation, he/she can apply for re-evaluation on payment of prescribed fee within a period of 15 days after the declaration of the results. The answer script will be sent to the two examiners for re-evaluation and the result shall be compiled by taking average of two evaluators which are nearer to each other.

14. APPEARANCE FOR IMPROVEMENT
14.1 Students who have passed in a theory course / courses shall be allowed to repeat a maximum of 02 courses only once in order to improve his/her marks, within a maximum period of 06 semesters from his/her admission to the first semester along with regular students of either odd or even semesters. No separate/supplementary examination would be arranged for such students.
14.2 Such students shall have to apply for marks/division improvement within one month of declaration of the final result in a prescribed form and pay the fees prescribed from time to time.
14.3 If the candidate improves his marks, then his improved marks shall be taken into account for working out his revised award and a revised grade card shall be issued to him/her on the surrender of the earlier grade card. Such improved marks will not be counted for the award of Prizes / Medals, Rank and Distinction. If the candidate does not show improvement in the marks, his/her previous marks will continue to be taken into account.
14.4 No candidate will be allowed to improve marks in the Practical, Project, Viva-voce, Field work.

15. AWARD OF MARKS-SHEET & DEGREES
15.1 On successful Completion of each semester examination, the student shall be awarded marks for that semester indicating simultaneously the marks obtained in the previous semester(s).
15.2 The Marks-Sheet of last semester of the Programme shall indicate the consolidated marks of all the semesters, along with the Division/Class/ letter Grade, the credits earned for each course, Grade Point Average (GPA), Weighted Average Marks (WAM), Cumulative Grade Point Average (CGPA) and Overall Weighted Percentage Marks (OWPM) of all the courses of a semester.
15.3 The Successful candidates shall be admitted to and conferred upon the Diploma in the respective subject as per provisions of the Act and Statutes provided he/she has:
   - Registered, undergone and earned the required minimum number of credits within the stipulated time;
   - Put in the required attendance;
   - No dues to the University, Hostel or Library outstanding;
   - No disciplinary action pending against him/her
   - Fulfilled such other conditions as prescribed under rules

16. POWER TO REMOVE ANY DIFFICULTY
Notwithstanding what is contained in the Ordinance, Chairperson, Academic Council /Executive Council may in exceptional circumstances and on the recommendations of the School Board concerned or an appropriate Committee on the merits of each individual case consider, and for reasons to be recorded, relaxation of any of the provisions except those prescribing CGPA requirements.
1. **TITLE AND COMMENCEMENT**

1.1 This Ordinance shall be called the Ordinance for the Teacher Education Programme, hereinafter referred as the Programme, and shall be applicable to all the Teacher Education Programmes unless otherwise stated.

1.2 Subject to the overall control of the Academic Council, the programme shall be administered by the Board of School of Education, CUK.

1.3 This Ordinance shall come into force from the Academic Session 2015-2016 (August September).

2. **DURATION**

2.1 Unless otherwise provided in the statutes governing various programme, the minimum duration for completion of Master’s Degree Programme (M.Ed) shall be 04 semesters (2 Academic Years) and the duration of undergraduate programme (B.Ed) shall also be 04 semesters (2 Academic Years). The maximum duration for Master’s Degree Programme (M.Ed) shall be 10 semesters (5 academic years). The maximum duration for undergraduate programme (B.Ed) shall be 10 semesters (5 academic years).

2.2 In respect of candidates who had discontinued for a valid reason and are readmitted to the programme by the School, the period for which such candidates had discontinued shall not be counted.

2.3 A semester/year may be declared a zero semester/year in case of a student who could not continue with the programme during that period due to illness and hospitalization or due to accepting a foreign scholarship/fellowship subject to the fulfilment of requirements as laid down by the relevant rules. Such zero semester/year shall not be counted for calculation of the duration of the programme in case of such a student.

3. **NUMBER OF SEATS**

The number of seats in each Teacher Education Programme shall be as under:

- M.Ed: 50 (As per the norms of NCTE)
- B.Ed: 100 (As per the norms of NCTE)
- 50% of seats shall be reserved for in-service teachers of the state Govt, in case of non-availability of the in-service teacher, the seats shall be offered to pre-service candidates.

However, this intake may be enhanced as and when the regulatory bodies approve the same.

4. **ADMISSION CRITERIA**

4.1 Admission of a candidate to the programme shall be made only in its first semester. He/she shall be promoted to the subsequent semesters of the programme after completing necessary formalities as specified under clause 8.

4.2 Foreign nationals either residing in India or abroad or Indian nationals residing abroad may be admitted to this programme according to the policy guidelines laid down by the Government of India/statutory authorities of the University from time to time.

4.3 No candidate shall be eligible for admission to the Programme if he/she is already registered for any full time Programme of this University or any other University/Institute. However, those candidates who have completed any full time programme and have appeared in their university examination in this university or elsewhere shall be eligible for teacher education programmes in this university.

4.4 No candidate admitted to this programme shall undertake any employment or join any other course of study before completing the minimum residency period.
5. **ELIGIBILITY FOR ADMISSION**

5.1 A candidate shall be eligible for admission to Teacher Education Programme as per the following criteria:

**M.Ed:** Candidates should have passed their B.Ed examination with at least 50% marks in aggregate for General Category Candidates.

**B.Ed:** Candidates should have passed their Bachelor's Degree with 10+2+3 pattern in any stream with 50% marks for General Category Candidates.

5.2 For SC/ST, Physically Handicapped & Visually Challenged candidates a concession of 5 percent of marks shall be given in the minimum eligibility marks as mentioned at 5.1 above.

5.3 The policy of the Govt. of India and the guidelines of the UGC, regarding the reservation of seats for candidates belonging to the Scheduled Castes, Scheduled Tribes, OBCs and also for Differently-abled candidates shall be implemented.

6. **PROCEDURE FOR ADMISSION**

6.1 As per the Academic Calendar, the University shall invite applications from the eligible candidates for admission to the Programme in each academic session, giving details regarding the academic calendar, number of seats available, eligibility criteria, prescribed fees etc.

6.2 Admission for the Programme shall be advertised in leading newspapers at the national level and also on the University website.

6.3 The admission to the Programme shall be made on the basis of the Entrance test to be conducted by the university as per a schedule to be notified for the purpose or through any such criteria as mentioned in the Admission Rules of a particular programme or as decided by the statutory bodies of the University. The Entrance Test shall be conducted at national level at the designated centres to be decided by the University, depending upon the number of students opting for a centre.

6.4 The selected candidate shall submit the prescribed fee and other relevant documents to the Department concerned within the stipulated time.

7. **PROGRAMME STRUCTURE**

7.1 University shall follow a Choice Based Credit System (CBCS) in all its Teacher Education Programmes. During the programme a student shall have to take Core, Elective, foundation compulsory, foundation elective, open elective (Skill Enhancement and Ability Enhancement Courses) subject to a minimum of 96 credits unless otherwise stated in the Ordinances of any particular programme. Whereas the Core and Elective Courses will be offered in the Department offering the Programme, the Skill Enhancement and Ability Enhancement Courses may be offered either in the same or other Department(s) of the University. Students may be offered choice in Electives, Skill Enhancement and Ability Enhancement courses.

7.2 Subject to the approval of the Academic Council, the syllabus for the courses and the methodology and instructional designs to be used shall be prepared/prescribed and published by the respective School Boards.

8. **REGISTRATION AND PROMOTION TO THE NEXT SEMESTER**

8.1 Every student admitted to the programme shall get registered at the beginning of the 1st semester of the programme in the Department/School by completing the necessary formalities.

8.2 A student shall be promoted and permitted to get registered in the next semester provided him/her:
a. Fulfils the requirements of continuous internal assessment/project/practical work.
b. The student/s appearing in all the courses in End Semester Examination in odd semesters shall be allowed to take admission in the even semesters without emphasizing on qualifying 50% of courses in a semester. However, only those students of even semesters shall be allowed to take admission to next odd semester who have qualified at least 50% courses of all previous semesters.

8.3 A student found not eligible to appear in the End-Semester Examination of a Semester of the programme due to shortage of attendance shall be required to repeat and take readmission in respective semester of the programme in the following academic year.

8.4 A student shall not be permitted to register himself/herself in a subsequent semester of a programme unless he/she has been a registered student of the immediate earlier semester and has pursued the course of that semester as a regular student.

8.5 In each semester, a last date shall be fixed and notified in the beginning of the semester after which admissions/re-admissions/promotion/registration shall not be ordinarily made.

8.6 Under special circumstances, the students may be allowed late registration by a specified date, by paying a late fee fixed for the purpose, along with the prescribed fees.

9. **ATTENDANCE**

9.1 A candidate to be eligible to appear in the continuous internal assessment/end semester examination of a course or a complete semester shall have to put in a minimum of 75% attendance in that course/semester in addition to satisfying all other relevant conditions laid down in the Regulations.

9.2 The Dean of School, on the recommendation of the HOD concerned, shall condone the shortage of attendance to a maximum of 5% if the claim is justified and supported by valid documents. In case of odd number of courses, 50% should be interpreted as the next higher number (i.e., 3 in case of 5 courses, 4 in case of 7 courses and so on) for promotion to the next semester. (Ref. Item No.2.8 Second meeting of the Academic Council held on June 20, 2011.)

9.3 The Vice Chancellor, on the recommendation of the HOD and Dean of the Faculty shall condone shortage beyond 5% but only up to 10% for valid reasons (to be supported by documentary evidence).

9.4 However, no student shall be allowed to avail of the concession provided under Clause 9.2 & 9.3 in more than 50% of the total semesters of the programme.

9.5 The teacher concerned shall be responsible for maintaining the record of attendance of the students registered for the course.

10. **SUSPENSION/WITHDRAWAL**

A student suspended or debarred from attending the classes due to any reason, whatsoever, or having withdrawn from a semester/year on medical grounds or for any other cogent reason, shall have to seek re-admission in the appropriate semester in the next academic session as a regular student. Such students shall have to meet the requirement of 75% attendance in each course in a semester and shall have to complete the programme within its maximum time limit as specified in the Regulations (period of suspension/rustication included).

11. **FEES TO BE PAID**

The amount and mode of payment of fees payable at the time of admission, registration during subsequent semesters and at the time of examination and refund of fee under special circumstances will be governed by the relevant Ordinances of the University in this regard.
12. MEDIUM OF INSTRUCTION AND EXAMINATION
12.1 The language for the instruction and examination shall be English.
12.2 In cases where the programme pertains to any language other than English, the instruction and examination could be in that language.

13. EXAMINATION AND EVALUATION
13.1 A student shall be continuously evaluated for his/her academic performance through continuous Internal Assessment (tutorials, practical, home assignments, class assignment, term papers, field work, seminars, periodical tests) and Non Scholastic areas (Personality, Attitude, Scientific temper, Creative thinking, values and Social/ Community Work) and the End Semester examination as prescribed in the examination scheme of the respective course and duly approved by the Authority concerned.
13.2 Unless provided otherwise the marks distribution for each course shall be as under:
   - End Semester Examination (ESE) : 60% of total Marks
   - Continuous Internal Assessment (CIA) : 40% of total Marks
13.3 Unless provided otherwise the breakup of Continuous Internal Assessment shall be as below:

<table>
<thead>
<tr>
<th>Component</th>
<th>Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test</td>
<td>10</td>
</tr>
<tr>
<td>Comprehensive Viva</td>
<td>15</td>
</tr>
<tr>
<td>Assignments through PPT</td>
<td>10</td>
</tr>
<tr>
<td>Attendance *</td>
<td>05</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>40</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Marks Percentage</th>
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</tr>
</thead>
<tbody>
<tr>
<td>75% to 80%</td>
<td>1</td>
</tr>
<tr>
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</tr>
<tr>
<td>96% to 100%</td>
<td>5</td>
</tr>
</tbody>
</table>

*the decimals 0.5 and above in the marks for attendance shall be rounded off to the next figure

13.4 The continuous internal assessment shall be conducted by the teacher concerned under the overall supervision of the HOD and Dean of the School. The Head of the Department shall (Amended by the Executive Council vide item EC 12.7. at its 12th meeting held on 06.01.2014) report the award list of CIA in respect of all courses to the Controller of Examination through the Dean.
13.5 In case of a student who could not appear in any of the components of the CIA due to medical reasons or for extraordinary circumstances(supported by documentary evidence), a separate examination in that component may be arranged by the Department concerned before the end semester examination.
13.6 The end semester examination shall be organised by the Controller of Examination, with the evaluation to be undertaken by the examiners to be appointed by the Vice Chancellor.
13.7 There shall be four End Semester Examinations, first semester examination at the middle of the first academic year and the second semester examination at the end of the first academic year. Similarly the third and fourth semester examinations will be held at the middle and the end of the second academic year respectively.
13.8 There shall be one End semester examination of 3 hours duration carrying 60% of Marks in each course covering the entire syllabus prescribed for the course.
13.9 End Semester Practical Examinations (wherever applicable) shall ordinarily be held before the theory examinations.
13.10 A student shall be permitted to appear in the End-semester examination as per the Conduct of Examination Rules after filling up the prescribed examination form, payment of the prescribed Examination Fee, satisfying the attendance requirement and fulfilling other eligibility criteria.

13.11 To be eligible to appear in the End Semester Examination of a course the student shall have to clear the CIA with a minimum of 50% marks.

13.12 The question paper pattern of End Semester Examination shall be prescribed by the School concerned.

13.13 A candidate shall be deemed to have completed his/her courses successfully if he/she obtains at least 50% marks in each of the theory / practical course, and 50% marks in aggregate (Internal Assessment and End-semester evaluation) or ‘B’ Grade, measured on the following ten-point scale.

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<tr>
<td>0-&lt;50</td>
<td>0</td>
<td>F</td>
<td>Fail</td>
</tr>
</tbody>
</table>

The multiplication factor of 0.10 shall be applied in calculating the exact Grade Point.

13.14 If a student fails in less than 50 % of prescribed courses of a semester or falls short of attendance in a course he/she shall be allowed to appear in that course(s) as ex-student during the End-Semester Examination of the corresponding semester with the regular students. No separate/supplementary examination shall be arranged for such students. However, the Vice Chancellor may authorize special examination (CIA/ESE) for students who have total of up to 4 backlogs after the declaration of last semester result. The marks of all internal assessment as applicable shall however, be carried forward in such cases.

13.15 The student/s appearing in all the courses in End Semester Examination in odd semesters shall be allowed to take admission in the even semesters without emphasizing on qualifying 50% of courses in a semester. However, only those students of even semesters shall be allowed to take admission to next odd semester who have qualified atleast 50% courses of all previous semesters.

13.16 A student with a backlog can repeat End Semester Examinations of a course for a maximum of three chances, excluding the 1st appearance, in the subsequent regular End Semester Examinations without putting in any additional attendance. The internal assessments marks obtained by the student shall be carried over for declaring the result.

13.17 A student after declaration of his/her results can request for providing of photocopies of answer sheets of End Semester Examinations within a period of 7 days on the prescribed format and on payment of prescribed fees

13.18 Provisions for re-evaluation:-
(a) In case a student is not satisfied with the End Semester evaluation, he/she can apply for re-evaluation on payment of prescribed fee within a period of 15 days after the declaration of the results.
(b) In case a student is not satisfied with the End Semester evaluation, he/she can apply for re-evaluation on payment of prescribed fee within a period of 15 days after the declaration of the
results. The answer script will be sent to the two examiners for re-evaluation and the result shall be compiled by taking average of two evaluators which are nearer to each other.

14. APPEARANCE FOR IMPROVEMENT

14.1 Students who have passed in a theory course / courses shall be allowed to repeat a maximum of 4 courses only once in order to improve his/her marks, within a maximum period of 10 semesters from his/her admission to the first semester along with regular students of either odd or even semesters. No separate-supplementary examination would be arranged for such students.

14.2 Such students shall have to apply for marks/division improvement within one month of declaration of the final result in a prescribed form and pay the fees prescribed from time to time.

14.3 If the candidate improves his marks, then his improved marks shall be taken into account for working out his revised award and a revised grade card shall be issued to him/her on the surrender of the earlier grade card. Such improved marks will not be counted for the award of Prizes / Medals, Rank and Distinction. If the candidate does not show improvement in the marks, his/her previous marks will continue to be taken into account.

14.4 No candidate will be allowed to improve marks in the Practical, Project, Viva-voce, Field work.

15. AWARD OF MARKS-SHEET & DEGREES

15.1 On successful completion of each semester examination, the student shall be awarded marks for that semester indicating simultaneously the marks obtained in the previous semester(s).

15.2 The Marks-Sheet of last semester of the Programme shall indicate the consolidated marks of all the semesters, along with the Division/Class/ letter Grade, the credits earned for each course, Grade Point Average (GPA), Weighted Average Marks (WAM), Cumulative Grade Point Average (CGPA) and Overall Weighted Percentage Marks (OWPM) of all the courses of a semester.

15.3 The Successful candidates shall be admitted to and conferred upon the Teacher Education Degree (B.Ed and M.Ed) in the respective subject as per provisions of the Act and Statutes provided he/she has:

a. Registered, undergone and earned the required minimum number of credits within the stipulated time;
b. Put in the required attendance;
c. No dues to the University, Hostel or Library outstanding;
d. No disciplinary action pending against him/her; and
e. Fulfilled such other conditions as prescribed under rules.

16. POWER TO REMOVE ANY DIFFICULTY

Notwithstanding what is contained in the Ordinance, Chairperson, Academic Council /Executive Council may in exceptional circumstances and on the recommendations of the School Board concerned or an appropriate Committee on the merits of each individual case consider, and for reasons to be recorded, relaxation of any of the provisions except those prescribing CGPA requirements.
ORDINANCE 30

Terms & conditions appointment & duties of the Chief Warden & Wardens of the University Hostels and Dean, Student Welfare (DSW)

{Sub – section (1) (h) of Section 28 of the Central Universities Act, 2009}

(Adopted by the Executive Council at its 15th meeting held on 19.09.2015)

1. General Conditions:
   i. The Chief Warden & the DSW shall be appointed by the Vice-Chancellor amongst the teachers of the University on the recommendations of the Registrar.
   ii. The tenure of the Office of the Chief Warden & the DSW shall ordinarily be for a period of two years extendable by the period as decided by the VC.
   iii. The Chief Warden shall be responsible for the over-all management of the University Hostels.
   iv. The DSW shall be responsible for the overall extra-curricular activities and other welfare measures associated with the students of the University.
   v. The Chief Warden & DSW shall be entitled to an honorarium as decided by the Executive Council during the tenure of his/her appointment.
   vi. The Wardens for Hostels shall be appointed by the Vice-Chancellor on the recommendation of the Chief Warden through Registrar, for a period of two years in the first instance. The term would be renewable on the recommendation of the Chief Warden. The Vice-Chancellor may, however, terminate the assignment of the Warden without any notice period.
   vii. The Warden shall be entitled to an honorarium as decided by the EC during the tenure of his/her office.
   viii. Chief Warden, DSW & Wardens shall be entitled to reimbursement of landline/mobile phone charges as per the ceiling prescribed by Govt of India from time to time.

2. Duties and Responsibilities of the Chief Warden:
   i. He/she will supervise the Hostels in matters relating to the Hostels’ overall functioning, the resident students’ welfare, and discipline.
   ii. He/she will periodically visit the Hostels and be in contact with the Wardens, staff, and students.
   iii. He/she will encourage sports, cultural and other activities in the hostels so as to promote inter-Hostel cooperation.
   iv. He/she can permit stay of any guest for more than 14 days according to Hostel Rules.
   v. He/she can impose fines (upto Rs.200/-) on each occasion or waive fines and take other disciplinary action including the ordering of eviction of a resident from the Hostel.

3. Duties and Responsibilities of the Wardens:
The Wardens of Hostels shall perform such duties as are assigned to them by the Chief Warden from time to time and they shall function under the over-all charge of the Chief Warden. In addition to specific duties assigned by the Chief Warden, the Wardens shall perform the following duties:

   i. The Wardens shall be responsible for the health, hygiene and general life of the students residing in the Hostels and those who are specifically assigned to him.
   ii. Each Warden shall ensure that the students in his/her charge observe the rules framed for their guidance and maintenance of decorum.
   iii. He/she shall have the right to inspect Hostel Rooms.
iv. He/she shall attend to all matters of health, sickness, diet, sanitation and cleanliness of the concerned Hostel in accordance with the advice of the Medical Officers and Health Officers.

v. The Wardens, functioning under the over-all charge of the Chief Warden will be individually and collectively responsible for the smooth functioning of the Hostels.

vi. Each Warden will be responsible for the assigned resident students.

vii. Each Warden shall ensure that the residents in his or her charge observe the Hostel rules properly and maintain discipline and decorum and shall promptly report to the Chief Warden all cases of misbehaviour, indiscipline, and sickness of the residents in her or his charge.

viii. The Warden can impose fines (upto Rs.50/-) on each occasion upon resident students.

ix. The Wardens should be available in the hostel office every day at specified hours to attend the office business and to residents problems.

x. The Warden will be responsible for the proper upkeep and maintenance of such properties of the concerned hostel as are under his or her charge.

4. **Breach of Discipline on the part of Students:** In the event of breach of discipline and or misconduct/mis-behaviour on the part of a student or a group of students:

   **A. The Chief Warden shall have the powers –**

   i. To impose a fine of Rs.2000/- at a time on student/students for keeping unauthorized guest in their rooms.

   ii. To remove a student or students residing in the Hostels of the University, and for keeping the Hostels out of bounds from such student/students during the period of suspension; and

   iii. To transfer a student from one Hostel to another.

   **B. The Warden shall have the powers –**

   i. To impose a fine of Rs.1000/- at a time on student/students for keeping unauthorized guest in their rooms.

   ii. To transfer a student from one wing to the Hostel to another.

   **C. Fine for keeping unauthorized guest(s) in the hostels rooms :**

   1. Rs.1000/- (first time offence)

   2. Rs.2000/- (second time offence)

   3. Withdraw the hostel facilities (third time offence)

5. **Duties and Responsibilities of the Dean, Student Welfare:**

   i. To help students in getting fee-concession, fellowship, stipend or in procuring part-time jobs.

   ii. To inform guardians about welfare of students.

   iii. To supervise medical facilities for sick students.

   iv. Organizing Sports-competitions in the University from time to time thereby ensuring representation of the University in Inter-University Sports competitions.

   v. To conduct cultural programmes by the students of the University.

   vi. Submit the recommendations to the University in the matter of organisations and development of student bodies.
vii. Co-ordinate the activities of the different bodies concerning student welfare.

viii. Suggest to the University regarding the nomination of student representatives on various bodies of the University.

ix. Issue the travel concession to the students and shall recommend the educational tours/excursions of the students.

x. Supervise and/or organise the career guidance and other counseling facilities for the welfare of the students.

xi. Supervise and/or organise such programmes and activities which shall strengthen the students-teacher relationship, student-administration and student-society relationships.

xii. To maintain discipline among students in the University.

xiii. Undertake such other duties and responsibilities relating to the welfare of the students as directed by the Vice-Chancellor from time to time.
ORDINANCE No.31
EMOLUMENTS, TERMS AND CONDITIONS OF SERVICE OF THE LIBRARIAN
(Act Section 28(o))
(Approved by the Executive Council at its 19th meeting held on 07.03.2018)

1. The Librarian shall be a whole-time salaried officer appointed on the basis of direct recruitment on the recommendation of a Selection committee constituted for the purpose and shall be placed in the scale of pay as recommended by the University Grants Commission.

2. Provided that if the Librarian is appointed on deputation basis from any organization his/her salary shall be such as admissible to him/her according to the rules of deputation of service to which he/she belongs.

3. The terms and conditions of service of the Librarian shall be such as prescribed for other non-vocational employees of the University.

4. If the services of the Librarian are borrowed from Government or any other organization I Institution, the terms and conditions of his/her service shall be governed by the Deputation Rules of the Government of India.

5. When the office of the Librarian is vacant or when the Librarian is, by reason of illness, absence or any other cause, unable to perform the duties of his office, the duties of the office shall be performed by such person as the Vice-Chancellor may appoint for the purpose.

6. A Librarian on Deputation may be repatriated earlier than the stipulated period by the Executive Council on the recommendations of the Vice Chancellor.

7. The Librarian shall be entitled to unfurnished residential accommodation for which he shall pay prescribed license fee as also a free telephone service (with STD facility) at his/her residence.

8. The Librarian shall be entitled to such Leave, Allowances and other terminal benefits as prescribed by the University from time to time for its non-vocational staff.
ORDINANCE 32
Bachelor of Technology Programme
{Sub – section (1) (b) of Section 28 of the Central Universities Act, 2009}
(Adopted by the Executive Council at its 19th meeting held on 7.03.2018)

1. TITLE AND COMMENCEMENT
1.1 This Ordinance shall be called the Ordinance for the award of the Bachelor of Technology Degree Programmes, hereinafter referred as the Programme, and shall be applicable to all the Bachelor of Technology Degree Programmes unless otherwise stated.
1.2 Subject to the overall control of the Academic Council, the programme shall be administered by the concerned School Board.
1.3 This Ordinance shall come into force from the Academic Session 2017-2018.

2. DURATION
2.1 Unless otherwise provided in the statutes governing a Bachelor of Technology programme the minimum duration for completion of each Bachelor of Technology Programme shall be 08 semesters (4 Academic Years) and the maximum duration 14 semesters (7 Academic Years).
2.2 In respect of candidates who had discontinued for a valid reason and are readmitted to the programme by the School, the period for which such candidates had discontinued shall not be counted while calculating the period of seven years prescribed in clause 2.1, provided the discontinuation period shall not be more than two years.
2.3 A semester / year may be declared a zero semester /year in case of a student who could not continue with the programme during that period due to illness and hospitalization or due to accepting a foreign scholarship/ fellowship subject to the fulfilment of requirements as laid down by the relevant rules. Such zero semester /year shall not be counted for calculation of the duration of the programme in case of such a student.

3. NUMBER OF SEATS
The number of the seats shall be as approved by the statutory bodies of University from time to time.

4. ADMISSION CRITERIA
4.1 Admission of a candidate to the programme should be made only in its first semester. He/she shall be promoted to the subsequent semesters of the programme after completing necessary formalities as specified under clause 8.
4.2 Foreign nationals either residing in India or abroad or Indian nationals residing abroad may be admitted to this programme according to the policy guidelines laid down by the Government of India/ statutory authorities of the University from time to time.
4.3 No candidate shall be eligible for admission to the Programme if he/she is already registered for any full time Programme of this University or any other University/Institute.

5. ELIGIBILITY FOR ADMISSION
5.1 A candidate shall be eligible for admission to the programme provided he/she has qualified for (10+2) / Intermediate or its equivalent of a recognized Board with Physics, Chemistry and Mathematics as their main subjects, with not less than 55% marks in PCM or its equivalent on Grading scale of respective recognised boards.
5.2 For SC/ST, Physically Handicapped & Visually Challenged candidates a concession of marks shall be given as per government of India directives issued from time to time.
5.3 The policy of the Govt. of India and the guidelines of the UGC issued from time to time, regarding the reservation of seats for candidates belonging to the Scheduled
Castes, Scheduled Tribes, OBCs and also for Differently-abled candidates shall be implemented.

6. PROCEDURE FOR ADMISSION

As per an Academic Calendar the University shall invite applications from the eligible candidates for admission to the Programme in each academic session, giving details regarding the academic calendar, number of seats available, eligibility criteria, prescribed fees etc.

6.1 Admission for the Programme shall be advertised in leading newspapers at the national level and also in the University’s website.

6.2 The admission to the Programme shall be made on the basis of the Entrance test to be conducted by the university as per a schedule to be notified for the purpose or through any such criteria as mentioned in the Admission Rules or as decided by the statutory bodies of the University. The Entrance Test shall be conducted at national level at the designated centres to be decided by the University, depending upon the number of students opting for a centre.

6.3 The selected candidate shall submit the prescribed fee and other relevant documents to the Department concerned within the stipulated time.

7. PROGRAMME STRUCTURE

7.1 University shall follow a Choice Based Credit System (CBCS) in all its Bachelor of Technology Programmes. During the programme a student shall have to take Core, Elective, Supportive (soft and life skill) and Social Orientation Courses subject to minimum of 200 credits. Whereas the Core and Elective Courses will be offered in the Department offering the Programme, the Supportive and Social Orientation Courses may be offered either in the same or other Department(s) of the University. Students may be offered choice in Elective, Supportive and Social Orientation courses.

7.2 Subject to the approval of the Academic Council, the methodology and instructional design of the courses to be used shall be prepared/prescribed and published by the School Boards.

8. REGISTRATION AND PROMOTION TO THE NEXT SEMESTER

8.1 Every student admitted to the programme shall get registered at the beginning of the 1st semester of the programme in the Department/School by completing the necessary formalities;

8.2 A student shall be promoted and permitted to get registered in the next semester provided he/she:

- Fulfils the requirements of continuous internal assessment / project / practical work
- The student/s appearing in all the courses in End Semester Examination in odd semesters shall be allowed to take admission in the even semesters without emphasizing on qualifying 50% of courses in a semester. However, only those students of even semesters shall be allowed to take admission to next odd semester who have qualified at least 50% courses of all previous semesters
- Puts in required attendance in each course/semester as provided in clause 9.1

8.3 A student found not eligible to appear in the End- Semester Examination of a Semester of the programme due to shortage of attendance shall be required to repeat and take readmission in the respective semester of the programme in the following year.
A student shall not be permitted to register himself/herself in a subsequent semester of a programme unless he/she has been a registered student of the immediate earlier semester and has pursued the course of that semester as a regular student.

In each semester, a last date shall be fixed and notified in the beginning of the semester after which admissions/re-admissions/promotion/registration shall not be ordinarily made.

Under special circumstances, the students may be allowed late registration by a specified date, by paying a late fee fixed for the purpose, along with the prescribed fees.

9. ATTENDANCE

A candidate to be eligible to appear in the internal continuous assessment/end semester examination of a course or a complete semester shall have to put in a minimum of 75% attendance in that course/semester in addition to satisfying all other relevant conditions laid down in the Regulations.

The Dean of School, on the recommendation of the HOD concerned, shall condone the shortage of attendance to a maximum of 5% if the claim is justified and supported by valid documents.

The Vice Chancellor, on the recommendation of the HOD and Dean of the Faculty shall condone shortage beyond 5% but only up to 10% for valid reasons (to be supported by documentary evidence).

However, no student shall be allowed to avail of the concession provided under Clause 9.2 & 9.3 in more than 50% of the total semesters of the programme.

The teacher concerned shall be responsible for maintaining the record of attendance of the students registered for the course.

10. SUSPENSION/WITHDRAWAL

A student suspended or debarred from attending the classes due to any reason, whatsoever, or having withdrawn from a semester/year on medical grounds or for any other cogent reason, shall have to seek re-admission in the appropriate semester in the next academic session as a regular student. Such students shall have to meet the requirement of 75% attendance in each course in a semester and shall have to complete the programme within its maximum time limit as specified in the Regulations (period of suspension/rustication included).

11. FEES TO BE PAID

The amount and mode of payment of fees payable at the time of admission, registration during subsequent semesters and at the time of examination and refund of fee under special circumstances will be governed by the relevant Ordinances of the University in this regard.

12. MEDIUM OF INSTRUCTION AND EXAMINATION

The language for the instruction and examination shall be English.

In cases where the programme pertains to any language other than English, the instruction and examination could be in that language.

13. EXAMINATION AND EVALUATION

A student shall be continuously evaluated for his/her academic performance in a course through Continuous Internal Assessment (tutorials, practical’s, home
assignments, class assignment, term papers, field work, Seminars, Periodical Tests) and the End-Semester Examination, as prescribed in the examination scheme of the respective course and duly approved by the authority concerned.

13.2 The distribution of weightage for each component of assessment shall be decided by the School Board concerned and announced by the Head of the Department before the start of the semester.

13.3 Unless provided otherwise the marks distribution for each course shall be as under:

   End Semester Examination (ESE): 60 Marks

   Continuous Internal Assessment (CIA): 40 Marks

13.4 Unless provided otherwise the breakup of Continuous Internal Assessment shall be as below:

I. For Theory Courses
   Test: 10 Marks
   Comprehensive Viva by: 15 Marks
   Assignment/Seminar: 05 Marks
   Attendance: 05 Marks

   ________
   40 Marks

II. For Lab Courses/Practical’s
   Daily Performance: 15 Marks
   Test: 15 Marks
   Assignment/Mini Project: 05 Marks
   Attendance: 05 Marks

   ________
   40 Marks

III. Workshops
   Daily Performance/Job completed: 25 Marks
   Viva Voce: 10 Marks
   Attendance: 05 Marks

   ________
   40 Marks
Marks break-up for Attendance

75% to 80% : 1 mark

>80% to 85% : 2 marks

>85% to 90% : 3 marks

>90% to 95% : 4 marks

>95% to 100% : 5 marks

13.5 The continuous internal assessment shall be conducted by the teacher concerned under the overall supervision of the HOD and Dean of the School. The Head of the Department shall report the award list of CIA in respect of all courses to the Controller of Examination through the Dean.

13.6 In case of a student who could not appear in any of the components of the CIA due to medical reasons or for extraordinary circumstances (supported by documentary evidence), a separate examination in that component may be arranged by the Department concerned before the end semester examination.

13.7 The end semester examination shall be organised by the Controller of Examination, with the evaluation to be undertaken by the examiners to be appointed by the Vice Chancellor.

13.8 There shall be Eight End Semester Examinations, odd semester examination at the middle of the first academic year and the even semester examination at the end of the first academic year.

13.9 There shall be one End semester examination of 3 hours duration carrying 60% of Marks in each course covering the entire syllabus prescribed for the course.

13.10 End Semester Practical Examinations (wherever applicable) shall ordinarily be held before the theory examinations (End Semester Examination).

13.11 A student shall be permitted to appear in the End-semester examination as per the Conduct of Examination Rules after filling up the prescribed examination form, payment of the prescribed Examination Fee, satisfying the attendance requirement and fulfilling other eligibility criteria.

13.12 To be eligible to appear in the End Semester Examination of a course the student shall have to clear the CIA with a minimum of 50% marks.

13.13 The question paper pattern of End Semester Examination shall be prescribed by the School concerned.

13.14 Unless prescribed in the Regulation and Scheme of examination of a particular programme a candidate shall be deemed to have completed his/her courses successfully if he/she obtains at least 50% marks in each of the theory / practical course, and 50% marks in aggregate (Internal Assessment and End-semester evaluation) or ‘B’ Grade, measured on the following ten-point scale.

<table>
<thead>
<tr>
<th>Marks</th>
<th>Grade Point</th>
<th>Letter Grade</th>
<th>Class</th>
</tr>
</thead>
<tbody>
<tr>
<td>90-100</td>
<td>9-10</td>
<td>O</td>
<td>Outstanding</td>
</tr>
<tr>
<td>80-&lt;90</td>
<td>8-&lt;9</td>
<td>A+</td>
<td>Excellent</td>
</tr>
<tr>
<td>70-&lt;80</td>
<td>7-&lt;8</td>
<td>A</td>
<td>Very Good</td>
</tr>
<tr>
<td>60-&lt;70</td>
<td>6-&lt;7</td>
<td>B+</td>
<td>Good</td>
</tr>
<tr>
<td>50-&lt;60</td>
<td>5-&lt;6</td>
<td>B</td>
<td>Average</td>
</tr>
<tr>
<td>0-&lt;50</td>
<td>0</td>
<td>F</td>
<td>Fail</td>
</tr>
</tbody>
</table>

The multiplication factor of 0.10 shall be applied in calculating the exact Grade Point.
13.15 If a student fails in less than 50% of prescribed courses of a semester or falls short of attendance in a course he/she shall be allowed to appear in that course(s) as ex-student during the End-Semester Examination of the corresponding semester with the regular students. No separate/supplementary examination shall be arranged for such students. However, the Vice Chancellor may authorize special examination (CIA/ESE) for students who have total of up to 4 backlogs after the declaration of last semester result. The marks of all internal assessment as applicable shall however, be carried forward in such cases.

13.16 The student/s appearing in all the courses in End semester examination in odd semesters shall be allowed to take admission in the even semester without emphasizing on qualifying 50% of courses in a semester. However, only those students of even semesters shall be allowed to take admission to next odd semester who have qualified atleast 50% courses of all previous semesters.

13.17 A student with a backlog can repeat End Semester Examinations of a course for a maximum of three chances, excluding the 1st appearance, in the subsequent regular End Semester Examinations without putting in any additional attendance. The internal assessments marks obtained by the student shall be carried over for declaring the result.

13.18 A student after declaration of his/her results can request for providing of photocopies of answer sheets of End Semester Examinations within a period of 7 days on the prescribed format and on payment of prescribed fees.

Provisions for re-evaluation:–

a) In case a student is not satisfied with the End Semester Evaluation, he/she can apply for re-evaluation on payment of prescribed fee within a period of 15 days after the declaration of results.

b) The scripts for re-evaluation shall be sent to two examiners simultaneously. After the award of re-evaluations is received, average of the marks of two evaluators who are close to each other shall be taken.

14. GRADE IMPROVEMENT

14.1 Students who have passed in a theory course / courses shall be allowed to repeat a maximum of 4 courses only once in order to improve his/her marks, within a maximum period of 14 semesters from his/her admission to the first semester along with regular students of either odd or even semesters. No separate/supplementary examination would be arranged for such students.

14.2 Such students shall have to apply for marks/division improvement within one month of declaration of the final result in a prescribed form and pay the fees prescribed from time to time.

14.3 If the candidate improves his marks, then his improved marks shall be taken into account for working out his revised award and a revised grade card shall be issued to him/her on the surrender of the earlier grade card. Such improved marks will not be counted for the award of Prizes / Medals, Rank and Distinction. If the candidate does not show improvement in the marks, his/her previous marks will continue to be taken into account.

14.4 No candidate will be allowed to improve marks in the Practical, Project, Viva-voce, Field work.
15. AWARD OF MARKS-SHEET & DEGREES

15.1 On successful Completion of each semester examination, the student shall be awarded marks for that semester indicating simultaneously the marks obtained in the previous semester(s).

15.2 The Marks-Sheet of last semester of the Programme shall indicate the consolidated marks of all the semesters, along with the Division/Class/letter Grade, the credits earned for each course, Grade Point Average (GPA), Weighted Average Marks (WAM), Cumulative Grade Point Average (CGPA) and Overall Weighted Percentage Marks (OWPM) of all the courses of a semester.

15.3 The Successful candidates shall be admitted to and conferred upon the Bachelor of Technology Degree in the respective subject as per provisions of the Act and Statutes provided he/she has:
- Registered, undergone and earned the required minimum number of credits within the stipulated time;
- Put in the required attendance;
- No dues to the University, Hostel or Library outstanding;
- No disciplinary action pending against him/her
- Fulfilled such other conditions as prescribed under rules

15.4 The student shall be eligible for issuance of Rank Certificate/Merit Certificate subject to the fulfilment of following conditions:
   I. The student shall have passed all the courses in a programme without any break.
   II. The student shall have passed each paper in first attempt
   III. No disciplinary action has been initiated against the student.

16. POWER TO REMOVE ANY DIFFICULTY

Notwithstanding what is contained in the Ordinance, Chairperson, Academic Council/Executive Council may in exceptional circumstances and on the recommendations of the School Board concerned or an appropriate Committee on the merits of each individual

If a candidate has sought or is seeking admission to an academic/professional institution or is seeking employment in or outside the state on the basis of an examination taken by him from this University, his result may be communicated by the Controller of Examination confidentially to the Head of that institution before the declaration of the result of the said examination on payment of prescribed fee by the applicant. The said fee as decided by the Vice chancellor from time to time shall be payable by the applicant separately for each institution/appointing authority to which the result is to be communicated.

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