

ORDINANCES

OF

SDGI GLOBAL UNIVERSITY

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Recognised under Section 2(f) of UGC Act, 1956



NH – 09, DELHI – HAPUR ROAD, DASNA
GHAZIABAD – 201015 (U.P.)

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Admission and Enrollment

1. Admission and Enrollment

- i) The University shall have an Admission Committee which shall be responsible to plan, organize and control the admissions in every academic year to various programs conducted by the University.
- ii) The composition of Admission committee:
 - (i) Vice Chancellor or Nominee of the Vice-Chancellor from among the Professors-Chairperson
 - (ii) One person nominated by the Governing Body
 - (iii) All Directors of Schools.
 - (iv) Director (Admissions)
 - (v) Registrar-Ex-Officio Non-Member Secretary
- iii) The Admission Committee shall also be responsible for ensuring;
 - (i) The review of the Admission Policy and rules of Admission of each Academic Year with regard to all regulatory requirements in respect of admissions to various programs.
 - (ii) To Review the whole admission process and dispose off the representations (if any) from candidates.
 - (iii) Ensure that admission policies, if any, approved by the Executive Council are complied.
- iv) The admission committee will meet as and when desired, but atleast once in a year.
- v) 2/3rd members of the admission committee along with the chairperson shall form a quorum for the meeting of admission committee.
- vi) Admission of Indian national students shall be made on all- India basis and open to all classes of persons as per defined MoA/Rules as mandated by UGC regulations and specified council(s) for the various programs.
- vii) Foreign nationals and Persons of Indian Origin (PIO) would also be eligible for admission to the selected program as per selection criteria.
 - a. Seats would be reserved in all the programs as per UGC Norms.
 - b. Minimum eligibility condition as in respective Admission Brochures for any academic year shall be followed, and the qualification would be mapped as

- per Association of Indian Universities (AIU) norms.
- viii) Admissions of students shall be made either on merit in the qualifying exam or through common entrance tests/competitive examinations conducted by National bodies, like JEE, GATE, CAT, GMAT, NET, GRE, NMAT, CSAT, CUET, NEET etc. or any other test as may be decided by the Admission Committee or individually by the University and /or interviews for students having scholarships/fellowships like CSIR etc.; the details of which shall be published in advance in the brochure of the University. The written test held by the University, may be 'objective' / 'descriptive' in nature and of the requisite standard. The specific details about the written test and applicability of Interview for admission to each program/course of study will be decided by the Admission Committee and published in the prospectus/Brochure.
- ix) The admissions through lateral entry in the programs (wherever applicable) will be made as per the criteria laid down by admission committee.
- x) The Admissions in various programs may also be facilitated through the multiple entry multiple exit guidelines issued by UGC, in pursuance of the NEP-2020.
- xi) Provided that nothing in this section shall be deemed to prevent the University from making special provision for the admission of women, persons with disabilities or of persons belonging to the weaker sections of the society and, in particular, of the Scheduled Castes, the Scheduled Tribes and the other socially and educationally backward classes of citizens; these may include other backward classes. Reservation of seats for the candidates belonging to SC/ST/Other Backward Class Categories shall be observed as per the norms/policies laid down, subject & availability of candidates.

1.1 Eligibility for admission of students

- (i) No student shall be eligible for admission to a program of study, Ph.D, a Postgraduate Degree, Undergraduate Degree, diploma, or certificate program unless he possesses such qualifications as may be prescribed by the University for the said course of study, from time to time.
- (ii) Admission and Enrollment of students in the University shall be regulated in the manner as below:
- (a) The procedure of admission shall be approved by the Admission Committee from time to time and shall be published in the prospectus.
- (b) The University will publish an admission advertisement in 'National / Local' Newspapers and / or other media/Social Media and also upload a detailed admission notification on the University website. The admission notification shall

clearly specify the admission/enrollment criteria for each program as prescribed by the University.

- (c) All the admissions shall be made as per the eligibility conditions prescribed for the programs offered by the University framed by the Admission Committee.
- (d) The candidates seeking admission to a program of study in the University must fulfil the laid down eligibility criteria in terms of educational qualification or any other conditions as may be prescribed for it and published in the prospectus from time to time.
- (e) The new schools/program(s) along with the maximum number of seats in each course shall be proposed by the Admission Committee and approved by Academic Council and Executive Council.
- (iii) No candidate shall be entitled to claim admission as a matter of right.
- (iv) At the time of admission, every student shall be required to sign a declaration, duly countersigned by parents to the effect that he/she submits himself/herself to the disciplinary jurisdiction and rules of the University.

1.2 Restrictions for admission on certain grounds

- (i) No student shall be admitted in two regular Programs concurrently within or outside the University except that a student pursuing a degree program in the University, may be permitted to take admission in a part-time certificate/ diploma/ advanced diploma courses or in a programs/courses under the 'distance learning mode' approved by the UGC.
- (ii) A student who has completed a Postgraduate/ Undergraduate /Diploma/ Certificate program shall not be allowed to be admitted again in the same program in the same discipline.
- (iii) Anyone who has been suspended, rusticated, debarred, expelled etc. by a competent authority of the University shall be prohibited from claiming admission in any program whatsoever. Similarly, no person, who is under sentence or expulsion or rustication from another institution/university, shall be admitted to any program of study during the period for which the sentence is in operation.
- (iv) Admission to any program of the University can be cancelled, at any time, if any material information furnished by the student is found to be false/incorrect.

1.3 Re-admission

A student of the 1st Year/1st Term of any program who is detained due to not meeting the academic requirements, may be allowed to continue with the course of studies as a fresh student as per rules for such programs.

1.4 Enrollment/Registration of Students

- (i) No person shall be admitted to any examination of the University, unless he/she has been duly enrolled/ registered as a student of the University.
- (ii) The Registrar, Controller of Examination, Internal Quality Assurance Cell (IQAC) shall maintain a record of all enrolled students studying in the various Schools/Centers of the University or carrying on research work in the University.
- (iii) The student shall be given unique and permanent Enrollment number and issued with an identity card bearing Enrollment number, and same must be quoted by the student in all communications with the University and in subsequent applications for admission to an examination of the University.
- (iv) A student applying for change of his/her name in the record of students, shall submit his/her application to the Registrar accompanied by (a) The prescribed fee; (b) An Affidavit relating to his/her present and proposed name, duly sworn in the presence of a Magistrate by himself/herself, (c) A publication from a newspaper in which the proposed change of name has been advertised. However, the provision relating to publication shall not be applicable in case where a woman student wants to change in her name following her marriage in which case marriage certificate indicating the new name shall be valid.

1.5 Late admission

Late Admissions may be accepted purely at the discretion of the Vice-Chancellor subject to fulfilment of guidelines prescribed by the regulatory bodies (i.e. UGC/AICTE/BCI/PCI etc.) in accordance with instructions / guidelines on the subject.

1.6 Migration of Students:

- i) Inter University Migration of students may be allowed in special circumstances as per the policy laid down by admission committee. It shall be allowed under special circumstances on the recommendation of EQUIVALENCE COMMITTEE constituted by the Vice Chancellor.

- ii) If a student takes a Migration Certificate to join another University, his/her Enrollment to the University shall lapse until such time as he/she may subsequently return with a Migration Certificate from that University, to take admission in another program of this University. Fresh Enrollment in such cases shall be necessary.

1.7 Transfer of Program:

A First Year student, subject to the availability of seats and fulfilling the minimum qualifications, may be allowed to change his programme on the recommendation of the Equivalence Committee constituted by the Vice Chancellor.

1.8 Procedure of Withdrawal

- i) The Withdrawal procedure as prescribed by the UGC / respective regulatory bodies (wherever applicable) shall be followed.

- iii) The decision of the Admission Committee shall be final and binding. For any issue/Ambiguity/concern, the Vice Chancellor shall be the final authority for admission policies related to all the students, including those pursuing research, into various programs of study in accordance with the rules framed in this regard from time to time by the university.

FEE PAYABLE BY STUDENTS

2. FEE PAYABLE BY STUDENTS

1. The University shall charge fees from the certificates, Diploma, undergraduate, postgraduate, research /doctoral students for different academic programs.
2. Students 'admitted to various Programs in the Schools/Centers shall have to pay the Fees, Funds, Registration fee and Caution Money, Hostel Charges etc., as maybe approved by the Executive Council on the recommendations of the Finance Committee
3. The fee structure may be modified by the Executive Council from time to time.
4. The University may also award fee waivers to the students and research scholars in accordance with the decision of the Executive Council.
5. The procedure for depositing the fees, delay fine, entry/deletion of the names from the rolls of the academic programs of the University in case of defaults, and such other matter, shall be specified by the University.
6. One or more components of the following may be the fees charged by the University, and more components may be added as may be recommended by the Finance Committee and approved by the Executive Council before the start of admissions in every Academic Year:
 - Registration fees;
 - Activity Fees
 - Examination Fees
 - Uniform Fees
 - Academic Fees/Tuition Fee
 - Transport Fees
 - Hostel/Mess Fees
 - Back Paper Fees
 - Special back Paper Fees
 - Fine (Late Fee, breakage of equipments in labs, indiscipline etc.)

 - Fees for the Degrees/Diplomas/certificates if awarded and in absentia;
 - Fees for grade card, Transcripts, and other academic certificates including duplicates/attested copies etc.;

- Caution Money/Security deposit. The same is refundable after adjustment of relevant dues, if any, within four years of their leaving the University. Within this period, if no claim for a refund is received the Caution Money shall be credited into the University Fund, The Vice-chancellor may, for sufficient reasons, investigate and entertain claims for refund of Caution Money after the expiry of this period.
- Fee for Issuing Transfer, Provisional, Migration, Bonafide & other Certificates along with duplicate copies of these certificates. The fee for issuing such documents and their duplicate copies shall be as prescribed by the University from time to time.
- Any other fees as suggested by Finance Committee & approved by Executive Council

2.1 Due Date & Mode Of Payment :

- The Student shall deposit the fee approved by Executive Council on or before the date fixed by the University
- Delay or Default in Payment

If a student fails to pay fees/fails to clear all this dues on time, a fine shall be levied as follows:

- **Payment of fees by the student by choosing any of below two options –**

- **Option 1 - 100% fees within 30 days of registration.**

- **Option 2 - 50% of total Fees + Rs. 1000/- late fees fine before commencement of 1st sem. classes.**

- Balance 50% of total Fees + Rs. 1000/- late fees fine before Enrollment by the University.

- Thus, in option 2 late fees fine Rs. 2000/- total per year.

- **- Late fee fine @Rs.20/- per day will be charged after due date as informed by the registrar office through notice board.**

Vice Chancellor subjected to his satisfaction of reasons submitted by the student in his application may wave off partial or full fine and may extend last date of fee submission.

- After 30 days default for dues, the name of the student shall be struck off the roles.
- A Student whose name has been struck off the roles, may be re-registered/enrolled with the recommendation of the Director of his/her School.

7. All fees and deposits are required to be paid by Cash / Bank Drafts /online transaction as may be announced.

**ESTABLISHMENT OF SCHOOLS & PROGRAMS OF STUDY FOR CERTIFICATE,
DIPLOMA, AND DEGREE PROGRAMS**

3.1 ESTABLISHMENT OF SCHOOLS/ DEPARTMENTS

The University shall have such Schools of Studies & the Departments as may be approved by the Executive Council.

- 1) School of Engineering & Technology
- 2) School of Computer Applications
- 3) School of Pharmaceutical Sciences
- 4) School of Law & Legal Studies
- 5) School of Education
- 6) School of Architecture, Planning & Design
- 7) School of Hotel & Tourism Management
- 8) School of Polytechnic
- 9) School of Management Studies & Commerce
- 10) School of Humanities & Liberal Arts
- 11) School of Sciences
- 12) School of Nursing
- 13) School of Allied Health Sciences
- 14) School of Agriculture

- The University on the recommendations of the Academic Council and with the approval of the Executive Council may start new Schools in other fields of studies as well.
- Every School of Studies (hereinafter referred to as the School) shall consist of such Departments as may be assigned to it with the approval of the Executive Council.
- Each School/ Department/ Centre shall be headed by a Director/ Head of the Department respectively. Each School shall have a Board of Studies

3.2 Creation of Other Bodies of the University

To ensure the smooth and efficient functioning of the University, the Executive Council may constitute standing, advisory and/ or other bodies/ committees as it may deem fit. The composition, powers, functions and the tenure of such bodies/ committees shall be as decided by the Executive

Council.

3.3 Programs of Study

- The University on the recommendations of the Academic Council and with the approval of the Executive Council, shall offer Certificate, Diploma, Under-Graduate and Post-Graduate programs in areas of Engineering and Technology, Computer Applications, Basic and Applied Sciences, Agriculture, Biotechnology, Allied Health Sciences, Architecture, Business Studies, Commerce, Design, Fine Arts, Economics, Education, Geography, History, Hotel and Hospitality, Humanities, Languages, Law, Life Sciences, Literature, Humanities & Liberal Arts, Management, Nursing, Pharmacy, Political Science, Psychology, Social Sciences, Agriculture and in other streams as approved from time to time. The University shall also offer doctoral and/ or post-doctoral programs in chosen areas of specialization in regard to the degree programs.
- All the academic programs framed by Board of Studies of a School/Department shall be submitted to the Academic Council for approval by the Executive Council. The University on the recommendations of the Academic Council and with the approval of the Executive Council shall publish the prospectus every year mentioning the list of courses along with the eligibility of these programs as per the guideline issued by UGC and other apex/statutory bodies/councils from time to time which will also be published on University Website.
- The nomenclature of various degrees shall be in consonance with the regulations framed by the regulatory authorities as defined in the Act, or as may be approved by the Executive Council.
- The structure and duration of the academic programs shall be as approved by the Academic Council.
- The University may have provisions in its regulations to enable students to concurrently convert their program of studies into integrated degree programs of durations approved by the Academic Council wherever permissible by the statutory regulatory bodies.
- NCrf recognizes two types of experiential learning i.e. within academic or vocational programs and through employment post-completion. Credits are awarded based on the basic principles of NCrf for both scenarios.
- Through NCrf, the NEP-2020 recognizes RPL, allowing students, learners, and the

workforce to receive credit for the knowledge and skills they have acquired through formal, non-formal, traditional, or other methods.

- In accordance with the UGC guidelines, a student can pursue two full time academic programs simultaneously in physical mode/ Online Distance Learning or combination of both, provided that in such cases, class timings for one program do not overlap with the class timings of the other program. The guidelines of University Grants Commission, however, are to be complied with.
- The University may also run courses through distance learning, correspondence, and online mode. The guidelines of University Grants Commission, however, are to be complied with.
- The administrative structure of a School shall be as approved by the Executive Council. The Executive Council shall also lay guidelines for smooth running and effective management of academic programs, the cooperation and coordination amongst the Schools and the linkages with other academic and research organization(s) as well as Industry.
- The Executive Council as and when deemed necessary, may appoint committee(s) for periodic review of a program, a Department or a School.

3.4 Registration of Students

3.4.1 Academic Registration

- The Head of the Department/ Director of the School shall issue the list of courses to be offered during the semester well before the Registration date(s) specified in the Academic Calendar. Every student shall register himself for the prescribed courses that he wishes/ opts to pursue in that semester.
- Program-coordinators/ mentors amongst the faculty members of the Department will provide necessary information on the courses and advise the students on the course registration.

3.4.2 Registration for Semesters

- Registration for each semester has to be done on date(s) notified in Academic Calendar. It will involve Clearance of all dues of the University; however merely depositing of the fee will not amount to academic registration.
- After completing the process for academic registration on or before the dates specified in the Academic Calendar, it is mandatory for the students to verify and sign in person, the

course registration document available with the respective mentors.

- A student must ensure that he satisfies the pre-requisites, if any, for each course he registers for. The sole responsibility for registration rests with the student.
- In case a student is registering for course(s) other than those prescribed in the regular scheme for that semester, the University shall not be responsible for a clash-free scheduling of such course(s). Student himself shall verify the time-table and ensure that the regular course(s) do not clash with other course(s) he is choosing.
- The student will not be allowed to undergo academic registration if the 'Maximum Duration for Completion of the Degree/ Diploma/ Certificate does not permit so.
- A student will not get any credit for a course for which he has not registered or has registered without being eligible.

3.4.3 Late Registration

- The maximum time permitted for late registration on payment of prescribed late fee shall be one week from the last date of registration as specified in the Academic Calendar.
- Late registration may be allowed, beyond the period of one week, by the Vice Chancellor or his nominee only on valid reasons and on the recommendations of the Mentor, Head of Department, Director of School and Dean Academic Affairs.
- Late Registration may be allowed for a student who is on disciplinary probation, only with the approval of the Vice-Chancellor.
- Students registering late may be allowed to compensate for the loss of any component of continuous assessment by the Director of the School. The student may be allowed to complete the same on date(s) decided by the Director of the School.
- The Director of the School can proceed with the withdrawal of those students, who fail to register within 15 days from the last date of registration, with the approval of the competent authority.

3.4.4 Adding and Dropping of Courses

- A student on the recommendations of his Mentor, duly endorsed by his Head of the Department and recommended by the Director to add or drop course(s) as notified in the Academic Calendar with the approval of the Dean Academic Affairs.
- A student who is on disciplinary probation shall be allowed to change the course, only with the approval of the Vice-Chancellor, within two weeks.
- A student shall be asked to drop a course within two weeks:
- if it is found that he does not meet the pre-requisites of the course, or

- if there is a clash in the student's timetable preventing him from attending the course, or
- if he is found not entitled to register for that course for any other reason(s).
- A student shall be allowed to take any course out of his active backlogs if time table permits, within the permissible credit limits.
- **Maximum Duration for the Completion of a Certificate, Diploma and Degree Program**
- The maximum duration for completion of a degree or a diploma program, shall be N+N years, where N, stands for the normal or minimum duration prescribed for completion of any Program;
- Provided, that in exceptional circumstances a further extension of one more year may be granted. The Vice-Chancellor may consider allowing an extension by one year beyond N+N years for completion of a degree on case to case basis, depending on the merit of each case.
- The enrolment of the student, who fails to complete the requirements of the award of a certificate/ diploma/ degree in extended duration, shall stand cancelled and respective certificate/ diploma/ degree shall not be awarded;
- Provided that the student may be considered for the award of a certificate or diploma or degree, in case he has earned the requisite credits, wherever permissible.
- The time taken to improve the grade/ CGPA shall be counted in '**Maximum Duration allowed for completion of a Program**'.
- **Duration of the Semester**
- The date of commencement and conclusion of Odd Semester and Even Semester shall be as notified in the Academic Calendar.
- The duration of each semester shall be on an average 15-18 weeks excluding examinations

3.5 Medium of Instruction and Examinations

English shall be the medium of instruction and examinations. The University may, however, decide to introduce regional language(s) as a medium of instruction and examination as per the directives of NEP-2020.

Examination Ordinance for Certificate/Diploma/UG/PG Programs

4 Examination Ordinance for Certificate/Diploma/UG/PG Programs

The University shall have an Examination Committee, the constitution of which shall be as follows:

- (a) Vice-Chancellor or his nominee not below the rank of Professor – Chairperson
- (b) All Directors of Schools
- (c) Controller of Examinations – Member Secretary

The Committee shall supervise all the examinations of the University, including moderation and tabulation to ensure their proper conduct and shall perform the following other functions, namely:

- (d) To review from time to time the Ordinance of the University related to examinations and submit reports thereon to the Academic Council for further approval of Executive Council.
- (e) To review from time to time the results of the University examinations and submit reports thereon to the Academic Council.
- (f) To make recommendations to the Academic Council for the improvement of the examination system.
- (g) To review the list of examiners proposed by the Board of Faculty and finalize the same after approval of the Vice-Chancellor.
- (h) To take actions in accordance with the approved Ordinances and Rules & Regulations, wherever necessary against the candidates, question paper setters, examiners, moderators or any other persons connected with the conduct of an examination and found guilty of malpractices in relation to the conduct of the examination.
- (i) The examination committee will meet at least twice in a year.
- (j) 2/3rd members of the examination committee along with the chairperson shall form a quorum for the meeting of examination committee.

The Examination Committee may appoint such number of sub-committees as it think fit, and in particular, may delegate to any one or more persons or sub- committees the power to deal with and decide cases relating to the use of unfair means by the examinees.

Notwithstanding anything contained in the Statutes, it shall be lawful for the Examination Committee or, as the case may be, for a sub- committee or any person to whom the Examination Committee has delegated its power in this behalf under sub-clause (3), and as per the ordinances, Rules & Regulations, to debar an examinee from future examinations of the University, if in its or his opinion, such examinee is found guilty of using unfair means at any such examinations or to inflict any other punishment as laid down in the University Ordinances, Rules & Regulations.

Here is the detailed Examination Ordinance:

4.1 Preamble

All the examinations of the SDGI Global University shall be conducted by the Examination Cell headed by the Controller of Examination, as per procedures and regulations approved by the University from time to time. Where the guidelines of the statutory bodies like MCI, DCL, INC, Bar Council of India, NCTE, PCI, COA, IITP etc. are available, they will be applicable and in fact they will supersede guidelines of the University. Rules and Regulations presented here are framed for Examination cell of the SDGI Global University. They are based on the decisions taken by the Examination Committee of the University and are in accordance with concerned statutory bodies of the governments of the State as well as of the Centre. The details presented in this document will serve as the guidelines for all operations of the examination cell of the University; that includes the *planning, coordination and conducting of examinations as well as for preparation of results*. All those associated with Examination cell must strictly adhere to them.

4.2 Applicability of regulations for the time being in force

Notwithstanding the integrated nature of a course spread over more than one academic year, the regulations in force at the time a student joins a course shall hold good only for the examinations held during or at the end of the academic year. Nothing in these regulations shall be deemed to debar the University from amending the regulations subsequently and the amended regulations, if any, may apply to all students whether old or new, as decided by the University.

4.3 Policies of examinations

Where the ordinance and curriculum of the statutory bodies like AICTE, PCI, NCL, BCI, COA, NCTE, etc are available, they will be applicable and will supersede these ordinances.

4.3.1 Semester/Yearly System

The University may follow the semester system in general or yearly system of examination as may be recommended by the governing councils (if any)

4.3.2 Uniform examination system

Uniform examination system with 50:50 ratio (Internal/External) will be followed unless specified in course curriculum or by statutory bodies

4.3.3 Centralized Examination

(a) The examination will be centralized. A Centre Suptd will be appointed with approval of the Vice Chancellor to conduct the examination

(b) The teachers/academic staff members of the School where examination is conducted, will be

appointed by the Vice Chancellor as Assistant Superintendent, on recommendation by the Director of the School.

4.3.4 Guidelines for Appearing in Examinations

In order to appear in the examination student must have

a) **No dues** from the accounts office

b) **Attendance-** A student shall be required to have a minimum attendance of 75% in each of the course separately in a semester, provided that the Director/Principal of the School on the recommendation of HoD may condone attendance shortage upto 5% for individual student for reasons to be recorded.

Under Special circumstances Dean of the respective faculty may condone the attendance by 10% for the reasons to be recorded. Under certain circumstances, beyond the control of the student the Vice Chancellor may condone the attendance upto 15% for a given course(s).

A student whose attendance falls short of 75% or falls short of minimum attendance requirement after condonation shall not be allowed to appear for ESE for that course(s). A student who has been detained in the given course(s) shall have to attend the course(s) again and put in minimum attendance required, in that course(s) in order to be eligible to appear in the ESE.

In case, any student appears by default, who in fact has been detained by the School, his/her result shall be treated as null and void.

4.3.5 Course Completion

Student has to complete his/her course in stipulated time as notified in the Ordinances.

4.3.6 Special Examinations

Special examinations/Supplementary examinations may be held in the month of July/August for the passed out passing out students (only those candidates will be allowed who are not declared FAIL in the final year) for all courses and subjects of the university which are not governed by any other statutory body/council, to enable them to reappear in those papers in which they had failed or could not appear due to any reason other than shortage of attendance. Students detained due to shortage of attendance may also appear in special examinations provided they make up their attendance by attending extra classes which may be arranged by the School/School Institute. The examination fee will be payable for appearing in the special examinations as per the notification issued by the University from time to time.

4.3.7 Scheduling of examinations

The Examinations will be scheduled as per Academic Calendar finalized by the Vice Chancellor. However, under special circumstances, the Vice Chancellor has the authority to modify the Academic Calendar

4.4. Rules & regulations for examinations

4.4.1 Submission of examination forms.

Important: Appearing in the examination will be subject to eligibility to appear in the examination.

- (i) All applications for permission to appear in any of the examinations of the University shall be submitted on the prescribed forms and forwarded to the Controller of Examinations through Registrar office as per dates notified by Controller of Examinations.
 - (ii) Application to appear in examinations shall be accompanied by the following endorsement in the Examination form
 - (a) He/she has the required attendance as prescribed by the Ordinance of the university/statutory body.
 - (b) He has acquired sessional marks/internal assessment as per the university ordinance/statutory body.
 - (c) There is nothing against him/her which may disqualify him/her to take the examination
 - (iii) A candidate may be permitted to submit the examination form after the last date by the:
 - (a) Director of School with the prescribed late fee notified from time to time before the examinations, up to 15 days before the examination.
 - (b) By the Vice Chancellor with the prescribed late fee, up to seven days before the examination.
 - (c) Under special circumstances, the Director/Dean may recommend to the Hon'ble Vice Chancellor for allowing a candidate to submit his examination form and grant permission to appear in the examination even at lesser than seven days, mentioning the reason for his recommendation. The Hon'ble Vice Chancellor may permit such a student, if he agrees, on payment of late fee and fine as he deems fit.
- (i) Examination fees once paid shall not be refundable.
 - (ii) Filling of the examination form does not ensure that the student will be issued an admit card but the issuance of admit card will depend upon the fulfilment of the conditions mentioned in clause mentioned in ii (a-c).

4.4.2 Declaration of program of examinations (date sheet) & examination centre The date of program of examinations (date sheet) denoting subjects and papers code shall be notified by the Controller of Examinations at least 15 days prior to the first day of the commencement of University examinations and will be sent to the concerned School. The examination program fixed by the Controller of Examinations should be displayed in the concerned and in a conspicuous place at the examinations centre (notified by the University) before the commencement of the examinations and it should remain there till the completion of the examinations. Instructions for the candidates shall also be displayed on the Notice Board

4.4.3 Issuing of admit cards

- (i) Admit Cards will be issued to the eligible students after getting list of detained students from the concerned School, which must be provided by the School at least seven days before the commencement of examinations.
- (ii) A candidate whose application has been accepted to appear in the examinations shall be issued an Admit Card containing the Name of the Candidate, the Examination Centre, Enrolment and Roll Numbers.
- (iii) If any candidate enters the examination hall without his/her admit card, he/she should be allowed to take examination only in the following condition
 - (a) If the Centre Superintendent/Deputy Superintendent of an examination centre is satisfied that admit card of a student is left at home/room, he/she may permit the student to appear in examinations. However, the same shall be noted on his/her attendance sheet and the information will be sent to the COE and the Accounts Department for adding Rs.50/- in his/her dues against the penalty for losing the card.
 - (b) If admit card is lost or destroyed by the student, the student will apply on the prescribed form to the COE for issuing the duplicate Admit Card after depositing the prescribed fee. The office of the COE will ensure that the duplicate Admit Card is issued to the student the same day or is sent to the examination centre of the student before the next examination of the student.
- (iv) The candidates who have not been issued Admit Cards and whose names/roll nos, are not in the Roll lists should not be allowed to sit in the examination unless permitted by Vice Chancellor. The candidates who do not possess Admit card but are permitted in the exam at a later date, the following shall apply;

- (a) Their names shall be in the additional list of students.
- (b) They shall carry the original copy of the permission obtained.

4.4.4 Issuing of blank answer books

Blank Answer Books will be sent to the Centre Superintendent of the Examination Centre before the conduction of examinations, after getting the requirement from the concerned School where students are appearing in the Examinations. The Centre Superintendent will depute a person to collect "blank answer booklet from the examination department, along with the prescribed format for keeping the account of answer books consumed during the examination. The prescribed format has to be filled and sent back along with the remaining answer books after the examinations are over on daily basis.

4.4.5 Issuing of roll list

Roll list will be sent to the declared Centre of examination five days before the examination. For those students who obtain permission to sit in the exam at a later date, their names shall be sent separately.

4.5. Procedure for appointment of paper-setter/examiner/evaluator

- a. The Board of Studies of different School/Department shall recommend to the Vice Chancellor through its Director/ the panel of the examiners for taking the exam/paper- setting/evaluating answer sheets in each subject. In making their recommendations the Board of Studies must ensure that the minimum eligibility criteria have been followed. The Paper Setter/ Evaluators have to Professor / Associate Professor or Assistant Professor with minimum three years' experience.
- b. The Vice Chancellor may appoint anyone for taking the exam/paper-setting/evaluating answer sheets from the panel list referred to him by the School of the Director. The Vice Chancellor may also appoint anyone else, who is eligible but his name has not been mentioned in the list for any of the purposes mentioned herein above.
- c. Controller of Examination shall issue general instructions for the guidance of the examiners/paper-setters/evaluators for the proper discharge of their duties.
- d. Where the appointed examiner/paper-setter/evaluator is incapable of acting as such or declines the offer, the Vice-Chancellor shall appoint a substitute.
- e. In situations where the appointed examiner is not able to come, the Vice Chancellor shall appoint any other eligible examiner out of the panel or otherwise.

- f. Under special circumstances the Director can take permission from Vice Chancellor after meeting personally or on phone and call anyone else as examiner, if the already appointed examiner fails to come on the day of examination.

4.6. Paper setting

4.6.1. Paper Setting:

- a. The question paper shall be set out of the entire syllabus of a course. It shall be ensured that no, question comes out of the syllabus.
- b. The paper setter may set the Question paper taking guidance from the question papers of previous year provided to the paper setter by the COE.
- c. Paper setter will be given a unique Identity Code.

4.6.2. Materials to be send to paper setter:

- a. Copy of syllabus along with the Evaluation Scheme will be sent to the external paper setter.
- b. Copies of question papers of previous year for reference.
- c. Appointment letter along with materials.

4.6.3. Setting of the question papers:

Two question papers shall be prepared for each subject by Examiners. Duly sealed envelopes containing question papers will be sent to the office of the Controller of Examinations well in time.

4.6.4. Instructions for paper setter:

- a. The question must be in neat hand writing/typed paper pasted on one side of the format provided. Technical terms should be in the capital letters.
- b. Session or year is not to be written on paper.
- c. Every question and every part of a question should be clear in language and free from ambiguity.
- d. The question paper will be strictly from the prescribed syllabus/scheme. The question paper should be fairly distributed over the whole course of study and not concentrated on any one or few portions.
- e. The numerical parts in question paper should not be more than 50% except in mathematic(s) (as subject of paper) and/or the papers similar in nature to mathematics.
- f. Log tables or other materials are supplied to the candidates only when it is recommended by the paper setters. It is therefore, necessary to write specifically in the Head Note if the log tables, PWF tables, graph papers, steel code, etc. are to be supplied to the candidate even for general

use. It should also be clearly mentioned in the head note by the paper setter whether the use of calculator is permitted or not and of which specification.

- g. Paper setter should clearly indicate in head note of Question paper regarding number of questions to be attempted from a particular section. He should ensure that sum of marks allotted to each section/question is equal to maximum marks and is as per Evaluation Scheme.
- h. The paper setter should not keep with him any copy or rough drafts of the question paper set by him. All the drafts and notes must be destroyed.
- i. Paper setters are requested to ensure that both the outer and the inner covers containing question paper are positively sealed in separate envelopes before they are posted or personally handed over to the authority of the university.
- j. Paper setter should certify that to best of his/her knowledge none of his/her direct or indirect dependents/relatives (i.e., wife, husband, son, daughter, grand son, grand daughter, brother, sister, nephew, niece, uncle, aunt, first cousin, son-in-law and daughter-in-law etc) are appearing in the examination in which his/her paper may be one of the paper. Paper setter has to avoid your own book material in the paper.
- k. In case serious mistakes are found in the paper, which may create confusion in the minds of the examinee, the university can drop the name as paper setter and can cease the remuneration.

Vice Chancellor may also appoint more than one paper setter for same subject under special circumstances.

4.6.5. Methodology

- a. Moderation of question paper: After receiving the paper from the paper setter, the paper will be printed and can be moderated, if necessary.
- b. Moderator or One senior Subject specialist (Professor a person detailed by Director) shall visit the Controller of Examination office and moderate the paper for checking the formation of questions, avoiding repetition of questions (if any) and checking if the questions have been set within syllabus, distribution of marks, subject name/code. quality of question paper, proof reading etc.
- c. Sealed envelope should be duly authenticated by Moderator confirming the correctness of paper and forwarded. Moderator can be from the University or called from another university with the prior permission of the Vice Chancellor.

4.6.6. Printing and packing of question papers

- a. Two sets of question papers for each subject are prepared, out of which one set of question paper is released on the day of examination with the approval of Hon'ble Vice Chancellor or nominated person to ensure the integrity of conduct of examination. The year of examination will not be mentioned on the Question paper.
- b. The number of printed question paper shall be according to maximum number of students expected to appear, plus 5 additional question papers.
- c. Immediately after printing, they shall be sealed with number of printed question paper written on the envelope and kept in safe custody of Controller of Examinations.
- d. The balance one sealed envelopes having question papers shall be kept in safe custody of Controller of Examinations. In the next examinations only one new question paper may be prepared for that subject unless syllabus has changed, in which case two fresh question papers will be prepared.

4.7. Rules and regulations for conduction of University examinations.

4.7.1 Centre Superintendents shall be appointed by the Vice Chancellor who shall be responsible for the safe custody of answer books and satisfactory conduct of the examinations. Overall responsibility for safe and fair conduct of that examination will be of the Centre Suptd. In the absence of the Centre Superintendent, Deputy Centre Superintendent shall perform the functions of the Centre Superintendent with intimation to the Controller of Examinations.

4.7.2 Deputy Centre Superintendents

- Deputy centre superintendent(s) will be appointed by the Centre Superintendent from amongst the teaching faculty of the rank not lower than of Assistant Prof. to make all preparatory arrangements for holding examinations including seating arrangement for candidates.
- a. He/She shall conduct the examinations under the supervision of the Centre Superintendent according to the instructions given by the Controller of Examinations of the University from time to time in this regard. He will take all necessary measures for fairness and the smooth conduct of examinations at a centre.
 - b. The Deputy Centre Superintendent(s) will perform such duties as are assigned to him by the Centre Superintendent of Examination Centre. He/She will particularly be responsible for opening of Question papers in the presence of Centre Superintendent, seating arrangement, checking the absentee statements, updating the record of consumed answer books on daily basis, packing of answer books along with the attendance sheet, docket, question paper etc.

and then dispatch to Controller of Examinations immediately on the same day of Examination.

- c. He/She will also ensure that cases of UFM have been sent to Examination Department in a sealed Envelop on daily basis.

4.7.3 Invigilators

Invigilators shall be appointed by the Centre Superintendent in a manner that their ratio to candidates does not exceed one invigilator to 36 candidates registered at any particular session with a minimum of one invigilator in a room, even if the number of examinees is less than 20 in the concerned room. In case the number of invigilators appointed in any room exceeds the prescribed ratio of 1:36 the School will submit the following report:

1	2	3	4	5	6
Date of Exam	Room No	Capacity of Room	Students allotted in the room	No of invigilators appointed in the room	Reason

- a. Only those teachers be engaged in whom the Centre Superintendent has full faith.
- b. The Academic/Teaching Assistant the School may be engaged as an invigilator if required.

4.7.4 Watch and ward: Additional There shall be Security Guard whose function shall be to maintain discipline outside the examination hall/halls. He may be assisted by additional staff. This duty can be given to security staff of university.

- a. A room/place may be allocated in each School where the students may keep their belongings; however, the university shall not be responsible for the security of such material.
- b. SO will be authorized to carry out search of students outside the examination hall for ensuring that prohibited materials are not taken into the exam hall. Search of female students shall be done only by female Faculty/SO.

4.7.5. Examination halls and rooms:

- a. The doors of the examination hall and rooms should be opened each day only 15 minutes before the time fixed for the commencement of the examination.
- b. A seating plan of the examination showing the measurement of each room used and the position of each candidate relatively to the other should invariably be supplied to the

- university and a copy of same should be maintained in the School records for inspection as and when necessary.
- c. A space of not less than 1 square meter should be assigned to each candidate. If there is space constraints the candidates of different courses should be seated judiciously and maintain a reasonable distance between course mates.
 - d. Seating arrangement for candidates should be properly notified at some prominent place and it should also be displayed outside the examination room.

4.7.6 Receipt of question paper & opening of question papers in examination centre

- a. Sealed envelopes containing question papers will be sent to the Centre Superintendent through University messenger. He shall note carefully the state in which the envelopes have been received, if tampered with or opened it should be brought to the notice of the Controller of Examinations immediately.
- b. One Hour before the time for distribution of question papers, the question papers shall be taken out without breaking the seal. Such envelopes along with undistributed question paper (if any) should be sent to the Controller of Examinations.
- c. The envelopes containing the question papers should be opened by the Centre Superintendent/ Deputy Centre Superintendent in the Examination centre in presence of at least two invigilators. The envelopes should be slit opened and the seals be left unbroken. The invigilator and the Superintendent should affix signatures at the place provided on each cover after being satisfied that correct envelope is being opened and no envelope is tampered with.
- d. The question papers should be counted and the number should be tallied with the figures given on the face of envelope containing the question papers. Before distributing the question papers to candidate, it has to be made sure either by personal inspection or through invigilators that the correct question paper for the session is being given to the candidates in the Examination hall.
- e. This precaution is very necessary since the possibility of wrong paper being packed in one packet cannot be ruled out. If the number of the question papers in any envelope falls short of the required number, the questions may be dictated and the Controller of Examinations should immediately be informed of this fact by phone. Student shall be given the usual time for answering questions after the paper has been dictated.

4.7.7 Invigilation duty

(i) Invigilation as a part of duty No teacher should absent himself herself from invigilator's duty without the prior permission of the Centre Superintendent of the Centre at which he/she has been deputed for invigilation work

(ii) Duties of the invigilators

The sanctity of the examination depends greatly on the conduct of an Invigilator. Any laxity on the part of an invigilator is likely to result in undesirable consequences affecting the reputation of the University.

- a. An invigilator is expected to be alert at every moment beginning from the entry of the candidates till such time that all answer books are collected from them, so it is necessary that he should make frequent rounds in the Examination Room.
- b. An' invigilator is under the control of the Centre Superintendent. During the period they are on duty and she/he should not leave the examination centre without the permission of the Centre Superintendent or Deputy Centre Superintendent.
- c. An invigilator should report at the centre at least half-an-hour before the time fixed for commencement of the examination.
- d. An invigilator may be required to act as witness when desired by the Centre Superintendent for opening of the question paper packets and sealing of the packets of answer books.
- e. It shall be the duty of the invigilators to guard against all kinds of malpractice or misconduct on the part of any candidate inside the hall/centre. She/he will report such malpractice or misconduct to the Deputy Centre Superintendent/ Centre Superintendent and render such assistance to the Deputy Centre Superintendents required, in regard to the conduct of the examination.
- f. Use of mobile is strictly prohibited in the Examination Hall. Invigilators should deposit their mobiles with Centre Superintendent while on duty.
- g. In case, the invigilator or any other staff on/off duty is found assisting the candidate in unfair means, the disciplinary action will be initiated against him/her. The action against the candidate will also be taken as per UFM policy.

4.8. Responsibilities of the invigilators

- a. To check the Admit Cards
- b. To distribute answer books and question papers to the examinees.
- c. To ensure that the examinees occupy their allotted seats in the room
- d. To make announcements asking the examinees to:
 - i. Produce the Admit Card
 - ii. Leave books, notes, copying material, mobile phone, Electronic devices, and/or paper outside the examination hall.
 - iii. Announce that students should write Roll No. on the question paper and nothing else.
 - iv. Use of only allowed accessories as may be applicable per paper.
 - v. Write subject, paper, roll number and Enrollment number, semester & year in the allotted spaces in the answer booklets, and sign the sheets.
 - vi. Time remaining.
 - vii. To fill in the number of supplementary sheets used, strike out the unused pages and attach all A and B copies, supplementary sheets together. Etc
- e. To check according to the answer sheet, and get the attendance signed by the student.
- f. To prepare the absentee statement in respect of the room under his/her charge and submit the same within one hour of start of examination to the centre superintendent.
- g. To check all the entries filled in, including that the correct roll number is written in words at the allotted space on the answer sheet by the candidate, on the cover page of Answer Book with help of admit card of the candidate. That the candidate has signed at the appropriate place/space provided in Answer Book. The invigilator should sign only after checking all the above.
- h. To ensure that the cover pages of answer books bears the date stamp and his/her signature.
- i. The invigilator shall sign each answer book at the assigned box as evidence of verification of candidature of the student..
- j. Not to allow any examinee who reports after 30 minutes of commencement of the examination to sit for the examination and not to allow any examinee to leave the examination hall half an hour before the prescribe time.
- k. The invigilators must ensure that the Answer Book (duly closed) and Question paper of the candidate has been left behind on his/her seat in the examination hall when a candidate goes out to toilet etc.

- l. At the end for the examination no candidate should be allowed to leave the room without permissions of the invigilator till all the answer books are collected, counted and found correct.
- m. To collect answer books from the examinees as soon as the examination is over and to hand over the same to the Deputy Centre Superintendent in sequential order of subject and roll no after duly counting and tallying these with student's attendance sheet.
- n. To return surplus copies of loose sheets to the Deputy Centre Superintendent immediately after the examination.

4.9. Attendance & verification

- a. The Enrolment number and signature of the all students appearing in the examinations shall be recorded in the daily attendance sheet and verification sheet on the prescribed Performa supplied by the Controller of Examinations.
- b. This statement duly countersigned by the invigilator, Deputy Centre Superintendent in charge and the Centre Superintendent should be forwarded to the Controller of Examinations after the conduction of Examinations.
- c. However, the copy of the attendance sheet should also be sent with the docket along with the question paper in the sealed packet of Answer Books.

4.10. Dispatch of answer books:

- a. Before the answer books are dispatched, the Centre Superintendent/Deputy Centre Superintendent should ensure that the title page has been filled in correctly by the candidate and signed by the invigilator concerned.
- b. In some cases, candidates do not write their full Roll no. and other particulars on the title page of the answer books. The responsibility in such case will be solely of the invigilators, Deputy Centre Superintendent and the Centre Superintendent.
- c. All answer sheets duly sealed should be forwarded to the Controller of Examinations along with a copy of attendance sheet along with docket & question papers of the scheduled day of examinations.
- d. After the examinations are over, Centre Superintendent should return the used and un-used envelopes of the question papers containing surplus question papers to the Controller of Examinations along with the verification sheets.
- e. The account of used answer books along with remaining answer books is also to be deposited.

4.11. Disciplinary control

- a. During the examination the candidates shall be under the disciplinary control of the Centre Superintendent of the Centre and they will obey his instructions. If a candidate disobeys the instructions of the Centre Superintendent/Deputy Centre Superintendent or any of the invigilators or misbehaves towards any of the examinee, he/she may be suspended by the Centre Superintendent from that day's examination. The misbehaviour done by the student should be reported by the Centre Superintendent to the Vice Chancellor the same day.
- b. However, if the student has any grievances against the Senior Center Superintendent/Deputy Centre Superintendent/Invigilator, he can submit the grievances to the Registrar. Office Appropriate action will be taken by them.

4.12. Instructions for the candidates

- a. All the candidates should be in proper uniform with the University ID card.
- b. The candidate is expected to be present at the examination Centre 15 minutes before the commencement of examination.
- c. No candidate shall be admitted to the examination hall after 30 minutes of commencement of the examination.
- d. The candidate shall have the proper Admit Card and the valid institutional Identity Card, without which he/she shall not be eligible to appear for the examination.
- e. Candidates are not permitted to leave examination hall during the initial one hour and last 30 minutes of the paper.
- f. Exchange of answer books, supplements and drawing instruments etc. among the Candidates is strictly prohibited.
- g. Students shall write their Roll Nos. on the question paper also.
- h. Possession of any arms, weapons, mobile phone, electronic devices etc. in the examination hall or at the examination Centre by the candidate is strictly prohibited.
- i. The candidate shall behave properly before, during and after the examination to maintain the conducive atmosphere at the examination Centre
- j. The examinee shall cross the blank page(s) of Answer Book left after attempting the whole paper.

- k. The candidate is prohibited from keeping in his possession in the examination hall any blank paper, notes, scribbles chits, books, mobile phone, programmable calculator or watch, electronic communication device etc. The violation of this instruction shall attract suitable punitive action.
- l. The candidate found guilty of misbehaviour or using/attempting to use unfair means shall be liable for suitable punitive action.
- m. Disclosure of identity on the part of examinee by way of communicating name/sheet number/signature/phone number/address or any other request to the examiner in the answer book is a punishable offence as per rule and shall be treated as a case of UFM.
- n. The examinee is prohibited from taking away the answer book(s)/part of Answer Book or any enclosure(s) issued to him out of examination hall. Violation shall attract punitive action as per the rules of the University.
- o. A candidate, who has come to appear the examination under the influence of intoxicating drinks/drugs, shall not be allowed to enter in the examination hall and if found appearing in the examination, will be turned out from the examination hall immediately.
- p. Use of electronic devices / instruction booklets/other stationary the use of electronic devices such as, mobile phones, smart watches, smart glasses, tablets and personal audio equipment is not permitted in the examination Centre.

4.13. Flying squad

The flying squad will overview and supervise the conduct of examination as per instructions of the Vice Chancellor/COE and to take surprise inspection of examination venues, so as to eliminate possibilities of use of unfair means by candidates, to hold the examination in a fair, impartial and smooth manner and to maintain credibility of examination.

4.13.1 Appointment of flying squad

- a. A flying squad shall consist of a Convener, 1 to 3 Squad Members and will be appointed by the Hon'ble Vice Chancellor or the COE with the permission of the Vice Chancellor.
- b. They shall be of the post of Associate Professor and above.
- c. They will be instructed about their duties and work on the same day as of the surprise visit planned.
- d. The flying squad will be accompanied by an officer from the security department of the rank of Security Officer or above.

4.13.2 Duties of flying squad

The Flying Squad shall monitor all aspects of the conduct of examinations, entry of candidates in the examination centre and ensure the examinations are conducted in punctual manner, thus enhancing the general credibility of the system and discouraging any tendencies on the part of the examinees or any other person to indulge in malpractice or misbehaviour in examinations. These committees shall be adequately empowered to verify entire examination process at the examination Centre.

- a. The Flying Squad/Invigilators or Supervisory staff shall have the authority to search any student to find out as to whether the student has got any objectionable material with him/her or not. However, female student can be searched only by female members of the flying squad. Refusal of the candidate to be searched would raise a presumption against him/her that he/she is in possession of objectionable material to be used in the examination.
- b. To inspect the examination halls and check the seating arrangement. If the seating arrangement is improper, it shall inform the Deputy Centre Superintendent and get it corrected.
- c. To observe that internal vigilance group (Invigilator, Deputy Centre Superintendent etc.) is active and performing their duties in a proper manner.
- d. To keep vigil on all aspects of the conduct of examination at the centre and report the cases of malpractice/misconduct, if any, to the Deputy / Centre Superintendent. The centre Superintendent shall take action in such cases as per prescribed procedure.
- e. It shall also inspect the toilets and other surrounding areas for hidden books/notes.

4.14. Appointment of Amanuensis

An amanuensis is allowed in case of Blind Candidates and those candidates, who are disabled to write due to an accident, disease or congenital deformity.

Director will recommend appointment of amanuensis for a particular student to the Vice Chancellor.

The Vice Chancellor can take the decision on the basis of application, meeting the student personally or may ask the student to submit a medical certificate attested by CMO from the authorised Hospital.

The candidate should submit an application to the Director at least one month before the commencement of exams. In case of accident occurred recently, student can write an application directly to Vice- Chancellor through the concerned Director in exceptional circumstances directly to Vice Chancellor.

Exception can only be in case of any unforeseen mishap, in which case the student may apply any time before starting of exam or even during the exam; however, in such cases the appointment of amanuensis will depend upon the availability of the appropriate person at that time.

- a. The amanuensis shall be a person of a lower qualification than the candidate concerned.
- b. The Superintendent of Examination shall arrange for a suitable space for the disabled candidate.
- c. An extra Half an hour shall be given to such candidates for 3 hours duration.
- d. The payment of the amanuensis if any, shall be borne by the candidate.

4.15. Cancellation of appointments/examinations

Vice Chancellor reserves the right to cancel or rescind any appointment relating to examinations or cancel or reschedule any examinations at any time in the interest of smooth conduct of examinations.

4.16. Lost answer book

The Vice-Chancellor, after he is satisfied that the answer book of a candidate has been lost after having been handed in the Centre Superintendent of examination may:

(a) Permit the candidate to reappear in the subject of which answer book has been lost, on a date and time to be fixed by the Controller of Examinations.

OR

(b) Award him marks in the answer book lost equal to the marks obtained by the candidate in the other paper, subject to a maximum of 60% marks in that paper in case the candidate has appeared in one subject having two papers A & B.

OR

(c) Award him the average marks of the remaining subjects/papers which he has already cleared, subject to a maximum of pass marks in case he has appeared in one subject having one paper to clear carry over.

OR

(d) Award him marks in the answer book lost, equal to the marks obtained by the candidate in the other paper, subject to a maximum of pass marks in case the candidate appeared in one subject having two papers A & B to avoid carry over.

If there is a dispute as to whether a candidate's paper was duly handed in or not, the decision of the Vice-Chancellor, to whom the Controller of Examinations shall report his/her findings, shall be final.

4.17. Regulation for unfair means/ procedure for dealing with unfair means and mass copying cases

Unfair means, cases Examination is a formal procedure intended to measure examinee's knowledge/talent. Since result of examination has an impact on individual's future

academic career and vocational goal, he/she may get tempted to adopt unethical/unfair means (UFM) with another. purpose of obtaining the desired goal which puts him/her at an advantage as compared to others.

Code of conduct for an examinee is therefore, framed so as to keep him/her away from adopting unethical methods during the examination. Each examinee should follow this code of conduct. A candidate found guilty of any of the following offences shall be deemed to have used unfair means: -

4.17.1 The following shall qualify as use of U.F.M

- a. No candidate shall bring any objectionable material for the purpose of being used for answering the question paper in the examination hall.
 - b. Writing name or putting signature or any other mark in the Answer Book which may disclose, in any way, the identity of the candidate.
 - c. Writing Roll No. at any other place than the space provided for it.
 - d. Having in possession book(s), notes, papers or any other like materials which may be used in the examination.
 - e. Receiving or giving assistance to other student in copying in any form during the period of the examination.
 - f. Smuggling in or out of the examination hall of Answer Book etc. and tearing leaf leaves from the Answer Book or tampering with the Answer Book in any way.
 - g. Impersonation i.e. sending some other person to appear in examination.
 - h. Communicating with the Examiner or any other person connected with the Examination, with the object of unduly influencing him in any way.
 - i. Any other type of misconduct or a deliberate attempt to cheat in the examination.
 - j. Writing questions or answer on any paper other than the Answer Book.
 - k. Any other case of Unfair Means detected at any stage during or after the Examination.
 - l. Using mobile phone or any other smart device(s) for receiving/sending messages. Even keeping mobile phone or any such device shall be considered as an attempt to cheat.
 - m. Refusal of the candidate to be searched by the invigilator/flying squad would raise a presumption against him/her that he/she is in possession of objectionable material to be used in the examination hall.
- 4.18. Procedure to be followed by the invigilator/centre superintendent in booking UFM cases

4.18.1. Issuance of Second Answer Book.

As soon as any case of unfair means comes to the notice of the Invigilator /Superintendent/Flying Squad of the examination centre, he/she shall take possession of the Answer Book of the candidate along with paper of other material found in his/her possession. The candidate shall be provided another Answer Book immediately and a stamp of "Second Answer Book" will be placed on the top of the Answer Book.

4.18.2. Statement of the candidate

While issuing the fresh Answer Book, the candidate shall be asked by the Invigilator/Centre Superintendent to submit the information on prescribed format. If he/she does not give such information, the verification can be done by another Invigilator Examination Superintendent. In case a student refuses to cooperate and does not agree with the observation of the invigilator/centre superintendent, he may be counselled that he should cooperate and write his comments in the remarks. He should be informed that he may write about his grievances to the DSW/Registrar after the examination.

4.18.3. Statement of the invigilator

Flying Squad/Invigilator, who detects the use of UFM by a candidate, shall record the statement which shall be countersigned by the Centre Superintendent and the same should be enclosed.

4.18.4. Material found from the candidate:

Precise information on the prescribed format as to from where the material was found should be mentioned in the statement of the invigilators for example from of the pocket, desk, shoes etc. of the student or from nearby lying on the floor, table, chair etc. The incriminating material so detected by an Invigilator should also be signed by the invigilator on each page and the total number of pages detected should be mentioned on the title of the Answer Book duly signed by the Invigilator and Centre Superintendent. If it is a mobile phone/electronic device, it should be packed in the envelope and sealed. It should be signed by the Invigilator and Centre Superintendent and should be mentioned on the envelope/packet as UFM material. The packet should preferably be signed by the student also. The same should also be mentioned in UFM (incrementing material) prescribed format.

4.18.5. Other Cases of Unfair Means

a) Impersonation:

The Centre Superintendent /Deputy Centre Superintendent should hand over the person impersonating as the student to the Security Officer who will file an FIR at the Police Station and will hand over the person to the Police. The matter shall also be reported to the Vice Chancellor, the Director of the concerned School/College in which the student studies, the Chief

Proctor.

b) Misconduct:

In case of misconduct by any examinee, the statement of the Invigilator/Centre Superintendent /Deputy Centre Superintendent shall be sent to the Director/HOD of the School for taking appropriate action against the student.

4.18.6. Documents required to be sent in UFM cases.

All cases of UFM should be recorded on the Performa.

The form shall be accompanied by the following documents:

- a) One + One Two Answer Books/sets of Answer Books.
- b) Statement of the candidate on prescribed format.
- c) Statement of the Invigilator on prescribed format.
- d) "Unfair aid"/material found from the student.

4.18.7. Dispatch of UFM cases:

Copies of UFM should be sent separately in a sealed envelope duly labelled to the Controller of Examinations of SGU along with the prescribed Proforma for each case booked under UFM on daily basis.

All the material (answer books of unfair means, together with the material recovered from the students) duly signed by the candidate, invigilator and by the Chief Centre Superintendent be sent to the Controller of Examinations SDGI Global University, Ghaziabad separately under sealed cover soon after examination is over on the same day. His/her examination result shall be withheld till finalization by UFM committee. The decision of UFM case shall be made within 15 days from the registration of the case of UFM. The decision of the UFM Committee in imposing penalty for the offence committed by the candidate shall be final and binding on the student.

4.18.8. Student Grievance

However, if the student has any grievances against the Center Superintendent/Deputy Centre Superintendent/Invigilator or he/she has reasons to be dissatisfied with the decision of the UFM Committee, he can submit the grievances to the Dean Students Welfare and in his absence, to the Registrar of the University, who will take necessary action to redress of the grievance of the student.

4.18.9. Miscellaneous.

- a. The fact that a particular Roll No. was booked under UFM should be recorded in the attendance sheet as well in the statement for dispatch of Answer Book to the Controller of Examinations of SGU.

- b. The candidate booked under UFM shall not be expelled from the examination centre for that paper rather a fresh copy is to be issued to attempt his/her paper except in the cases of impersonation.
- c. Candidates found using any of the UFM are not to be debarred from appearing in the remaining papers except where so provided.
- d. Candidates may be physically searched by the Centre Superintendents/ Deputy Centre Superintendents/ Invigilators/Members of the Flying Squad deputed by the COE of SGU before or during the examination at any time. **In case of a female candidate, search should be made by female faculty members only.**
- e. If a candidate forces his way out with the answer book, the complete statement explaining the circumstances under which the candidate has left the examination hall with the answer book should be reported separately to the Centre Superintendent. The invigilator's statement should also contain the time of the incident and details of the case as to how the candidate took away the Answer book. If any effort was made to recover the Answer Book that should also be stated and the same may be sent to the University.

4.18.10 Guidelines for UFM committee regarding penalties for different types of offences under UFM

S. No	Offence	Maximum Penalties
1.	1. Doesn't follow the instructions given by the Center Superintend/Invigilator	Warning will be issued to the candidate not to repeat in future. If repeated.
	2. Communicates with another examinee or try to pass on information even after a word of caution from the invigilator or any competent authority.	CONCERNED PAPER will be awarded ZERO marks or "F" grade.
	3. Any sort of writing on the question paper except the Roll No. at the given space.	
	4. Any exam relevant literature found near or just beneath his/her seat but he/she has not copied from the said material as ascertained by the Center Superintend/Observer/invigilator.	
	5. Use of indecent or abusing words in the answer book.	
	6. Attempts to remove Encrypted code / Bar Code or any sticker from the answer book	
	7. Indulges in writing the matter relevant to subject before commencement of examination	

8. Attempts oral communication with another examinee
9. Indecent behaviour at the examination centre or in the examination hall
2. 1. If the examinee is found in possession notes, chits, answer book of any other examinee, etc. however he/she has not written from the said material in his/her answer book
2. Deliberately reveals his identity or intentionally makes that paper. some irrelevant symbols, sketches etc. in the answer book which may reveal his identity.
3. Possess any sort of exam relevant material in the examination hall or even outside the examination hall like toilet, lobby etc. or tries to contact any unauthorized person during the exam timings
4. Brings any electronic gadgets (except memory less scientific calculator if permitted in that paper) in the examination hall.
5. Attempts to bribe the examiner by mentioning address, contact detail, Mobile No. etc. or to contact the examiner directly or through any representative for his/her favor
6. Any sort of writing on the question paper regarding solution of the questions.
3. 1. Examinee has copied from the subject exam relevant material, Scribble on chits, compass box, calculator, pad, cloth, handkerchief, dress or any part of the body or stored in electronic-gadgets including mobile-phone.
2. Examinee has indulged in exchange of answer book with another examinee.
3. Examinee has copied from another examinee or deliberately allows other examinee to copy from his own answer book or pass on the exam relevant material or literature in any form to another examinee in
- Cancellation of result of CONCERNED PAPER and will be awarded ZERO marks or "F" grade in that paper.
- Cancellation of result of the CONCERNED PAPER and two other paper in which the candidate has secured the minimum marks percentage among the rest of the papers except the paper in which candidate has UFM. That is total three papers will be awarded ZERO marks or "F" grades

exam hall.

4. If the examiner finds some written/printed papers etc. of exam related material from the answer book of an examinee
5. Attempts to get rid of or to destroy any kind of exam relevant prohibited material with which he is caught or helps other in such an act
6. Examinee is found to throw away his answer book, supplementary, question paper, practical job or part thereof
7. If examinee is found to have torn the answer book, question paper, any other exam related material or part there of his/her own or other examinee
8. If the examiner reports that in the examinee's answer book is written with more than one type of
hand writing
9. If the examiner reports about missing pages or additional pages in the answer book of examinee
10. If the examinee obstructs the process of conducting the examination in any way.
11. If the examinee tries to destroy the evidence by chewing the chit or in any other manner, which was found in his possession during examination
12. If the examinee attempts to bribe by way of Keeping currency notes in his/her answer book
13. If the examination committee is satisfied from the report of the examiner that the candidate has copied from one another or from any other sources or involving in mass copying during the examination.
14. Possess any sort of exam relevant material written/printed compass box, calculator, pad, cloth, hand kerchief, dress or any part of the

- body or stored in electronic-gadgets including mobile- phone. in the examination hall or even outside the examination hall like lobby etc.
4.
 1. If the examinee obstructs/threatens orally or assaults the invigilator or any competent authority on exam duty. Cancellation of result of the all the theory papers in that semester (all the theory papers in that semester will be awarded ZERO marks or "F" grades).
 2. Tries to bring duly written answer book or supplementary from outside
 3. If the examinee is found with bulk material like book, note book, and short notes etc. related with the concerned paper.
 5.
 1. If person impersonates as examinee and if this is detected during or after the examination. Cancellation of result of the all the theory papers and practical examination in that semester will be cancelled. (All the theory and practical papers will be awarded ZERO marks or "F" grades in that semester).
 2. If the examinee carries away an answer book, supplementary or practical job or part thereof outside the exam hall.
 3. Leaves the examination hall without submitting his answer book or tries to destroy it.
 4. If the examinee is not appearing in that particular examination but who is a candidate of other examination of the university behaves in an indisciplin manner during particular examination or-helps other examinee in using unfair means.
 6.
 1. Possesses Gun, Revolver, Knife or any other prohibited weapon in or around exam hall Cancellation of result of the all the theory papers and practical examinations (i.e. the papers and practical examination will be awarded ZERO marks or "F" grades) in that YEAR and candidate has to repeat that session.
 2. Physically assaulting invigilator or any competent authority on exam duty.
 7. If during the examination or afterwards any examinee is found to have indulged in unfair means other than specified in A to F as above and which has been bearing on the examination or result of the examinee and/or any other examinee. The examination committee shall decide the penalty depending upon the nature and complexity of involvement of the examinee is concerned on case-to-case basis.

4.18.11. Mass Copying Cases:

Mass copying shall be dealt differently than the individual UFM cases. Modes of the mass-copying is as under: -

- a. Copying from the printed sheet circulated in the examination hall.
- b. Displaying copying material on the blackboard.
- c. Use of loud speaker from outside.
- d. Dictating answer by the Invigilators etc.
- e. Any other evidence which proves mass copying.

Each case of mass copying will be investigated separately by a committee constituted by the Vice-Chancellor and the enquiry report will be placed before Vice Chancellor who will take appropriate decision on case-to-case basis.

Note:

1. If in a University examination, a candidate voluntarily surrenders to the Superintendent or any other member of the supervisory staff papers books or notes in his possession before the question paper is distributed, no action may be taken against the student.
2. In exceptional cases where student is involved in criminal act, reporting to the Police authority may be recommended by the disciplinary committee to the Vice Chancellor who will take the appropriate decision.
3. In case, the invigilator or any other staff on/off duty is found assisting the candidate in unfair means, the disciplinary action will be initiated against him/her. The action against the candidate will also be taken as per UFM policy.
4. Disciplinary aspects of students pertaining to examination will be dealt with by the Director/ Dean concerned.
5. The UFM Committee may impose financial penalty on the student depending upon the nature and complexity of UFM. The financial penalty may exceed upto Rs. 10,000/-.

4.19. Evaluation procedure:

After getting Answer Books from the centre:

- a. Answer books shall be coded (to hide the details of students) in Examination Department before handing them over to the evaluator.
- b. Evaluation by internal/external evaluators shall be done in Examination Department/ Evaluation Hall only.

- c. In special circumstances (coded) answer books can be sent to external evaluator with prior permission of Vice Chancellor.
- d. Marks shall be entered for each question in the space provided and total marks on the front page of answer book in addition of awarding them at the starting of the answer.
- e. Decoding shall be done in the office of Examination Department Only before tabulation.

4.20. Important Instructions for evaluators:

- a. No question or part of a question should remain unevaluated. In particular, extreme care should be exercised in case where there is multiple choice / very short answer type questions.
- b. Marks awarded to a question or any part of a question must be written at two places. Firstly, where the answer of the question started. Secondly, on the front page against the serial number of the question.
- c. There should be no mismatch between the marks given and entered on i.e. in the table, on the front page and where the question is written.
- d. Ensure that marks are correctly counted before writing the total sum on the front page.
- e. Marks awarded to a question or any part of a question must be written legibly at both places. This is necessary to avoid any confusion during the process of re- checking/re-totalling.
- f. Overwriting/corrections may be avoided. However, where correction becomes unavoidable it should be encircled and authenticated by signatures of the evaluator on the right side of the circle.
- g. While evaluating an answer book if any new page(s) is found, inserted or any handwritten chit pasted on any page of the answer booklet, it should be brought to the notice of the Controller of Examinations. Same procedure should be followed 'if there is any evidence of double handwriting in any answer booklet.
- h. If the candidate has attempted more questions than asked for, the marks of best attempted/scored requisite number of questions must be granted on the front page and word over attempted (OA) be mentioned at the starting of those answers which have not been taken into account.
- i. Assignment of evaluation should be completed within the stipulated period.
- j. Last but not the least, due to RTI in operation, Xerox copy of any evaluated answer booklet could be demanded by the student immediately after the declaration of the result. Any compromise with the instructions mentioned above can seriously discount the honour and integrity of the evaluator on one hand and name and fame of the University on the***

other hand, so evaluators must ensure that no question escapes evaluation particularly where the answer is attempted at two places.

In certain cases, a student also leaves a few blank pages and then writes the answer of a fresh question, hence the following should be followed: -

- i.** It is necessary that evaluator should you put initial or at least a tick mark at the end of each attempted answer. It will convince the student that each answer has been thoroughly evaluated/checked.
- ii.** That none of evaluator's relatives (brother, sister, son, daughter, cousin, nephew, niece, spouse, brother-in-law, sister-in-law or any other person financially dependent person) have appeared in the said examination.
- iii.** Word "END" should be written at the end of the last attempted answer and should be written the remaining pages should be crossed (X) if the same are uncrossed.
- iv.** For evaluation of answer book, should be used red pen only.

4.20.1 Practical Examinations: -

Practical examinations will be conducted by the Internal and External examiners as approved by the Vice Chancellor and should be conducted strictly according to the curriculum and evaluation scheme.

Practical awards along with the attendance must reach in the office of Controller of Examination either on the same day or the next day after the conduction of the practical examination.

4.20.2 Student grievances with respect to evaluation:

In case of any written representation/complaints received from the students within seven days after completion of the examinations regarding setting up of question paper etc. along with specific recommendations of the Director of the School, the same shall be considered by the Vice Chancellor. The Vice Chancellor shall take appropriate decision or may refer the case to the specially made committee for the purpose and can take the decision on the recommendation of committee.

4.21. Declaring result of examinations: -

4.21.1 Evaluation and Examination

The evaluation of the students in all undergraduate and post graduate programs shall be based on two components, namely, Continuous Internal Assessment and End Semester examination.

4.21.2 Continuous Internal Assessment (CIA)

- i) All students shall be continuously assessed for his/her academic performance in each course through best of 2 out of 3 Sessional, assignments, seminars, quizzes.
- ii) The weightage of CIA in each theory course shall be 50 percent of the marks allotted to the course and that for Lab courses shall be 60 percent as given in the Evaluation Schemes of the respective program. However, in some of the courses of the programs the guidelines/recommendations of the statutory professional council governing the respective program shall be followed.

The requirement of passing marks in a theory course is as given in table 2:

Table 2	
CIE	Minimum 40%
ESE	Minimum 40%
CIE + ESE	Minimum 40%

The marks for Attendance shall be awarded as given in Table 3:

Table 3		
S.N.	Percentage of Attendance	Marks to be awarded
1.	≥ 75 to < 78	05
2.	≥ 78 to < 81	06
3.	≥ 81 to < 84	07
4.	≥ 84 to < 87	08
5.	≥ 87 to < 90	09
6.	≥ 90	10

- a. A maximum of 10 marks for Class Room Presentation, Assignments & Teachers assessment.
- b. The Vice Chancellor shall have the right to call for all the records of sessional examinations for scrutiny, if it deems fit any specification.
- c. Sessional I, II and III may be spaced out with an interval of about a month.
- d. There shall be no retest in any of the sessional, 1, 2 and 3 in the current semester.
- e. A student who is absent for all three IA tests or who scores less than 40% in CIE, but has put in the necessary minimum attendance, he/she may be permitted to take the sessional Tests in a subsequent semester when the course is on offer in the department.
- f. If the student has not passed the ESE, he/she will have to appear in ESE again whenever held for that subject

- g. If the student fails in the course, on the basis of CIE and ESE taken together, the student may take the sessional in a subsequent semester when the course is on offer in the department and/or reappear in ESE.
- h. Even Semester sessional shall be held within the Even Semester and the Odd Semester sessional shall be held in the Odd Semester. Not with standing above the Vice Chancellor may allow an Odd Semester Test to be conducted in the Even Semester and Vice Versa, under special circumstances.
- i. For evaluation of Assignments, the concerned faculty may employ one or more assessment tools such as objective tests, paper presentation, problem solving, laboratory work etc., suitable to a course.
- iii) The Faculty member of each course shall declare the marks obtained by the student in the Periodical Tests within a period as specified in the Schemes & Syllabus that year.
- iv) Toward the end of the semester, all faculty members shall send the marks obtained in sessional, quizzes, assignments, attendance etc., in confidence to the Director of the School, who will then forward them to the Controller of Examinations.

4.21.3 End-Semester Examination

For each theory and practical course, there shall be an end-semester examination of at least 2 to 3 hours duration (or as specified in the evaluation schemes of different courses). At the time of registration, a student shall apply to the Controller of Examinations on a prescribed form and pay the prescribed 'Examination Fee' for seeking permission to appear in the end- semester examination. If the application is in order, and the student has pursued a regular course of study in the semester, satisfying the attendance requirement, they will be eligible to appear in the end-semester examination and shall be issued an Admit Card for appearing in the examination by the Controller of Examinations.

4.21.4 Evaluation of Laboratory Courses

- 1.3.1 In each laboratory course, the assessment of a student shall be based on
- a. Continuous Internal Evaluation (CIE) with 60% weightage. For a course, the CIE shall have four components, as given in Table 4.

Table 4 Laboratory Courses		
Component	Description of the Component	Relative Weightage (Out of 100)
Component 1	Score in the best two of the three Viva-Voce	20 (10 each)

Component 2	Performance in practical	15
Component 3	Lab Record	15
Component 4	Attendance	10
CIE Total		60
ESE	Performance in ESE	40
Grand Total		100

- b. End Semester Examination (ESE) with 40% weightage.

The two best scores out of the three viva-voce will be taken in arriving at the final CIE score (component – 1) in the course. The relative weightage of the components of assessment shall be as given in Table 4.

The requirement of passing marks in a laboratory course is as given in table 2

The Laboratory course ESE shall be conducted by a panel of two examiners one of which shall be the teacher of the lab course. The second examiner shall be appointed by the Vice Chancellor. Wherever necessary, the second examiner may be an external examiner from outside the University from panel of examiners recommended by BoS.

4.22. Industrial Training/Internships:

The candidate shall be required to undergo industrial training/internship of the specified duration, wherever required/provided in the scheme of examination in an industry/ business enterprise/organization approved by the Director. He/ She shall be required to submit a comprehensive report within one month of completion of the training. The Training Report will be completed under the supervision of the officer of the company/Organization under whose guidance and supervision the training was completed by the candidate. The candidate will add supervisor's certificate in the beginning of the report stating that the report is an out-come of work done by the candidate during his/her training. The assessment method will be specified by the BoS in this case.

4.23. Project (Major/Minor) Evaluation:

Subject to the provision in the scheme of studies, all students shall undergo a minor project in pre-final semester (e.g. 7th semester for and a major project in final semester Degree) of the programme. On completion of the project a student is required to submit a project report in the format as prescribed by respective BOS.

3.1 The topic of Project/ Training/ Seminar/ comprehensive viva-voce, wherever applicable will be approved by the Departmental Committee which will comprise of Director and two of the senior most teachers of the department.

3.2 All Faculty members are eligible to be appointed as Project Guides. The Director of the department shall allocate project guides based upon the field of project & specialization of the teachers.

3.3 The evaluation will be done by the examiners recommended by BOS. The candidate shall be required to submit two copies of project/training report to the Director of School before the commencement of ESE of the relevant semester.

3.4 The CIE of Project and Viva-Voce examination shall be made jointly by the project guide of the student and one other examiner to be appointed by the Vice-Chancellor.

3.5 ESE for Project shall be conducted by panel of two examiners to be appointed by the Vice Chancellor. Subject to the discretion of the Vice Chancellor one of the examiners may be an examiner from outside the University.

3.6 The project evaluation shall have the components as given in table 5

Table 5 Major/Minor Project		
CIE Components: CIE shall be conducted by the project guide and one examiner to be appointed by the Vice Chancellor		
Component	Description of the Component	Relative weightage (out of 100)
Component 1	Two project progress presentations	15 (7.5 each)
Component 2	Quality of the project report at the time of project report submission	15
Component 3	Degree of completion of Project / to what degree objectives have been met	30
<u>Weightage of CIE</u>		60
ESE Components: ESE shall be conducted by panel of two examiners to be appointed by the Vice Chancellor. Subject to the discretion of the Vice Chancellor one of the examiners may be an examiner from outside the University.		
Component 4	End semester Project Presentation	10
Component 5	Quality of the project report	10
Component 6	End term Viva Voce including working completion demonstration	20
<u>Weightage of ESE</u>		40
<u>Grand Total of CIE and ESE</u>		100

The requirement of pass marks in a project is as given in table 2

4.24. CRITERIA FOR PASSING A COURSE

The minimum pass marks for a course shall be 40% or 'C' grade on the seven-point Scale.

The grades shall be awarded as given in Table 6

Table 6: Award of Grades on seven-point scale			
Academic performance	Percentage of Marks	Grade	Grade Point
Outstanding	$\geq 90 \leq 100$	O	10
Excellent	$\geq 80 \leq 89$	A+	9
Very Good	$\geq 70 \leq 79$	A	8
Good	$\geq 60 \leq 69$	B+	7
Above Average	$\geq 50 \leq 59$	B	6
Average	$\geq 40 \leq 49$	C	5
Fail	< 40	F	0

4.25. OVERALL PERFORMANCE: CALCULATIONS OF SGPA & CGPA

6.1 The overall performance of a candidate in a semester shall be evaluated in terms of Semester Grade Point Average (SGPA) given by:

$$SGPA = \frac{\sum_{i=1}^n C_i * P_i}{\sum_{i=1}^n C_i}$$

Where,

C_i = Number of credits earned in the i^{th} course of a semester for which SGPA is to be calculated.

P_i = Grade point earned in the i^{th} course. A grade lower than C in a course shall not be taken into account

$i = 1 \dots n$, where 'n' represents the number of courses in which a student is registered in the concerned semester and obtained a grade not lower than D in the semester of the Program for which SGPA is to be calculated.

6.2 The overall performance of a candidate in a programme shall be evaluated in terms of Cumulative Grade Point Average (CGPA) given by:

$$CGPA = \frac{\sum_{j=1}^m C_j * P_j}{\sum_{j=1}^m C_j}$$

Where,

C_j = Number of credits earned in the j^{th} course of the Program for which CGPA is to be calculated.

P_j = Grade point earned in the j^{th} course; A grade lower than D in a course shall not

be taken into account

$j = 1 \dots m$, where 'm' represents the number of courses in which a student was registered and obtained a grade not lower than D up to the last semester of the Program for which CGPA is to be calculated.

In case of any difficulty, regarding the award of grades or working out SGPA or CGPA, the decision of the Vice-Chancellor shall be final

4.26. CONTINUING THE DEGREE/DIPLOMA/CERTIFICATE AS EX-STUDENT

After completion of their studies for the stipulated duration of the course upto the last Semester, a student shall be allowed to appear in examination only as an ex-student for the left-out papers.

4.27. UNFIT FOR A DEGREE/DIPLOMA/CERTIFICATE

A student who fails to complete his degree/diploma/Certificate within the stipulated duration as specified in the relevant ordinance of that degree/diploma/Certificate shall be deemed to be unfit for the award of that degree.

4.28. CRITERIA FOR GRACE MARKS

- a. A student shall be eligible for grace marks for clearing one or more courses/aggregate to a maximum of 10% grace marks of the maximum marks for the theory papers to be awarded per semester. These marks can be distributed across subjects as needed, but the total should not exceed the limit. Grace marks are not a matter of right of the student but the discretion of the University.
- b. These shall only be given provided that the candidate has appeared in the main.*

4.29. APPLICABILITY OF COURSE SYLLABUS TO OLD STUDENTS

A student who has to reappear in an End Semester Examination, shall be examined as per the current syllabus for that course. If in the view of Vice Chancellor, the syllabus has gone through a major change, the student may be allowed to appear in the ESEs as per the syllabus which was applicable at the time of his/her joining the concerned course.

4.30. AWARD OF DEGREE/DIPLOMA/CERTIFICATE

A student shall be awarded a degree/diploma/certificate if:

- i) If he/she obtains, within stipulated duration, a pass grade in all the courses prescribed for the program leading to such degree and a minimum CGPA of 4.0.
- ii) There are no dues outstanding in his/her name to the School/University and No disciplinary action is pending against him/her.

4.31. UNFORESEEN CIRCUMSTANCES

Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision, after obtaining if necessary the opinion/advice of a Committee consisting of any or all the Deans of the Schools. The decision of the Vice-Chancellor shall be final.

4.32. Earning Credit and Award of Grade

- 4.32.1 A student is said to have earned the credits assigned to a course theory and practical if he/she has successfully completed the course in stipulated hours, that is, full minimum attendance criteria and has secured minimum required grade in the course.
- 4.32.2 A student obtaining Grade Re Or is Absent or Detained shall be considered failed and will be required to reappear in the examination.
- 4.32.3 For non-credit courses will not be counted for the computation of SGPA/CGPA.
- 4.32.4 In case of programs governed by statutory professional councils the recommendations of such councils shall be followed in the respective programs.

4.33. Promotion and Award of Degree

4.33.1 Student shall not be promoted to the 3rd/ 5th/ 7th/9th semester and shall not be eligible to attend classes, if he/she is not able to pass a minimum of 40% marks aggregate of all the theory and Practical papers offered in the previous semester. (i.e. 1st & 2nd/ 3rd & 4th/ 5th & 6th/ 7th & 8th) taken together. In case of odd number of total theory papers, the lower whole number shall be considered as 40% marks.

Any student failing to fulfil the above requirement shall have to repeat the entire course and register as a regular candidate with the fresh batch with payment of full fees, the enrolment

number remaining same. Such students shall be required to complete the degree within the maximum permissible duration i.e. (Course Duration + 02 Years) from the year of first enrolment. **Students failing to become eligible a second consecutive time to get promoted to 3rd semester shall be declared “Not fit to pursue technical education (NFT)” and shall not be allowed to pursue the degree and their candidature shall be cancelled.**

Formula to calculate 40% marks.

$$\text{Percentage} = \frac{\text{MO}_{\text{odd}} + \text{MO}_{\text{even}}}{\text{MM}_{\text{odd}} + \text{MM}_{\text{even}}} \times 100$$

Where:

- **MO_{odd}** = **Marks Obtained in Odd Semester**
- **MO_{even}** = **Marks Obtained in Even Semester**
- **MM_{odd}** = **Maximum Marks in Odd Semester**
- **MM_{even}** = **Maximum Marks in Even Semester**

4.33.2 A Student shall be eligible for promotion from 1st Year to 2nd Year of the Course provided She/he has passed at least 50% (theory papers only) of Semester-I and Semester-II taken together.

4.33.3 Similarly, a student (irrespective of the 1st Year results) shall be eligible for promotion from 2nd Year to 3rd Year of the course provided she/he has passed 50% (theory papers only) of Semester III and IV taken together.

4.33.4 Similarly, a student (irrespective of the 1st Year and 2nd Year results) shall be eligible for promotion from 3rd Year to 4th Year of the course provided she/he has passed 50% (theory papers only) of Semester V and VI taken together.

4.33.5 Students who do not fulfil the promotion criteria 2, 3, and 4 above shall be declared fail in the Year Concerned. However, they shall have the option to retain the marks in the papers in which they have secured Pass marks as per applicable rules.

4.33.6 Student of all courses i.e. Diploma/UG/PG programmes at the end of the course should have passed in each term/semester separately. Wherein, to clear/pass a course student should have attained minimum of 40% marks aggregated in each semester for Diploma/UG courses and attained minimum of 50% marks aggregated in each semester for PG courses. Successful completion of a programme by the student can only be

attained by securing a minimum specified percentage (%) at the end of the final year as specified by the Academic Council for a Diploma/Under Graduate Programme/Post Graduate Programme/Integrated Programme.

- 4.33.7 The student who does not fulfill the Passing/Promotion criteria may be promoted to II year on the recommendation of Director/Principal of School and placed on Academic Probation (AP) provided he/ she has cleared at least 40% of number of Credit units earned.
- 4.33.8 Student who has been detained due to shortage of attendance shall not be allowed to be promoted to the next year and he/she will be required to take re-admission and repeat all courses of the said semester with the next batch of students, **excepting under very abnormal but genuine situation/s where the Director/Principal of the concerned School for the reasons recorded in writing allows such a student to be permitted to the next semester with the clear stipulation that he/she will be required to complete all the requirements of the attendance of all courses of the said semester at the close of last semester of the academic programme in which he/she is studying.**
- 4.33.9 A student who is not eligible for promotion will have the option to withdraw from the programme for which he/she will apply to the Director/Principal of School.
- 4.33.10 A student obtaining less than 40% marks of maximum marks (including End Semester Examination and Continuous Internal Evaluation) assigned to a course and failing in the course shall be allowed to re-appear in an end semester examination of the course in a subsequent semester(s) when the course is offered, subject to maximum permissible period of (n+4) semesters. The re-appearing students who secured less than 40% marks in the continuous internal evaluation have the option to repeat and improve the two sessional tests performance with the next batch of students, in such cases the student will request for such improvement in the beginning of the said semester to the Director/Principal of the School and the improved internal marks, if received from the school concerned at least 7 days before the commencement of end semester examination shall be considered, otherwise the previous internal marks already obtained by the student shall be taken into account without any modification. In such cases where the students opt to improve the two sessional tests performance with the next batch of students, the marks obtained in two sessional tests will be proportionately increased.

No extra fee shall be charged from the students in this regard.

4.34. PROMOTION CATEGORY OF EXAMINATION

4.34.1 REAPPEAR/BACK PAPER EXAM

- a) Back paper exams will be conducted on a Semester-to-Semester basis.
- b) Theory back paper exams should be scheduled and conducted within 60 days after the declaration of the regular semester results.
- c) Students with Zero attendance for the entire semester will be required to repeat the year.
- d) There will be no provision for back paper exams for practical courses. Students who were absent during the regular practical exam will be allowed to appear for the practical exam within 15 days of the regular exam schedule.
- e) The detained/absent/UFM punished category students shall not be allowed to appear in Back Paper/Special Back Paper Examinations.
- f) Students who are eligible to back paper/ reappear in an examination shall have to apply to the Controller of Examinations through the Director/Principal of School concerned to be allowed to reappear in an examination and pay the fees prescribed by the University.
- g) A student who is absent in any subject(s) for which he/she has registered will be marked "ABSENT". He/she will be permitted to appear in those subjects in subsequent semester examinations or carryover examination.
- h) A student who has passed in the End Term Evaluation but could not secure pass mark in the cumulative total of End Term and Continuous Internal Evaluation and is declared Re-appear in internal, will have the choice to reappear in the Supplementary Exams (to be held with regular semesters) either in both End Term and Internal Examinations or in any one of the examinations along with prescribed fee.
- i) A student who has failed in one or more subjects but fulfils the minimum attendance requirement shall be allowed to appear in that subject in the Supplementary Examinations. The Supplementary Examinations for the odd/even semester subjects shall be held along with the regular End Term Examination for the odd/even semester respectively.
- j) A student who has fulfilled the attendance requirements and is eligible to appear in an Examination, if he/she fails to appear in examination, shall be required to subsequently appear in the examination when scheduled for next batch of students on payment of prescribed fee.
- k) A student who has not fulfilled the minimum attendance requirement in any Course, but shall be allowed to subsequently appear the examination when scheduled for the next batch of students, on payment of prescribed examination fee and fulfillment of such eligibility conditions as prescribed in the Regulations.

- l) A student who has already been awarded a Degree/ Diploma by the University **shall not be eligible to re-appear/ repeat Course examinations** with a view to improve the **CGPA**.

4.34.2 SPECIAL BACK PAPER EXAMINATION

This policy outlines a special provision for students who fail in one or more courses after attempting the Back Paper examination in any semester. These students are eligible to apply for a **Special Back Paper examination**, which will be held within 30 days after the results of the Back Paper are declared. However, there are some important exclusions:

1. **Detained Students** – Students who were detained due to attendance or other academic issues are **not** allowed to apply for the Special Back Paper.
2. **Absent Students** – If a student was absent from the original or back paper exams, they cannot appear for the Special Back Paper.
3. **UFM Punished Students** – Those who were punished for using unfair means (UFM) are also **ineligible** to apply for the Special Back Paper examination.

This ensures that only students who actively attempted the course and back paper, but still failed, are given another opportunity through the Special Back Paper exam.

4.34.3 IMPROVEMENT OF SCORE EXAMINATION

- a) If a student has poor performance in a number of courses in a particular term, he/ she may at their option take an academic break for one year and re-register for both the semesters of that academic year in the next academic year. Such a student may have the option of repeating any or all of the course(s) in the semester(s) and retain the Percentage already earned by him/ her in other course(s).
- b) A student who has failed to secure the required passing percentage (40%), in order to secure a passing SGPA, apart from fulfilling the requirements **has the option to repeat the end term examinations** A student shall be allowed two chances to improve his SGPA and CGPA by repeating the semester examinations in the course units of his choice when these examinations are held in normal schedule or in supplementary examination if any when scheduled, in which case his internal evaluations shall be carried forward. The students can alternatively be allowed to do so by repeating the course unit(s) of their choice when they are offered. The marks obtained in repeat course unit(s) shall be taken into consideration for calculating the SGPC /CGPA and eligibility for award of degree.

- c) Improvement in the score of courses completed by a student prior to his lateral entry in the University shall not be allowed.

4.35. ACADEMIC BREAK SHALL BE APPLICABLE ONLY TO STUDENTS-

- a) Who are detained due to shortage of attendance.
- b) Who do not attain the required percentage for promotion.
- c) Those who want to drop the acquired percentage of an academic year and repeat the full academic year (that is, appear in all academic components), such students shall be required to apply through School of Study / Institute / College for readmission.
- d) This break shall be deemed as an academic break.
- e) Only two academic breaks are permissible for a student for the completion of the academic programme. A student will not be allowed to take more than two academic breaks, for any reason whatsoever.
- f) A student who has exhausted two academic breaks and a further occasion arises for him / her to take academic break, in such cases the admission of such student would automatically stand cancelled

4.36. STUDENTS WHO ARE UNABLE TO SECURE PASS MARKS IN A SUBJECT AS STATED IN THE PRECEDING

4.36.1 Fail in End Terms: F(E)

Those students who secure Pass mark in the Continuous Internal Evaluation (CIE) but fail in the End Term Evaluation shall be declared as Fail in End Term (FE) in the relevant subject. Such students will have to re-appear in the End Term Examinations in the subsequent year(s).

4.36.2 Fail in Internals: F(I)

Those students who secure Pass mark in the End Term Evaluation but fail in Continuous Internal Evaluation (CIE) shall be declared as Fail in Internal F(I) in the relevant subject. Such students will have to re-appear in the Continuous Internal Evaluation/examination in the subsequent year(s). Such students shall have an option to re-appear in End Term Examination only for improvement of cumulative total marks obtained in the relevant subject. In such case, the marks obtained in the subsequent attempt in the End Term Examination shall be considered only if the marks obtained in subsequent attempt are greater than the marks obtained in the first attempt.

4.36.3 Fail (F):

Those students who Fail in the End Term Evaluation and also Fail in the Continuous Internal Evaluation shall be declared as Fail (F) in the relevant subject. Such students will have to re-appear in the End Term Examination as well as Continuous Internal Evaluation/examination in the subsequent semester(s) subject.

4.37 ATTENDANCE POLICY

Students who fail to attend a minimum of 75% of the lecture/practical classes will be detained and not permitted to appear in the University Examination.

Attendance in classes: Ideally, students should attend all lectures and practicals held during the semester in all subjects. In case the student is unable to do so, then he/she must have

a) A minimum of 75% in theory and practicals separately in all the subjects, for all semester of the course. Failing this, he/she will not be permitted to take the University examination.

b) However, the concerned student will be required to sign an undertaking that the shortage in attendance will be made up in the following semester. Please note that attendance in lectures and practical will be calculated separately.

If a student is short of attendance, he/she will be detained, as per University rules. A student who has been detained will have to rejoin the college the following year and repeat the year in which he/she was short of attendance. His/Her attendance will be calculated afresh, and the attendance that had accrued for the previous semesters will stand cancelled. However, attendance for the semester he/she has completed (cleared) will remain unchanged.

c) Director/ Principal of the School shall announce the names of all such students who are not eligible to appear in the semester-end examination, at least 5 calendar days before the start of the semester-end examination and simultaneously intimate the same to the Controller of Examinations. **In case any student appears by default, who in fact has been detained by the Institute, his/her result shall be treated as null and void.**

4.38 Issue of Grade Card

4.38.1 At the end of each year a Grade Card shall be issued to every student showing the Grade obtained in each course, credit earned, SGPA and the Fail/Pass status. The final Grade Card at the end of the program shall include total credit earned, SGPA of all previous semesters, CGPA, Fail/Pass status and Division.

4.38.2 A failed student who appears in Back Paper examination(s) in accordance with Clause 14 of these Ordinances, shall be issued fresh Grade Card superseding the

- previous one. The new Grade Card shall indicate the latest Grade(s) obtained by the student in such Course(s) which he/she opted to appear in, together with the Grade(s) obtained by him/her in other course (s) in the previous examination.
- 4.38.3 Whenever a student applies for scrutiny of grades in accordance with Clause 20 of these Ordinances and which results in a change in the Grade(s) in one or more subjects in any semester, fresh Grade Card shall be issued replacing the previous one corresponding to the semester in which the changes have occurred. The Grade Card shall indicate the latest Grade (s) obtained by the student following re-evaluation together with the Grade (s) obtained by him/her earlier in the other course (s).
- 4.38.4 Whenever the result of a student in any semester examination gets modified due to scrutiny, which results in any change in the result of any higher semester examination, fresh Grade Card shall be issued for all the affected higher semesters replacing the original ones.
- 4.38.5 The student is eligible to get the degree if he/she has cleared all the courses given in a particular program and will be awarded the degree in the session in which he/she clears the courses.

4.39. Transfer of Credits

The credit transfer shall be allowed in all programs of the university and for the advance entry into the programs. The recommendation of the amount of credits to be accepted shall be made by a committee constituted for the purpose. Such committee shall include Director /Head of the respective School/Department, one senior faculty member of the Department/School and Controller of examination.

4.40. Back Paper Examination

- 4.40.1 Back paper exams will be conducted on a **Semester-to-Semester** basis.
- 4.40.2 Theory back paper exams should be scheduled and conducted within 60 days after the declaration of the regular semester results.
- 4.40.3 Students with **Zero** attendance for the entire semester will be required to repeat the year.
- 4.40.4 **There will be no provision for back paper exams for practical** courses. Students who were absent during the regular practical exam will be allowed to appear for the practical exam within 15 days of the regular exam schedule.

4.40.5 A student eligible to appear in Back paper examination shall apply to Controller of Examinations in the prescribed form along with prescribed 'examination fee per subject to seek permission to appear in back paper examination. If the application is in order, the Controller of Examinations shall issue the Admit Card to the student entitling him/her to appear in the Back paper examination.

4.41. Approval and moderation of result

Before declaration, the results of examination together with a statement of percentage of passes in the whole examination and in each subject shall be submitted to the Vice-Chancellor. If the Vice-Chancellor feels, on scrutiny of the figures submitted that there is a distinct change of standard in the examination as a whole or in a particular subject, he may refer the matter to the examiners concerned for a report or may take such action as he considers appropriate or if he does not feel the need of any change may order for Declaration of the results.

The University has right to scale/moderate the theory exam/practical exam/sessional marks of any subject whenever required for converting of marks in to letter grades on the basis of the result statistics of university as in usual practice.

(a) The modality for moderation of marks before the declaration of result shall be decided by a committee of Dean/Director, Registrar and Controller of Examination.

(b) The modality for moderation of marks if needed after the declaration of result shall be decided by a committee of Dean/Director, Registrar and Controller of Examination and external member not below the rank of Professor nominated by the Vice Chancellor.

4.42. Declaration of result

The Controller of Examinations shall declare the results of various examinations in such manner as may be directed as per evaluation scheme as per the ordinance. Simultaneously with their declaration, the results shall be communicated to the concerned Director of the School.

4.43. Provisional result:

In emergent situation for the reasons given by the student, where the result has not been compiled but the examination department has received all the awards, the Vice Chancellor may order for the declaration of result of the individual or a group of students provisionally on payment of the prescribed fee.

4.44. Issue of duplicate mark sheets:

In case of loss or destruction of a marks sheet, a candidate may obtain a duplicate marks sheet,

on submitting an application along with the prescribed fee, stating that the applicant has a real need for the duplicate marks sheet and submitting an affidavit signed and certified by the Notary/First Class Magistrate, showing that the original has been lost / destroyed; along with the General notice in a Newspapers.

4.45. Change of date of birth or name or Parent's name:

The date of birth/name/parent name as entered in the record of the student shall not be altered except after the Controller of Examinations being satisfied on the recommendations of the Registrar that there has been a clerical error in the University Office or there is any proof provided by the student.

4.46. Award of degree:

The student shall have to apply for a degree in the prescribed format along with the prescribed fee. A student shall be awarded a degree if: -

- a. He/she has enrolled himself herself, undergone the course of studies, completed the project report/training report specified in the curriculum of his/her programme within the stipulated time, and secured the minimum credits prescribed for award of the concerned degree.
- b. There are no dues outstanding in his/her name.
- c. No disciplinary action is pending against him/her.
- d. Normally a degree shall be awarded during the convocation.

4.47. Rectification of results:

A Candidate shall be entitled to have his/her answer books scrutinized.

A Candidate may apply, within two weeks from the date of the declaration of the result, for Scrutiny of the Examination answer books of a specific course(s) on the payment of prescribed fees Scrutiny shall mean verifying whether all the questions and their parts have been duly evaluated and marks given as per the question paper, and the totalling of the marks. In the event of a discrepancy being found, the same shall be rectified through appropriate changes in the results as well as marks sheet of the concerned examinations.

The Hon'ble Vice-Chancellor/Examination Committee shall have power to quash the result of a candidate after it has been declared, if:

1. A mistake is found in his result.
2. He is found ineligible to appear in the examination.

4.48. Procedure of Scrutiny:

A candidate shall be entitled to have his answer books scrutinized by following the laid down

procedure:

- a. The Candidate who is not satisfied with his/her award of marks in theory paper, may apply on a prescribed scrutiny form, along with scrutiny fee prescribed per subject for scrutiny, within 15 days from the date of declaration of result. The scrutiny form is available in the student section of each School. Duly filled form, along with a photocopy of the marks sheet will be submitted to the Office Superintendent/ Clerk assigned for the purpose of the School, along with the fee and a no-dues certificate from the accounts office. The scrutiny fee is subject to revision from time to time.
- b. The Office Suptd. of the School will place the scrutiny form before the Director of the School who will forward the same to the Controller of the Examination.
- c. After receiving the scrutiny form, the Controller of Examinations will call the subject expert (scrutinizer) from the concerned college and the scrutinizer will check that all the questions are being evaluated or not and their numbers are being correctly posted on the front page and their sum is correct or not. The Controller of Examinations will preferably call the faculty member who has examined the copies as scrutinizer.
- d. In case he/she finds any discrepancy, he/she will inform the Controller of Examinations and will rectify the same after informing the Controller of Examinations in writing. In case he/she finds that any question or a part of the question has not been evaluated, he/she will evaluate the same and give marks and the same will be posted on the front page.
- e. The result of scrutiny will be declared within two weeks from the last date of receipt of application form.

4.49. Showing the copy/answer booklet to the student:

- a. The student seeking permission for the above will submit an application in the office of the concerned College within 15 days of the declaration of results.
- b. In case the student had initially applied for scrutiny, he can submit the application for showing the copy within 15 days of the declaration of the result of the scrutiny.
- c. The students will attach a copy of marks sheet along with the application. He/she will also deposit Rs. 1500/- per subject along with the application and a no-dues certificate from the accounts office.
- d. The concerned Office Superintendent will place the application before the Director of School for his/her direction.
- e. The Director of School will forward the application to the Controller of Examinations.

- f. The Controller of Examinations will inform the student regarding the suitable date and time, which will not be later than 15 days from the receipt of the application from the college, to come to his office to see his/her answer sheet(s). The Controller of Examinations will allocate an isolated place under his/her jurisdiction where the concerned answer sheet will be shown to the student.
- g. The answer sheet(s) will be shown to the student by the officer deputed by the Controller of Examinations, under cover of C.C.T.V.
- h. The student will not be allowed to carry a camera, mobile, pen or any other electronic device in the identified place. However, the student will be provided a pen to write down notes on a separate piece of paper provided to him by the office of the COE.
- i. The student will also not be allowed to write anything on the answer sheet. The student will not be accompanied by anyone. In case, it is found that the student has written anything in the copy, disciplinary action as per the decision of the Vice-Chancellor/Disciplinary Committee will be taken.
- j. Students will have 15 minutes to review their answer sheets for each subject. If they find any discrepancies, they should write them down on a provided sheet and submit this sheet along with an application to the Controller of Examinations (COE). The COE will review these applications and send them, along with comments, to the Vice Chancellor for a decision.
- k. The Vice Chancellor may seek comments from the Director of School or the examiner if he desires so. In such a case the person concerned will give his/her comments to the Vice Chancellor preferably within three days.
- l. Hon'ble Vice Chancellor will take the appropriate decision on the issue within seven days of receiving the comments from the Director of School or submission of application to Controller of Examinations by the student in case no comments are called by the V.C. from the Director of Schools or the examiner.
- m. The decision of the Hon'ble Vice-Chancellor shall be final in all respect.

4.50. Status of Detained Students:

- a. An academic year consists of two semesters (Odd and Even semester) comprising of 15 to 18 weeks of academic work equivalent to 90 actual teaching days. Attendance of the student shall be counted from the date of admission in the college or start of academic session whichever is later in a given semester.

- b. Students detained in ODD semester shall be given an option to choose either to discontinue the study in Even semester and abandon the entire academic year (both semester) OR to abandon only the ODD semester. If the student chooses to Abandon the relevant semester only, he/she shall be further governed by the clause 4 of the ordinance.
- c. If such a student abandons only the ODD semester performance and prefers to study in EVEN semester and attains the minimum credits to meet the eligibility for promotion as given in clause 4 (From the performance of only EVEN semester), he/she then has to study only the ODD semester (in which the student was detained) in the subsequent academic year as a re-admitted student. If he fails to get minimum credits required for promotion in EVEN semester, he will be considered FAIL in entire year and will have to repeat both semester in the subsequent year.
- d. Students detained in EVEN semester shall be given an option to choose either to abandon the entire academic year (both semester) and repeat the entire year course in the next academic year OR to abandon only the EVEN semester. If the student chooses to Abandon the relevant semester only, he/she shall be further governed by the clause 4 of the ordinance

NOTE: -

- (i) Answer Books of University Examination will be kept safe in record for a minimum period of one year after declaration of the results.
- (ii) Any above-mentioned facilities can be obtained by the student till the copy is available in the record.
- (iii) No application will be considered unless the school dues have been cleared by the student.

Notwithstanding anything stated in this ordinance, for any unforeseen issues arising and not covered by this Ordinance, or in the event of difference of interpretation the Vice Chancellor may take a decision, after obtaining the opinion/ advice of an Examination Committee. The decision of the Vice Chancellor shall be final. **

MAINTENANCE OF DISCIPLINE & GRIEVANCE REDRESSAL AMONG STUDENTS

5.1 GENERAL

- a) All powers relating to maintenance and enforcement of discipline and taking disciplinary action against the students shall vest in the Vice-Chancellor.
- b) “Without prejudice to the generality of his powers relating to maintaining discipline amongst students of the University and taking desired action in the interest of maintaining discipline, the Vice Chancellor shall be guided by the recommendations of the Proctor or the Proctorial Board.
- c) The Vice Chancellor may delegate all or such of his powers, as he deems proper, except that of expulsion of a student from the University, to the Proctor, to any such other persons as he may specify on his behalf”.
- d) The appointment, powers, and functions of Proctor, Associate/ Assistant Proctors, and Proctorial Board will be done by the Vice Chancellor.
- e) The Director of School may exercise delegated powers to discipline an errant student of the school, to the extent of suspending him in an emergent situation, pending an inquiry by the Proctor.
- f) The Proctor may be delegated powers to exercise disciplinary control over the students on the University campus, including the hostels.

5.2 PROCTORIAL BOARD & ITS SOPs

Preamble

The Proctorial Board of SDGI Global University is constituted with the solemn objective of maintaining and developing a culture of discipline, integrity, and ethical behaviour within the University community. Recognizing the paramount importance of upholding academic standards and preserving the reputation of the institution, the Board operates as a pillar of governance and oversight. It is tasked with overseeing the implementation of university rules and regulations, ensuring their equitable application across all facets of university life.

The Board is committed to promoting a safe, harmonious, and conducive learning

environment where students, faculty, and staff can thrive academically, professionally, and personally. Central to its mission is the prevention and resolution of disciplinary infractions in a fair, just, and impartial manner. Through proactive monitoring, intervention, and enforcement, the Board aims to deter and address instances of misconduct, ensuring that any breaches of conduct are swiftly investigated and appropriately resolved.

In addition to maintaining discipline, the Proctorial Board strives to uphold the principles of justice and due process in all its proceedings. It endeavours to protect the rights and dignity of all individuals involved, respecting confidentiality while providing avenues for grievances to be heard and addressed. By fostering a culture of accountability and responsibility, the Board seeks to instil values of integrity and respect among students, preparing them to become conscientious members of society.

Furthermore, the Proctorial Board collaborates closely with university stakeholders, including faculty, administrators, and student representatives, to develop and implement policies that reflect best practices in disciplinary management. It is committed to continuous improvement, regularly reviewing its procedures and practices to ensure they remain responsive to evolving needs and challenges within the university community.

Ultimately, the Proctorial Board of SDGI Global University stands as a guardian of academic integrity, ethical conduct, and community well-being, dedicated to cultivating an environment where excellence, fairness, and mutual respect prevail.

5.3 Mission

- To develop and maintain peaceful ambiance and law & order in the campus.
- To develop harmony and discipline in the University campus.
- To promote moral and social values amongst students.
- To prevent the students from indulging in any unlawful and nefarious activities in and around the campus.
- To ensure not to allow any kind of groupism or regionalism in the campus.

5.4 Objectives

- To develop and maintain congenial atmosphere for students for teaching, learning, research and innovation.
- To ensure that all academic, extracurricular, cultural and sports activities organized by the university to be conducted in a hassle-free and friendly environment in the campus.
- To keep campus safe and secure for women teachers, students and scholars.

- To resolve student issues through mediation and conciliation as far as possible.
- To ensure safety and security of university's assets and establishments.
- To liaison with the District Administration for better law and order in the University campus.

5.5 Role and Responsibility of Proctorial Board

Some specific responsibilities of the Board are as follows:

- To maintain discipline in the college and ensure that the college rules are understood and followed.
- The Board has a formal role to receive and act upon complaints of alleged breaches of these guidelines which are referred to it, whether by a Student, a member of staff or any other person or body.
- To keep an eye on the general moral behaviour of the student.
- To prevent the student from indulging in any political activities on college premises.

5.6 The Proctorial Board

- There shall be a proctorial board to maintain the discipline amongst the students of the SDGI Global University, Gwalior. It shall consist of the following members:
 - Proctor - Chairperson
 - Few Teachers Preferably Senior Teachers (Nominated by Vice Chancellor)
 - One person from Administration (Nominated by Vice Chancellor)
- The Proctorial Board shall prepare a code of conduct, also taking in view the decisions and judgement of Apex court and NHRC etc., to be followed by the students.
- Any violation of the code of conduct or breach of any rule or regulations of the university by any students shall be record as indiscipline and shall make the student liable for discipline action against him/her.
- The Proctor shall be appointed by the Vice chancellor from amongst the teachers of the university.

5.7 The Power and Duties of Proctor

- The Proctor shall get a Proctorial form filled by students and keep it for the record in his/her office.
- He/She will issue identity card to each student under his/her seal and signature.
- He/She shall be authorized by the University to issue train and air travel concession order to the bonafide students of the university.

- He/She will place all the matters brought to his/her notice before the Proctorial Board on being approved by the Vice Chancellor.

5.8 The procedure for handling student complaints and the subsequent inquiry process at the university are as follows:

5.8.1 Procedure of Complaint

- Reach Out for Help:** Students facing academic, administrative, personal, or disciplinary issues can approach their Department HOD, Proctor, or DSW for assistance. This can be done through a mail, written application or verbal communication.
- Hostel and Mess Complaints:** For students residing in hostels, any complaints related to hostel administration or mess facilities can be directed to the Warden, Chief Warden, Proctor, DSW, or Director.

5.8.2 Procedure of Inquiry

The Proctorial Board initiates an inquiry if the complaint is deemed valid, following these steps:

- Complainant's Statement:** The complainant is called for a hearing, and their statement is recorded.
- Accused's Statement:** The accused person(s) is called to provide their statement.
- Witness Depositions:** Witnesses identified by both parties are listed and called to record their statements.
- Additional Evidence:** Any evidence from security staff, other staff members, or individuals present during the incident is gathered, and their statements are recorded.
- Cross-Examination:** The accused and the complainant undergo cross-examination.
- Examination of Evidence:** If any material evidence like audio/video recordings or documents is available, it is examined, and its authenticity is verified.
- Preliminary Report and Suspension:** A comprehensive report is prepared, outlining the specific charges against the accused. A show-cause notice is issued, and the accused is suspended from classes until they submit their defense and a punishment is decided.
- Defense Examination:** The accused's defense, submitted in response to the show-cause notice, is carefully reviewed and examined.
- Recommendation for Action:** Based on the "Students' Discipline and Conduct Rules," a report is prepared, recommending appropriate disciplinary action.
- Final Decision:** The final report and recommendations are submitted to the Vice-Chancellor for approval and final decision.
- Communication of Punishment:** The awarded punishment is conveyed to the student, bearing the signatures of the Proctor and Vice-Chancellor.

xii) **Right to Appeal:** The punished student has the right to appeal against the punishment, and the Chairman is the authorized person to handle such appeals.

This step-by-step process ensures a structured and fair approach to addressing student complaints and conducting inquiries, while also providing the accused with an opportunity to defend themselves and appeal the decision if necessary.

5.9 ETHICS AND CONDUCT

1. The code of conduct and ethics for students includes, *inter-alia*, the following:
 - (a) He shall be a regular student and will complete his studies in the University, in accordance with the University Ordinances, rules and regulations in regard to 75% attendance, examinations and academic progression;
 - (b) In case he is forced to discontinue his studies for any legitimate reason, he may be relieved from the University only after the written approval of the School, through its Director or any such authority who has been authorized for the purpose;
 - (c) He undertakes to deposit University fee and other charges as per the University schedule and that he is aware of the fact that in case of default in fee payment or late registration, late fee charges shall be applicable and that pending clearance of any such dues, the students may not be allowed to attend classes or to take the examination.
 - (d) In case he is allowed to leave the University, he shall clear all pending tuition fees, hostel/mess/ transport dues and any other dues/penalty imposed on him. If he had joined the University on scholarship, the said scholarship shall be revoked and he shall have to deposit the amount received on this account, before such release/ migration is allowed.
2. The students are expected to uphold highest standards of academic integrity, respect towards teachers, fellow students and society as a whole, and also honour the right to property and safety of others.
3. At the time of admission, each student/ parents shall undertake that in case the student is admitted to the University / University hostel, He shall scrupulously follow the University rules/ Hostel Manual.

4. Students must deter/ refrain from indulging in any form of misconduct, including participation in any activity such as *dharna* or agitation whether on or off the campus that may affect adversely the reputation and interests of the University. The various forms of misconduct include:
- (a) Any act of discrimination or abuse, physical or verbal, based on any person's gender, race, religion, religious beliefs, caste, colour, region, language, disability, sexual orientation, marital or family status, physical or mental disability, etc.;
 - (b) intentionally damaging, destroying or causing harm to University assets and property or properties of other students, staff or faculty members;
 - (c) any disruptive activity in the class room, examination room or in any event sponsored or organized by the University;
 - (d) inability to produce the identity card issued by the University or refusing to produce it on demand by the University authorities, including the security personnel on the campus. The misconduct includes misusing or allowing identity card to be misused for unauthorized entry of others in the University campus/ forcible entry through the turnstile gates or boom barriers or scaling of the boundary walls;
 - (e) indulgence in the activities prohibited by the University include:
 - i. organizing gatherings/ meetings or processions without permission from the University;
 - ii. accepting membership of religious, terrorist, and anti-national groups prohibited by the University/ Government;
 - iii. encouraging or indulgence in violence or any act of moral turpitude.
 - (f) possession of or carrying of or use of any weapon, potential weapons, ammunition, explosives or fireworks, contrary to law or University instructions on the campus or off-campus;
 - (g) possession or use of harmful chemicals, fire crackers, inflammable material and banned drugs;

- (h) indulging in physical assault or issuing threat to use physical force against any member of the teaching, non-teaching staff or any student in the University Campus / University transport.
- (i) indulgence in any form of gambling, bribing, or corruption in any manner;
- (j) indulgence in absenteeism, unpunctuality, and resorting to mass bunking, and or boycotting examinations, or extra-curricular activities;
- (k) smoking on the University campus, or University provided transport;
- (l) possessing, consuming, distributing, selling of alcohol in any form/ tobacco products/ intoxicants/ any banned substance in the University campus/ University transport. Refusal to undergo breathalyzer/ drug test. Throwing any empty/ filled bottles inside the campus or on the University road, particularly with an intention to harm someone;
- (m) parking a vehicle in a no parking zone or in area earmarked for parking other type of vehicles or bringing vehicle inside the University campus, without proper authorization;
- (n) rash driving/ driving in an inebriated state on the campus that may cause any inconvenience or injury to others;
- (o) not disclosing a pre-existing health condition, either physical or psychological, to the Mentor/ Warden, which may cause obstruction to the academics of either self or other students or putting them to any kind of risk;
- (p) theft of University property or the property of any student, staff and faculty;
- (q) unauthorized access to the privacy or property of the University and other fellow students, Staff and Faculty members;
- (r) insult/ assault/ misbehavior with other students, faculty and staff including security at any time, including at the time of University events or activities. Ragging in any form in University campus or transport.
- (s) engagement in disorderly, lewd, or indecent conduct including, but not limited to, creating unreasonable and loud noise; pushing and shoving of fellow students or

any staff; inciting or participating in a riot or group disruption at the University premises.

- (t) eve teasing, indulgence in any act that violates the dignity of or is derogatory to the women in general which may include any lewd gesture, inappropriate behavior, any objectionable verbal, or pictorial communication/ message/ graffiti, written anywhere in the campus or on social media including WhatsApp/ Instagram/ Twitter/ Facebook messages, etc.; and
 - (u) violation of any provision of the Civil Right Protection Act 1976; which prohibits casteism and untouchability in any form or inciting any other person to do so.
 - (v) tempering/ fabrication/ photo shopping/ altering of certificates/ documents/ receipts/ admit cards issued by a competent University authority with the intentions to cheat or gain undue benefits and or using unfair means in University examinations.
 - (w) unauthorized absence, late return, producing fake parental permission / consent to stay away from hostel, tempering/ manipulation biometric machines on hostel gates, wastage of water, electricity, food in the hostel, indecent behavior in the hostel/ hostel rooms causing inconvenience to others, unauthorized stay in rooms not allotted, unauthorized keeping/ using electrical gadgets in the hostel, cooking in the hostel room, cheating, theft/ stealing, causing damage to hostel property, misbehavior with fellow students, mess/ security/ University staff and or breaking any other hostel rules.
5. Students are expected not to interact, on behalf of the University, with media representatives or invite media persons on to the campus, without the permission of the University authorities.
 6. Students are not permitted to tape or record lectures/ discussions/ exchanges in the classroom or actions of other students, faculty, or staff through audio or video gadgets without prior permission.
 7. Students are not permitted to provide audio and video clippings of any activity on the campus to media without prior permission.
 8. Students are expected to use social media such as face book, WhatsApp, twitter, etc. and other electronics and print media carefully and responsibly. They cannot post

derogatory or offensive comments/ videos on social or electronic & print media, or indulge in any such activities that may have grave ramification on the reputation of the University or an individual.

9. Damage, theft, abuse or unauthorized interference with the University IT infrastructure and other electronic resources such as computer and electronic communication facilities/ systems, infrastructure and services that includes unauthorized entry, use, tampering, etc. of the University property or facilities, private residences of staff/ faculty etc., offices, classrooms, and other such facilities are liable for strict disciplinary action which may include expulsions / rustication from the University.
10. The University maintains zero tolerance towards any student indulging in any form of obscene comments, harassment, intimidation/ bullying etc., which are defined as misconduct and are triggered on account of a person's race, colour, caste, creed, national or ethnic origin, citizenship, sex, religion, age, sexual orientation, gender identity, marital status, physical or mental disability, medical condition, etc.

5.10 DISCIPLINARY MEASURES

If a case is lodged against any student for a possible breach of Code of conduct, the case shall be referred to the **Proctorial Board** which will recommend suitable disciplinary action after proper enquiry into the alleged violation. The accused shall be given a reasonable opportunity to defend herself/ himself as per the principles of natural justice, but in case the accused fails to appear before the Proctorial Board, the Committee may make an *ex parte* recommendation. The Committee may interrogate the affected students and concerned staff to ascertain the misconduct and suggest one or more of the following disciplinary actions, based on the gravity/ nature of the misconduct/ offence committed, for consideration and approval of the Vice-Chancellor.

- i. Warning and/ or Placing on Conduct Probation-** A warning indicating that the action of the accused student was in violation of the Code of Conduct and Ethics for the students of the University, and any further act(s) of misconduct shall result in severe disciplinary action, will be issued.

ii. Debarred- The student may be debarred from taking examinations or punished by cancellation of examination results.

iii. Suspension- A student may be suspended for a specified period of time as punishment/ or till completion of inquiry which will entail prohibition on participating in student related activities, classes, programs, etc. Additionally, the student will be forbidden to use various University facilities, unless permission is accorded by the competent authority. Suspension may also follow by possible expulsion/ rustication from the University, along with additional penalties:

iv. Restrictions- A restriction/ restraint order indicating that the student is perceived as a threat to other students, staff or university property, etc. and as such he is being reprimanded with restricted access to various facilities on the campus for a specified period.

v. Community Service- A student may be asked to do some kind of community service for a specified period of time, which may be extended, if need be. However, any future misconduct, along with failure to comply with any specified conditions imposed on the student, may lead to severe disciplinary action, including suspension or expulsion.

vi. Monetary Penalty- A monetary penalty or addition security deposit may be imposed on the delinquent student, which may also include suspension and/ or forfeiture of part or whole scholarship/ fellowship, for a specific period.

vii. Expulsion/Rustication- The student may be expelled/ rusticated from the University temporarily/ permanently, indicating prohibition from entering the University premises or participating in any student related activities or entering campus residences, etc. The penalty may include withholding the Grade cards, Degree Certificate or any other certificate for the courses studied or work carried out and ineligibility to reapply for admission to the University for a specified period.

5.11 APPEAL

If any student is aggrieved by the imposition of any of the above mentioned penalties, he may appeal against the punishment to the Vice Chancellor. The Vice

Chancellor may decide on one of the followings:

- (a) may accept the recommendation of the Proctorial Board and confirm the punishment as recommended by the Committee, **or** may modify and impose any of the punishments as contained herein above, taking into account the nature of his misconduct; **or**
- (b) may refer the case back to the Proctorial Board for re-consideration.

The Vice Chancellor's decision shall be final and binding in all such cases.

5.12 ANTI-RAGGING

The UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 seeks to put in place an effective and zero tolerance policy of Anti- ragging which are mandatory in nature for universities to follow. Accordingly, the University Ordinance stipulates that the said UGC Regulation shall apply *mutatis mutandis* to the University and its students which may be referred to while implementing the policy. However, for ready reference, certain salient features of the regulation are briefly brought out as under:

i. WHAT CONSTITUTES RAGGING?

Ragging constitutes one or more of the following acts:

- 5.12.i.1** any conduct by any student or a group of students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness of any student;
- 5.12.i.2** indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, harassment, hardship, physical or psychological harm or to raise fear or apprehension in any other student;
- 5.12.i.3** forcing or asking any student to do an act which such student may not in the ordinary course do and which has the effect of causing or generating a sense of shame, torment or embarrassment so as to adversely affect the physique or psyche of such a student;
- 5.12.i.4** any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any student;

- 5.12.i.5** exploiting the services of a student for completing the academic tasks assigned to an individual or a group of students;
- 5.12.i.6** any act of financial extortion or forceful expenditure burden put on a student by senior students;
- 5.12.i.7** any act of physical abuse including all variants of it: sexual abuse, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- 5.12.i.8** any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to any other student;
- 5.12.i.9** any act that affects the mental health and self-confidence of any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any other student.

ii. MEASURES FOR PROHIBITION AND PREVENTION OF RAGGING:

The University shall not permit or condone any reported incident of ragging in any form that may take place on its premises and/ or various constituent units, whether located within the campus or outside, and in all means of transportation of students. It will take all necessary and required measures to achieve the objective of eliminating ragging, within the University or outside. It will also take punitive action, as stipulated herein under sub-para 13.5.5 against those are found guilty of ragging and/ or abetting ragging.

For prevention of ragging the University shall take requisite steps, as enumerated in the UGC Regulations, at the time of admission or registration of the students which will include, inter alia, an affidavit to be signed by the parents/guardians of the applicant to the effect that he/she has read and understood the provisions of the said Regulations, besides the penal provisions under the law. Subsequent to the admission, every fresh student shall be provided with detailed instructions advising them that they should desist from doing anything, with or against their will, even if ordered to by the senior students, and that any attempt of ragging shall be promptly reported to

the Anti-Ragging Squad or to the Warden or to the Head of University, as the case may be. At the same time, the University may schedule orientation/ counselling and sensitization program for senior students with a view to ensuring that the incidents of ragging are minimized, if not eliminated. The hostel wardens and the faculty members will have to maintain extra vigil against ragging.

iii. ANTI-RAGGING COMMITTEE

The Anti-Ragging Committee, as constituted by the Vice Chancellor and headed by Director, Students' Welfare or any other Senior Professor from the University. The Committee shall have, as its members, the Director(s), faculty members, student counsellors, senior administrative officers, etc. with a diverse mix of memberships in terms of levels as well as gender.

It shall be the duty of the Anti-Ragging Committee to ensure compliance with the provisions of the UGC Regulations as well as the provisions of any law for the time being in force concerning ragging; it shall examine all complaints of anti-ragging and come out with recommendations based on the nature of the incident. Another major role of the Committee shall be to monitor and oversee the performance of the Anti-Ragging Squad in prevention of ragging in the University.

iv. ANTI-RAGGING SQUAD

To render assistance, an Anti-Ragging Squad, is a smaller body, may be constituted consisting of certain members drawn from the campus community. The said Squad shall keep a vigil on ragging incidents, if any, taking place on the campus. The Squad is empowered to inspect places of potential ragging, and also to make surprise raids in hostels and other hotspots. It may also investigate incidents of ragging and make recommendations to the Anti-Ragging Committee. The Anti-Ragging Squad shall conduct such enquiry observing a fair and transparent procedure and the principles of natural justice shall be followed.

v. PUNISHMENT

A student found guilty by the Committee will attract one or more of the following punishments, as imposed by the Anti-Ragging Committee:

- 5.12.v.1** Suspension from attending classes and academic privileges;
- 5.12.v.2** Withholding/ withdrawing scholarship/ fellowship and other benefits;
- 5.12.v.3** Debarring from appearing in any test/ examination or other evaluation process;
- 5.12.v.4** Withholding of results;
- 5.12.v.5** Debarring from undertaking any collaborative work or attending national or international conferences/ symposia/ meeting to present his/her research work;
- 5.12.v.6** Suspension/ expulsion from the hostels and mess;
- 5.12.v.7** Cancellation of admission;
- 5.12.v.8** Expulsion from the University and consequent debarring from admission to any other institution for a specified period;
- 5.12.v.9** In cases where the persons committing or abetting the act of ragging are not identified, the University may resort to collective punishment;
- 5.12.v.10** If need be, in view of the intensity of the act of ragging committed, a First Information Report (FIR) shall be filed by the University with the local police.
- 5.12.v.11** The Anti-Ragging Committee of the University shall take appropriate decision, including imposition of punishment, depending on the facts and circumstances of each incident of ragging and its gravity.

vi. APPEAL

An appeal against any punishment that may be imposed shall lie to the Vice-Chancellor and his decision shall be binding on all concerned.

5.13 SEXUAL HARASSMENT

The Policy in respect of prevention, prohibition and redressal of sexual harassment of women employee and students in the University is in line with the University Grants Commission (Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions) Regulations, 2015 and shall be applied, *mutatis mutandis*, to the women employees and students of the University.

i. WHAT CONSTITUTES SEXUAL HARASSMENT

As per the Regulation “the following acts shall mean and be deemed as acts of ‘Sexual Harassment’, punishable as per the provisions laid in the aforesaid Regulation:

- (i) “An unwanted conduct with sexual undertones if it occurs or which is persistent and which demeans, humiliates or creates a hostile and intimidating environment or is calculated to induce submission by actual or threatened adverse consequences and includes and one or more or all of the following unwelcome acts or behavior (whether directly or by implication), namely: -
 - (a) any unwelcome physical, verbal or non-verbal conduct of sexual nature;
 - (b) demand or request for sexual favours;
 - (c) making sexually colored remarks;
 - (d) physical contact and advances; *or*
 - (e) showing “**pornography**” any one (or more than one or all) of the following circumstances, if it occurs or is present in relation or connected with any behavior that has explicit or implicit sexual undertones:
 - (f) implied or explicit promise of preferential treatment as *quid pro quo* for sexual favours;
 - (g) implied or explicit threat of detrimental treatment in the conduct of work;
 - (h) implied or explicit threat about the present or future status of the person concerned;
 - (i) creating an intimidating offensive or hostile learning environment;
 - (j) humiliating treatment likely to affect the health, safety dignity or physical integrity of the person concerned.”

ii. INTERNAL COMPLAINTS COMMITTEE (ICC)

The University shall constitute an “Internal Complaints Committee” (ICC) with an inbuilt mechanism for gender sensitization against sexual harassment as per the guidelines of UGC. The ICC shall have the following composition:

- a) A Presiding Officer who shall be a women faculty member employed at a senior level (not below a Professor) in the University, nominated by the Vice-Chancellor;
 - b) Two faculty members and two non-teaching employees, preferably committed to the cause of women or who have had experience in social work or have legal knowledge, nominated by the Vice-Chancellor;
 - c) Three students, if the matter involves students, who shall be enrolled at the undergraduate, master’s, and research scholar levels, respectively; and
 - d) One member from amongst non-government organizations or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment, nominated by the Vice-Chancellor.
- (ii) At least one-half of the total members of the ICC shall be women.
 - (iii) Persons in senior administrative positions in the University, such as Vice-Chancellor, Pro-Vice-Chancellor, Registrar, Directors, Heads of Department, etc., shall not be members of ICC in order to ensure autonomy of their functioning.
 - (iv) The term of office of the members of the ICC shall be for a period of three years. The University may also endeavor to follow a system whereby one-third of the members of the ICC may change every year.
 - (v) The Member appointed by the Vice-Chancellor from amongst the non-government organizations or associations shall be paid such fees or allowances for attending the proceedings of the ICC, as may be prescribed.
 - (vi) The Presiding Officer or any Member of the Committee may be removed from the Committee for the reasons stipulated in the Regulation, and the vacancy so created or any casual vacancy shall be filled in by fresh nomination for the residual period of the said member, with the approval of the Vice-Chancellor.

5.13.3 PUNISHMENT

Sexual misconduct or harassment encompasses a range of conduct, as indicated in the preceding paragraphs, and shall be determined on the basis of circumstances in each case. Any aggrieved student or employee may approach the “Internal Complaints Committee”, the details whereof are notified periodically on the University Website as well as in the Student Information Brochure. Any violation of these provisions shall make the accused liable of strict disciplinary action, as prescribed in the UGC Regulations.

5.14 STUDENTS’ GRIEVANCE REDRESSAL

The Ordinance on the subject is in line with the University Grants Commission (Redressal of Grievances of Students) Regulations, 2023, notified by the UGC on 11th April, 2023.

i. DEFINITION

“**Grievance**” means, and includes, complaint(s) made by an aggrieved student in respect of the following, namely:

- i. admission contrary to merit determined in accordance with the declared admission policy of the University;
- ii. irregularity in the process under the declared admission policy of the University;
- iii. refusal to admit in accordance with the declared admission policy of the University;
- iv. non-publication of a prospectus by the University, in accordance with the provisions of these regulations;
- v. publication by the University of any information in the prospectus, which is false or misleading, and not based on facts;
- vi. withholding of, or refusal to return, any document in the form of certificates of degree,

diploma or any other award or other document deposited by a student for the purpose of seeking admission in such University, with a view to induce or compel such student to pay any fee or fees in respect of any course or program of study which such student does not intend to pursue;

- vii. demand of money in excess of that specified to be charged in the declared admission policy of the University;
- viii. violation, by the University, of any law for the time being in force in regard to reservation of seats in admission to different category of students;
- ix. non-payment or delay in payment of scholarships or financial aid admissible to any student under the declared admission policy of such University, or under the conditions, if any, prescribed by the Commission;
- x. delay by the University in the conduct of examinations, or declaration of results, beyond the schedule specified in the academic calendar of the University, or in such calendar prescribed by the Commission or the State Government;
- xi. failure by the University to provide student amenities as set out in the prospectus, or is required to be extended by the University under any provisions of law for the time being in force;
- xii. non-transparent or unfair practices adopted by the University for the evaluation of students;
- xiii. delay in, or denial of, the refund of fees due to a student who withdraws admission within the time mentioned in the prospectus, or as may be notified by the Commission;
- xiv. complaints of alleged discrimination of students from the Scheduled Castes, the Scheduled Tribes, Other Backward Classes, Women, Minority or persons with disabilities categories;

- xv. denial of quality education as promised at the time of admission or required to be provided; and
- xvi. harassment or victimization of a student, other than cases of harassment, which are to be proceeded against under the penal provisions of any law for the time being in force.
- xvii. any action initiated/ taken contrary to the statutes, ordinances, rules, regulations, or guidelines of the University; and
- xviii. any action initiated/taken contrary to the regulations and/or guidelines made/issued by the Commission and/or the regulatory body concerned.

5.15 STUDENT GRIEVANCE REDRESSAL COMMITTEES (SGRC)

- i) A complaint from an aggrieved student relating to the University shall be addressed to the Chairperson, Students' Grievance Redressal Committee (SGRC).
- ii) Every University shall constitute such number of Students' Grievance Redressal Committees (SGRC), as may be required to consider grievances of the students, with the following composition, namely:
 - a) A Professor – Chairperson
 - b) Four Professors/ Senior Faculty Members of the University as Members.
 - c) A representative from among students to be nominated on academic merit/ excellence in sports/ performance in co-curricular activities -Special Invitee.
 - iii) At least one member or the Chairperson shall be a woman and at least one member or the Chairperson shall be from SC/ ST/ OBC category.
 - iv) The term of the chairperson and members shall be for a period of two years.
 - v) The term of the special invitee shall be one year.
 - vi) The quorum for the meeting including the Chairperson, but excluding the special invitee, shall be three.
 - vii) In considering the grievances before it, the SGRC shall follow principles of natural justice.
 - viii) The SGRC shall send its report with recommendations, if any, to the competent authority of the University and a copy thereof to the aggrieved

student, preferably within a period of 15 working days from the date of receipt of the complaint.

- ix) Any student aggrieved by the decision of the Students' Grievance Redressal Committee may prefer an appeal to the Ombudsperson, within a period of fifteen days from the date of receipt of such decision.

5.15.1 OMBUDSPERSON

- 5.15.1.1 Each University shall appoint Ombudsperson for redressal of grievances of students of the University.
- 5.15.1.2 There shall be one or more part-time functionaries designated as Ombudspersons to hear, and decide on the appeal preferred against the decisions of the SGRCs.
- 5.15.1.3 The Ombudsperson shall be a retired Vice-Chancellor or a retired Professor (who has worked as Director/ HOD) and has 10 years' experience as a Professor in a higher educational institution or a former District Judge.
- 5.15.1.4 The Ombudsperson shall not, at the time of appointment, during one year before appointment, or in the course of his/ her tenure as Ombudsperson, be in conflict of interest with the University where his/her personal relationship, professional affiliations or financial interest may compromise or reasonably appear to compromise, the independence of judgment towards the University.
- 5.15.1.5 The Ombudsperson shall be appointed for a period of three years or until he/she attains the age of 70 years, whichever is earlier, from the date of assuming office, and shall be eligible for reappointment for another one term.
- 5.15.1.6 For conducting the hearings, the Ombudsperson shall be paid a sitting fee, per diem, in accordance with the norms fixed by the respective university and shall, in addition, be eligible for reimbursement of the expenditure incurred on conveyance.
- 5.15.1.7 The University may remove the Ombudsperson from office, on charges of proven misconduct or misbehavior.
- 5.15.1.8 No order of removal of Ombudsperson shall be made except after an inquiry made in this regard by a person, not below the rank of a retired judge of the

High Court in which a reasonable opportunity of being heard is given to the Ombudsperson.

5.15.2 FUNCTIONS OF OMBUDSPERSON

5.15.2.1 The Ombudsperson shall hear appeals from an aggrieved student, only after the student has availed all other remedies provided under the Ordinance.

5.15.2.2 While issues of malpractices in the conduct of examination or in the process of evaluation may be referred to the Ombudsperson, no appeal or application for reevaluation or re-totaling of answer sheets from an examination, shall be entertained by the Ombudsperson unless specific irregularity materially affecting the outcome or specific instance of discrimination is indicated.

5.15.2.3 The Ombudsperson may avail assistance of any person, as *amicus curiae*, for hearing complaints of alleged discrimination.

5.15.2.4 The Ombudsperson shall make all efforts to resolve the grievances within a period of 30 days of receiving the appeal from the aggrieved student(s).

5.15.2.5 Procedure for Redressal of Grievances by Ombudsperson and Student Grievance Redressal Committee

5.15.2.6 The University shall maintain an Online Portal where any aggrieved student may submit an application seeking redressal of grievance.

5.15.2.7 On receipt of an online complaint, the University shall refer the complaint to the appropriate Students' Grievance Redressal Committee, along with its comments within 15 days of receipt of complaint on the online portal.

5.15.2.8 The Students' Grievance Redressal Committee, as the case may be, shall fix a date for hearing the complaint which shall be communicated to the University and the aggrieved student.

5.15.2.9 An aggrieved student may appear either in person or authorize a representative to present the case.

Grievances not resolved by the Students' Grievance Redressal Committee within the time period provided in these regulations may be referred to the Ombudsperson by the University.

5.15.2.10 The University shall extend co-operation to the Ombudsperson or the Student

Grievance Redressal Committee, in early redressal of grievances.

5.15.2.11 The Ombudsperson shall, after giving reasonable opportunities of being heard to the parties concerned, on the conclusion of proceedings, pass such order, with reasons thereof, as may be deemed fit to redress the grievance and provide such relief as may be appropriate to the aggrieved student

5.15.2.12 The University, as well as the aggrieved student, shall be provided with copies of the order under the signature of the Ombudsperson.

5.15.2.13 The University shall comply with the recommendations of the Ombudsperson.

5.15.2.14 The Ombudsperson may recommend appropriate action against the complainant, where a complaint is found to be false or frivolous.

5.15.3 INFORMATION REGARDING OMBUDSPERSON AND STUDENT GRIEVANCE REDRESSAL COMMITTEES

The University shall furnish prominently, on its website, all relevant information in respect of the Students' Grievance Redressal Committee under its purview, and the Ombudsperson for the purpose of appeals.

**COOPERATION AND COLLABORATION WITH OTHER UNIVERSITIES/
INSTITUTIONS, ETC.**

6.1 NETWORKING AND COLLABORATIONS

- (i) The University shall network and collaborate with institutions of higher education, research institutions, industry, 'persons of eminence' and/ or non-governmental organizations of national and international repute, subject to compliance with the applicable UGC Regulations, as issued from time to time.
- (ii) The objective of such networking and collaboration shall be to further teaching, research, extension, consultancy, PhD guidance, etc. aimed at providing opportunities of enhanced learning, hands on experience, cross-cultural dialogue and exchange of ideas for the faculty, research scholars and students, and to consider offering joint degree programmes, twinning programmes, dual degree programmes, subject to the UGC Regulations if any on the subject.

6.2 EXCHANGE PROGRAMMES

- (i) For the purpose, the University may enter into exchange programmes of teachers and students, sharing of course and instruction materials, sharing of credits, and holding of joint workshops, joints research projects funded by national and international agencies, and providing access to each other's facilities, and to institute joint academic degrees in accordance with the standards recognized by the regulatory bodies of the respective countries.
- (ii) The University may collaborate for establishment of University centres abroad, may develop e-courses for interactive and integrated learning, sharing of library, laboratory and other learning resources or any other activity of mutual benefit.

6.3 MOUs

- (i) The University may enter into contracts, including Memorandum of Understanding (MoU) with other institutions of national and international repute for the purpose outlined hereinabove.

- (ii) Any proposal in regard to the above, emanating from the Department/School shall be examined by the Dean Academic Affairs and/ or Dean Research, and the same shall be submitted through the Registrar to the Vice-Chancellor who shall, after due consideration, submit the proposals to the relevant statutory authority of the University for approval.
- (iii) All the contracts and MoUs will be for a specified time period and will be reviewed periodically at appropriate level.

THE BOARD OF STUDIES

7.1 Constitution

Every School will have its Board of Studies, the constitution of which shall be as follows:

- (a) Director of the School shall be the Chairperson.
- (b) All Professors of the School as member
- (c) Two Associate and Two Assistant Professors of the School nominated by the Vice-Chancellor on rotation as member
- (d) One Professor/Associate Professor from other School nominated by the Vice-Chancellor
- (e) Two external experts, one each from industry and other University nominated by the Vice-Chancellor.

7.2 Constitution in case of New School/program

In case of new program/ School to be started by the University, the Vice-Chancellor shall constitute a temporary Board of Studies which shall be operative till such time the School is fully established.

7.3 Functions of Board of Studies

The functions of the Board of Studies are as under:

- (a) To design and develop the curriculum for all the programmes being offered by the Schools.
- (b) To design and develop syllabi of all courses being offered by the School and will also co-ordinate the need for improvement and modification of the syllabi and other needs to strengthen the School with changing needs of the industry.
- (c) To recommend books and reading materials for courses concerned.
- (d) To recommend laboratory and experiments for courses concerned and continuous improvement with changing needs.
- (e) Prepare and recommend for approval of the detailed scheme of teaching and Conduct and Evaluation of Examinations for all programmes offered by the School or proposed to be offered.
- (f) The board will send its recommendation on course and credit mapping in case of collaborations with foreign Universities or other certifying agencies.
- (g) The board will also send its recommendation on course and credit mapping in case of transfer or student from other universities to programmes offered by the School.
- (h) Prepare panel of Question Paper Setters and Examiners for the Year/Semester End Examination for approval.
- (i) To monitor the functioning of the all matters needing the attention and/or approval of the Academic Council.
- (j) To advise on all matters relating to their respective subjects referred to them by the Vice-Chancellor, or the Academic Council

7.4 Quorum & Frequency of Meetings

- (a) The Board of Studies shall be approved by the Vice-Chancellor and have tenure of two years. The meeting of the Board of Studies shall be convened by the Chairperson of the Board at least twice a year, preferably before start of each semester. Special meetings may be called by the Chairperson on his own initiative or on the written request of minimum one-third of the total members of the Board or on the suggestion of the Vice-Chancellor.
- (b) The quorum for a meeting of the Board of Studies shall be one - half of its total members.
- (c) Notice for the ordinary meeting of the Board of Studies shall be issued at least ten days before the date fixed for the meeting.
- (d) The decisions taken in the meeting of the Board of Studies shall be implemented after due approval of the concerned Officers or the authorities of the University.
- (e) In case of any dispute the matter will be referred to the Vice - Chancellor whose decision shall be final and binding on all
- (f) A vacancy in the Board of Studies is filled up for the residue of the term of the members whose place has become vacant, as soon as practicable.

CONVOCATION

8.1 CONVOCATION GENERAL RULES

- (a) Convocation for the award of degrees and diplomas and other distinctions of the University shall normally be held annually in the main campus of the University or at such other places as approved by the Executive Council on such date as the Chancellor may fix.
- (b) The Chancellor shall, if present, preside over the Convocation as well as Special Convocation of the University held for conferring degrees. In the absence of Chancellor, Pro Chancellor, and in his absence Vice Chancellor shall preside.
- (c) The Chancellor, if present, shall confer degrees on students. Pro Chancellor in his absence and Vice Chancellor in his absence shall confer degrees on students. Further, provided that in extreme emergency, the degrees, diplomas, certificates shall be awarded to the successful candidates before the Convocation with the approval of Vice Chancellor and the matter may be reported to the Academic Council.
- (d) The Controller of Examination shall prepare a list of students who have completed all the requirements for conferment of a degree and forward it to the Dean of the School.
- (e) The Dean shall forward the list to the Vice-Chancellor with his recommendation.
- (f) The Vice-Chancellor, if satisfied, shall grant his approval to the list of students received and instruct the Controller of Examination to prepare the degrees in approved format.
- (g) The Academic Council shall determine from time to time, as to the degrees and diplomas which may be conferred on graduates in person and the degrees and diplomas to be conferred in absentia at the convocation.
- (h) The Degree and Diploma Certificates may bear the signatures of the Registrar, and the Vice Chancellor. Provisional Degrees shall be signed by the Asst./ Dy. COE and the Dean of the School. Honorary Degree Certificates, however, shall be signed by the Vice Chancellor and Chancellor.

8.2 ORDER OF PRECEDENCE FOR ACADEMIC PROCESSION

The following order of precedence shall normally be observed (for entry) to the Convocation Venue, at the time of Convocation:

- (a) The Registrar
- (b) The Finance Committee
- (c) The Planning Board
- (d) The Academic Council
- (e) The Executive Council
- (f) The Governing Body
- (g) The Dean, Academic Affairs, The Deans of Schools, The Dean Research,
- (h) The Controller of Examinations and The Dean of Student's Welfare
- (i) The Pro-Vice Chancellor (s)
- (j) The Vice Chancellor
- (k) Guest(s) of Honour
- (l) The Pro Chancellor
- (m) The Chancellor
- (n) Chief Guest
- (o) In case of other distinguished dignitaries present, precedence shall be regulated in accordance with the warrant of precedence or such official rules as may govern the matter.

The Vice Chancellor shall with the advice of Chancellor may determine, from time to time as to persons who may also be part of the academic procession.

8.3 ACADEMIC COSTUME

- (a) The Academic Costume shall be worn at the time of convocation by all members who are part of the procession and the Recipients of the degrees. The specifications viz colour, material, weaving, dying etc. shall be determined each time.
- (b) The colours for Recipients of degrees for various levels of programmes shall be different and determined each time.

8.4 INSTRUCTIONS FOR THE RECIPIENTS OF THE DEGREES/ AWARDS

- (a) The Recipients must appear in the prescribed Academic dress.
- (b) After the issuance of "Convocation" notice, the Recipients must inform their

confirmation to be present a week before the date fixed for Convocation. No Recipients be admitted to the Convocation, who has not sent his confirmation to be present, to the Registrar/ Registrar's nominee within the prescribed time. In exceptional cases, the Registrar or his nominee may permit Recipients who have not sent their names to him within the prescribed time to be admitted to the Convocation, provided their applications are received by Registrar not later than 48 hours before the time of Convocation and are accompanied by a prescribed fee in each case. No Recipients whose application and requisite fee are received later than 48 hours before the time of Convocation will be allowed to take their certificates/ diplomas/ degrees at the Convocation.

- (c) Recipients who are unable to attend the Convocation will be admitted to the degrees in absentia in accordance with the rules prescribed from time to time.
- (d) The Recipients who fail to attend the Convocation or wish to have their degrees in absentia shall pay a prescribed fee to the University, before they are admitted to the degree. Their degree certificates will be mailed by Registered post.
- (e) A rehearsal shall be arranged on or before the date of the Convocation at which the candidates getting degrees must be present. Candidates not present at the rehearsal without permission run the risk of not being admitted at the Convocation.

8.5 CONDUCT OF CONVOCATION/ PRESENTATION OF THE RECIPIENTS

- (a) The Chief Guest, Guest(s) of Honour, the Chancellor, the Pro-Chancellor, the Vice Chancellor, Pro-Vice Chancellor (s), Deans, Registrar, and other members of procession shall take their seats at the designated places reserved for them.
- (b) On the procession entering the hall, the recipients and the audience shall stand and remain standing until the members of the procession have taken their seats.
- (c) The Registrar, with the consent of the Chancellor, if he is present, shall declare the convocation open. In the absence of Chancellor, the Pro Chancellor, and in his absence the Vice Chancellor shall declare the Convocation open.
- (d) National Song.
- (e) The proceedings of the Convocation shall begin with recital of "University Song/ KulGeet" (if Any).
- (f) This will be followed by:

- Welcome Address and annual report by Vice Chancellor
- Address of the Pro Chancellor
- Address of the Chancellor
- Address of the Guest(s) of honour
- Convocation Address of Chief Guest.
- The Pro Vice Chancellor will thank the Chief Guest & other dignitaries present.

(g) In case degree of Honoris Causa is to be awarded, the Vice Chancellor shall welcome the distinguished person and shall read out citation and request the Chancellor to confer the Honorary Degree in the following words:

“By virtue of the authority vested in me as the Vice Chancellor of the SDGI Global University, I request Chancellor that he may be pleased to graciously confer upon (Name of the distinguished person) the degree of Honoris Causa for his/ her outstanding service.” Provided, that if the Vice Chancellor is presiding over the Convocation, the Pro-Vice Chancellor or in his absence the Dean Academics Affairs or the senior most Dean of School, shall read the citation and perform such functions which the Vice Chancellor would have performed. The Chancellor (and Pro Chancellor in his absence and Vice Chancellor in his absence) shall confer the honorary degree with the following invocation. “I confer on (Name of the distinguished person) the degree of Honoris Causa.”

(h) The Chancellor/ Pro Chancellor/ Vice Chancellor will request the Chief Guest to present the medals and awards to the students. The Dean of Academic Affairs will announce the names of recipients of medals and other distinctions present them to the Chief Guest of the Convocation.

(i) In case of other degrees, the Recipients who are to be awarded degrees at the Convocation shall be presented by the Deans of School. The Deans of Schools concerned will direct the recipients of the Degree of concerned programme to rise on their seats, and shall present them to the Chancellor/ Pro Chancellor/ Vice Chancellor (whom so ever is presiding over the ceremony for the award of degree/diploma/certificate. The concerned students will acknowledge by a bow and sit down.

- (j) Oath Taking Ceremony by the degree/diploma/certificate recipient students.
- (k) Vote of Thanks by “Registrar”
- (l) The Registrar, with the consent of Chancellor, if present, will declare the Convocation as closed. In the absence of Chancellor, the Pro Chancellor, and in his absence the Vice Chancellor shall declare the Convocation as closed.
- (m) National Anthem.
- (n) The Academic Procession shall then leave the Convocation hall in the reverse order as it entered.

8.6 SPECIAL CONVOCATION

- (a) A special Convocation may be held for the purpose of conferring Honorary Degree on a distinguished person(s).
- (b) The Academic procession of the special convocation shall be formed in the same order as laid down in 8.2.
- (c) The Vice Chancellor shall read out the citation and request the Chancellor to confer the Honorary Degree in the following words:
 “I _____ the Vice Chancellor of SDGI Global University, do hereby request Hon’ble Chancellor that he may be pleased to graciously confer upon (Name of the distinguished person) the Degree of ‘Honoris Causa’ for his / her outstanding services in the field of _____.”
- (d) The Chancellor shall confer the Honorary Degree in the following words:
 “I confer on (name of the Chief Guest) the degree of Honoris Causa.”
 PROVIDED, that if the Vice Chancellor is presiding over the Special Convocation, the Pro-Vice Chancellor or in his absence the senior most Dean as the case may be, shall read the citation and perform such functions which the Vice Chancellor would have performed.
- (e) The recipient of the Honorary Degree will then present his/ her address.
- (f) The Registrar shall seek the permission of the Chancellor to declare the Convocation closed in the following manner:
 “Honourable Chancellor, May I with your permission declare the convocation closed.”
- (g) The Chancellor: “I permit.”
- (h) The Registrar: “I declare the convocation closed.”

- (i) The Registrar shall request the gathering to rise from their seats for the National Anthem.
- (j) Vote of Thanks by “Registrar”
- (k) The National Anthem.
- (l) Academic procession will leave in the reverse order as it entered.

8.7 DEGREE / DIPLOMA / CERTIFICATE DISTRIBUTION CEREMONY FOR INTERNATIONAL STUDENTS

- (a) The Degree / Diploma / Certificate Distribution Ceremony for International Students shall only be held in emergent situations where a group of students may be departing early to their home country after completing all the requirements of their respective degrees.
- (b) The Office of International Affairs of the University will be responsible for conducting these events with the permission of the Vice Chancellor.
- (c) There should be a proper dress code for the participants as proposed by the Director of Office of International Affairs and agreed upon by the Vice Chancellor.
- (d) The ceremony shall be a sacred occasion and be conducted with grace and adherence to the protocol.
- (e) The Academic procession shall be formed in the same order as laid down in 8.2.
- (f) The Chief Guest, Guest(s) of Honour, the Chancellor, the Pro-Chancellor, the Vice Chancellor, Pro-Vice Chancellor(s), Deans, Registrar, and other members shall take their seats at the designated places reserved for them.
- (g) On entering the hall, the recipients and the audience shall stand and remain standing until the dignitaries have taken their seats.
- (h) The Registrar, with the consent of the Chancellor, if he is present, shall declare the ceremony open. In the absence of the Chancellor, the Pro Chancellor, and in his absence the Vice Chancellor shall declare the ceremony open.
- (i) The proceedings of the ceremony shall begin with the recital of the "University Song/KulGeet".
- (j) In case of school-specific certificates, the recipients who are to be awarded certificates shall be presented by the Deans of the respective Schools.
- (k) The directors of the Schools concerned will direct the recipients of the Degree

of the concerned programme to rise from their seats and shall present them to the Chancellor/Pro Chancellor/Vice Chancellor.

- (l) The concerned students will acknowledge by a bow and sit down.
- (m) The Chancellor/Pro Chancellor/Vice Chancellor will request the Chief Guest to present the certificates and awards to the students.
- (n) This will be followed by the address of the Director Office of International Affairs, Vice Chancellor, Pro Chancellor, Chancellor, Guest(s) of Honour and the Chief Guest.
- (o) The Dean Academic Affairs will thank the Chief Guest and other dignitaries present.
- (p) The Registrar, with the consent of the Chancellor, if present, will declare the ceremony closed. In the absence of the Chancellor, the Pro Chancellor, and in his absence the Vice Chancellor shall declare the ceremony closed.
- (q) Vote of Thanks by “Registrar”
- (r) National Anthem.
- (s) Academic procession will leave in the reverse order as it entered.

**APPOINTMENT, EMOLUMENTS, AND OTHER SERVICE CONDITIONS OF THE
EMPLOYEES**

**9.1 APPOINTMENT, EMOLUMENTS, AND OTHER SERVICE CONDITIONS OF NON-
TEACHING STAFF**

The qualifications, experience, procedure of selection and the service conditions of appointment of non-teaching employees, shall be as laid down in the Manual of Human Resource Administration, Policies and Procedures, as approved by the Executive Council. The Statutory Officers and other positions shall be governed as per the University Statutes and the Manual of Human Resource Administration, Policies and Procedures.

9.2 THE TEACHERS OF THE UNIVERSITY

The qualifications, experience, procedure of selection and the service conditions of appointment of teaching staff shall be as laid down in Statutes and elaborated in the Manual of Human Resource Administration, Policies and Regulations and as approved by the Executive Council.

DOCTOR OF PHILOSOPHY (Ph. D) ORDINANCE

10.1 Short title, Application, and Commencement:

- (i) These Regulations may be called SDGI GLOBAL UNIVERSITY (Doctor of Philosophy, Ph.D.) Regulations, 2024.
- (ii) They shall apply to every school/department and centres of the university created under University Act and/or Statute.
- (iii) They shall come in force from the date of approval of the Board of Management.

10.2 Eligibility criteria for admission to the Ph.D. Programme:

The following are eligible to seek admission to the Ph.D programme:

a) Candidates who have completed Master's Degree:

A 1-year/2-semester master's degree programme after a 4-year/8-semester bachelor's degree programme or a 2-year/4-semester master's degree programme after a 3-year bachelor's degree programme or qualifications declared equivalent to the master's degree by the corresponding statutory regulatory body, with at least 55% marks in aggregate or its equivalent grade in a point scale wherever grading system is followed or equivalent qualification 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 to assess, accredit or assure quality and standards of the educational institution

A relaxation of 5% marks or its equivalent grade (0.5 GPA on 10 pts. scale) may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/ Differently-abled, Economically Weaker Section (EWS) and other categories of candidates as per the decision of the Commission from time to time.

Provided that a candidate seeking admission after a 4-year/8-semester bachelor's degree programme should have a minimum of 75% marks in aggregate or its equivalent grade on a point scale wherever the grading system is followed. A relaxation of 5% marks or its equivalent grade may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/ Differently-abled, Economically Weaker Section (EWS) and other categories of candidates as per the decision of the Commission from time to time.

- b) **Candidates who have completed the MPhil. programme** with at least 55% marks in aggregate or its equivalent grade in a point scale wherever grading system is followed or equivalent qualification 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 to assess, accredit or assure quality and standards of educational institutions, shall be eligible for admission to the Ph.D. programme. A relaxation of 5% marks or its equivalent grade may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/Differently Abled, Economically Weaker Section (EWS) and other categories of candidates as per the decision of the Commission from time to time.

If considered necessary, SRC in consultation with the concerned School may propose higher qualification / requirement in specific areas, consistent with the norms of UGC, AICTE and other statutory bodies, to URC for its recommendation to the Academic Council for approval.

10.3 Duration of the Programme.-

- (i) Ph.D. Programme shall be for a minimum duration of three (3) years, including course work, and a maximum duration of six (6) years from the date of admission to the Ph.D. programme.
- (ii) A maximum of an additional two (2) years can be given through a process of re-registration, on case to case basis with the approval of the University (Special Permission from Vice Chancellor); provided, however, that the total period for completion of a Ph.D. programme should not exceed eight (8) years from the date of admission in the Ph.D. programme.
- (iii) Provided further that, female Ph.D. scholars and Persons with Disabilities (having more than 40% disability) may be allowed an additional relaxation of two (2) years; however, the total period for completion of a Ph.D. programme in such cases should not exceed ten (10) years from the date of admission in the Ph.D. programme.
- (iv) Female Ph.D. Scholars may be provided Maternity Leave / Child Care Leave for up to 240 days in the entire duration of the Ph.D. programme.

10.4 Procedure for admission: Admission to the Ph.D. programme shall be made using the following methods:

- (i) Applications for admission to Ph.D. program shall be invited through an open advertisement, normally twice a year, for pre-determined intake for each program;
- (ii) The students who qualify for fellowship/scholarship in UGC-NET/UGC- CSIR NET/GATE/CEED and similar National level tests shall be admitted based on an interview.
- (iii) Applications shall be screened by a committee constituted for purpose. All the eligible candidates shall have to appear in a written test to be conducted by the University The Entrance Test syllabus shall consist of 50% of research aptitude and 50% shall be subject-specific.

- (iv) Students who have secured 50 % marks in the entrance test are eligible to be called for the interview.
- (v) A relaxation of 5 % marks will be allowed in the entrance examination for the candidates belonging to SC/ST/OBC/differently-abled category, Economically Weaker Section (EWS), and other categories of candidates.
- (vi) The eligible students will be called for an interview before the SRC of the respective School, based on the number of Ph.D. seats available.
- (vii) Provided that for the selection of candidates based on the entrance test conducted by the University, a weightage of 70 % for the entrance test and 30 % for the performance in the interview/viva- voce/GD shall be given.
- (viii) Selected applicants shall be allocated Supervisor(s) depending on the specific areas of research interest.
- (ix) SRC shall recommend to the University provisional registration (admission) of the candidate to the Ph.D. program; The Registration of a candidate shall be subjected to successful completion of the course work and short synopsis.

10.5 Admission of Non Resident Indians (NRIs), Persons of Indian Origin (PIOs) and International/Foreign students.-

- (i) Each supervisor can guide up to two international research scholars on a supernumerary basis over and above the permitted number of Ph.D. scholars as specified in clause 3 of Section 11 of these regulation.
- (ii) Non Resident Indians (NRIs), Persons of Indian Origin (PIOs) and Foreign Nationals may be admitted to the program. The minimum educational qualification for admission of Foreign / NRI in various programs is same as for Indians.
- (iii) All Foreign / NRI students willing to undertake any research work or join a Ph.D. program will have to obtain prior security clearance from the Ministry of Home Affairs and the approval of Department of Secondary & Higher Education, Ministry of Human Resource Development, Government of India and must be on the research visa endorsed to this Institution.

10.6 Fee Structure:

The Fee for Ph.D. Program shall be as notified by the University from time to time.

10.7 Ph.D. Registration:

After submission of admission fee a candidate is considered to be provisionally registered for the program till the time he / she successfully completes all requirements of course work and approval of

short synopsis. Date of registration of the research scholar shall be the date of approval of candidates' provisional registration with the proviso that all the requirements of course work and short synopsis have been complied with. After approval by the SRC, the University will convey the approval for registration to the candidate with copies to the Dean of Faculty and Head of School concerned.

10.8 Semester Registration:

Candidates will be required to register every semester by the specified date(s) for respective semester(s) as per the academic calendar. The semester registration shall be subject to completion of specified number of credits / course work and / or satisfactory progress in his / her research work as recommended by the SRC.

10.9 Admission to the Programme through Migration from other Institution:

- (i) The University shall permit migration of Ph.D. students from other Universities/ Institutions. The candidate shall have to submit No Objection Certificate / Migration Certificate from parent University;
- (ii) Registration period for a migrated candidate shall not be less than one year.

10.10 Allocation of Research Supervisor.- Eligibility criteria to be a Research Supervisor, Co- Supervisor, Number of Ph.D. scholars permissible per supervisor, etc.

- (i) Permanent faculty members working as Professor/Associate Professor of the Higher Educational Institution with a Ph.D., and at least five research publications in peer-reviewed or refereed journals and permanent faculty members working as Assistant Professors in Higher Educational Institutions with a Ph.D., and at least three research publications in peer-reviewed or refereed journals may be recognized as a Research Supervisor in the university where the faculty member is employed or in its affiliated Post-graduate Colleges/institutes. Such recognized research supervisors cannot supervise research scholars in other institutions, where they can only act as co-supervisors. Ph.D. awarded by a university under the supervision of a faculty member who is not an employee of the university would be in violation of these Regulations.

For Ph.D. scholars working in Central government/ State government research institutions whose degrees are given by Higher Educational Institutions, the scientists in such research institutions who are equivalent to Professor/Associate Professor/Assistant Professor can be recognized as supervisors if they fulfill the above requirements.

Provided that in areas/disciplines where there is no, or only a limited number of peer-reviewed or refereed journals, the University may relax the above condition for recognition of a person as Research Supervisor with reasons recorded in writing.

Co-Supervisors from within the same School or other Schools of the same institution or other institutions may be permitted with the approval of the competent authority.

Adjunct Faculty members shall not act as Research Supervisors and can only act as co supervisors.

- (ii) In case of interdisciplinary/multidisciplinary research work, if required, a Co-Supervisor from outside the Department/School/Centre of University may be appointed.
- (iii) An eligible Professor/Associate Professor/Assistant Professor can guide up to eight (8) / six (6) / four (4) Ph.D. scholars, respectively, at any given time.
- (iv) In case of relocation of a female Ph.D. scholar due to marriage or otherwise, the research data shall be allowed to be transferred to the Institution to which the scholar intends to relocate, provided all the other conditions in these Regulations are followed, and the research work does not pertain to a project sanctioned to the parent Institution/Supervisor by any funding agency. Such scholar shall, however, give due credit to the parent institution and the supervisor for the part of research already undertaken.
- (v) The SRC may appoint more than one Supervisor not exceeding a total of three for guiding one candidate. A faculty member from the University or a person from external organization with a Ph.D degree in the subject area may be appointed as Co- Supervisor.
- (vi) Normally change of supervisor or appointment of any other Supervisor shall not be made after the lapse of 18 calendar months from the date of registration of the candidate. All such cases shall be handled by SRC.
- (vii) A faculty member appointed as a Ph.D. Supervisor is normally expected to be available to a research candidate in the University School / Constituent Unit. However, under unavoidable circumstances, such as long leave of 12 months; retirement; resignation or death; the SRC may appoint new Supervisor(s).
- (viii) A Supervisor proceeding on leave of more than 12 months:
 - (a). Where Co-Supervisor, from the University, exists, he/she shall be appointed as Supervisor;
 - (b). Where Co-Supervisor does not exist or is from external organization; a new Supervisor from within the University shall be appointed;
 - (c). Provided, the long synopsis (pre submission) of the thesis or thesis has been submitted before the Supervisor proceeds on leave, he/ she shall continue to be the Supervisor and SRC Chairperson shall take over the administrative responsibilities of the Supervisor.
 - (d). In case a new supervisor is appointed the thesis cannot be submitted before 12 months.
- (ix) A Supervisor superannuates or due to superannuation
 - (a). A Faculty member with less than three years of service before superannuation shall not be allowed to take new research scholars under their supervision. However, such faculty members can continue to supervise Ph.D. scholars who are already registered until superannuation and as a co-supervisor after superannuation, but not after attaining the age of 70 years.

(b). If the term of Supervisor is extended or he is reemployed or appointed emeritus Professor in the Institution, he can be continue to be supervisor during the period of his extension /reappointment Thereafter, the Supervisor may act as Co-Supervisor of the Ph.D Scholars registered under him as per provision of sub clause (a) above.

(x) **A Supervisor resigns:**

A faculty member who resigns from the services of the University may continue as a Supervisor, if the long synopsis (pre submission) of the thesis or thesis has been submitted / is due for submission within 6 months of resignation, a coordinating supervisor shall be allocated.

(xi) **A Supervisor expires:**

In case, the Co-Supervisor already allocated from within the University, shall be appointed as Supervisor otherwise, a new Supervisor will be appointed on the recommendation of SRC.

10.11 Course Work.- Credit requirements, number, duration, syllabus, minimum standards for completion, etc.

(i) The Credit requirement for the Ph.D. coursework is a minimum of 12 credits, including a “Research and Publication Ethics” course as notified by UGC vide D.O. No. F.1-1/2018(Journal/CARE) in 2019 and a research methodology course. The SRC can also recommend UGC recognized online courses as part of the credit requirements for the Ph.D. programme.

(ii) All Ph.D. scholars, irrespective of discipline, shall be required to train in teaching /education /pedagogy/writing related to their chosen Ph.D. subject during their doctoral period. The Ph.D. scholars may also be assigned 8 to 10 hours per week of teaching/research assistantship for conducting tutorial or laboratory work and evaluations;

(iii) A Ph.D. scholar must obtain a minimum of 55% marks or its equivalent grade in the UGC 10-point scale in the course work to be eligible to continue in the programme and submit his or her thesis.

10.12 Fellowships/ Assistantships/ Contingency Grants:

(i). Research Scholars, other than sponsored / self-financed and those in receipt of Scholarship from other sources (CSIR/ UGC/ Sponsored Projects etc.), shall be eligible for award of fellowship called Teaching Cum Research Assistantship (TRA) during three years duration of the program in accordance with the terms and condition prescribed for grant of TRA by the University.

(ii). **Contingency Grant:** The Research Scholar, who will be receiving TRA from the University,

shall also be eligible to receive Contingency Grant per annum in accordance with the terms and condition prescribed for grant of TRA by the University. On completion of the program, the books purchased through grant will be required to be deposited in the Library.

10.13 Comprehensive Review:

- (i). Each candidate, normally after one semester, shall be required to appear for comprehensive review in front of SRC and present his short synopsis / research progress.
- (ii). On the recommendations of SRC, the short synopsis of the candidate shall be uploaded on Shodh Gangotri (INFLIBNET), within a period of 30 days.

10.14 Residency Period:

The minimum Residency Period for Ph.D. candidates in the School / Constituent Unit shall be one semester. On the recommendation of SRC, University may allow a candidate to carryout research work at other Institute / University / Industry / Organization provided the sufficient facilities to carryout research work exist there.

10.15 Cancellation of Registration:

Registration of a candidate shall be cancelled in any one of the following eventualities, if he/she:

- (i) fails to clear mandatory course work and comprehensive review;
- (ii) fails to renew his registration in any semester subject to the provisions contained in the Ordinances/Regulation;
- (iii) academic progress is found unsatisfactory in three consecutive monitoring reports;
- (iv) is absent for a continuous period of six weeks without sanction of leave by the concerned Dean/Director of School;
- (v) withdraws from the Ph.D. program;

10.16 Disciplinary Actions:

If a Ph. D. Scholar is found to be involved in an act of moral turpitude, misconduct, misbehavior and /or indiscipline or plagiarism of any kind, disciplinary action will be initiated by the University as per provisions.

10.17 Performance Monitoring:

The research progress of each candidate shall be monitored by SRC. For this purpose each candidate shall submit a progress report at the end of each semester and make a presentation to SRC. SRC shall evaluate and award S (Satisfactory) or U (Unsatisfactory) remark and submit to SRC.

10.18 Pre-Submission Seminar:

A candidate, through his/her Supervisor, can request SRC for pre-submission seminar, if the candidate has published / acceptance of minimum of One research papers in refereed/ indexed journals preferably be in an international journal. The publications shall be counted if they show the candidate as first author/ corresponding author and has affiliation of SGU. Scholar should also make two paper presentations in conferences / seminar before the submission of thesis and produce evidence for the same in the form of presentation certificate and /or reprints.

In case of migrated candidates, at least one publication shall show affiliation of SGU.

10.19 Long Synopsis and thesis Evaluation:

- (i) The long synopsis will be submitted by the candidate normally within three months but not later than six months after the pre-submission seminar;
- (ii) The candidate shall submit to SRC, a soft and a hard copy of the long synopsis of the thesis;
- (iii) SRC shall, in a meeting in which the candidate shall be required to be present, evaluate the long synopsis for approval and will forward the same with its recommendation to the URC.
- (iv) SRC shall recommend panel of examiners to URC for evaluation of thesis.
- (v) SRC shall prepare a panel of at least five examiners for approval of the Vice-Chancellor. A Ph.D thesis shall be evaluated by two external examiners and supervisor(s).

10.20 Thesis Preparation and Submission:

- (i) A candidate shall submit thesis within three months of the approval of long synopsis along with
 - (a) an undertaking from the Ph.D. scholar that there is no plagiarism and
 - (b) a certificate from the Research Supervisor attesting to the originality of the thesis and that the thesis has not been submitted for the award of any other degree/diploma to any other Higher Educational Institution.

Provided that in case a candidate fails to submit thesis within the stipulated time and has proper justification for the delay, the SRC, on individual merits of each case, may grant an extension;

- (ii) The Supervisor (s) while submitting short synopsis, long synopsis and thesis for evaluation shall have an undertaking from the Research Scholar attesting to the originality of the work vouching that there is no plagiarism and that the work has not been submitted for the award of any other degree / diploma of the same institution where the work was carried out or to any other institution. The plagiarism report should be duly signed by the concerned authority of the university with stamp.
- (iii) Normally the thesis shall be written in English in the format and style as per the guidelines for Research Degree Program, unless the discipline of the Ph D thesis like linguistics compels otherwise;
- (iv) Candidate shall submit five copies of thesis to the Controller of Examinations.

10.21 Thesis Evaluation: Procedure for evaluation of thesis shall be as prescribed below:

- (i) The Ph.D. thesis submitted by a Ph.D. scholar shall be evaluated by his/her Research Supervisor and at least two external examiners who are experts in the field and not in employment of the University. Such examiner(s) should be academics with a good record of scholarly publications in the field. Wherever possible, one of the external examiners should be chosen from outside India.
- (ii) Each examiner shall be requested to send a detailed evaluation report and his recommendations on the prescribed pro-forma within six weeks of the date of receiving the thesis;
- (iii) If the thesis report is not received from an examiner in six weeks, a reminder will be sent to the examiner. If no response is received from the examiner in two weeks thereafter, another examiner may be appointed from the approved panel;
- (iv) If reports from two external examiners recommends acceptance of the thesis along with specific recommendation for conducting the viva voce examination, the candidate shall be eligible for oral defense;
- (v) Before the conduct of viva voce, Controller of Examinations shall share with the supervisor the comments and queries, without disclosing the identities of the examiners. The examiners report if found satisfactory, the Controller of Examinations shall inform the supervisor through Dean/Director of concerned School to conduct final Viva Voce of the candidate.

(vi) Revision cases:

In case one or both of the reports recommend revision of the thesis, the candidate shall have to revise the thesis within one year. The revised version of the thesis would be sent to the concerned examiner for his recommendations.

(vii) Rejection cases:

If one of the external examiners recommends rejection, the University shall send the thesis to an alternate external examiner from the approved panel of examiners, and the viva-voce examination shall be held only if the alternate examiner recommends acceptance of the thesis. If the alternate examiner does not recommend acceptance of the thesis, the thesis shall be rejected and the Ph.D. scholar shall be declared ineligible for the award of a Ph.D.

10.22 Oral Defense Examination (Viva-Voce):

- (i) If the thesis is recommended for viva voce examination, the candidate shall be required to defend his thesis before a duly constituted Examination Board. This shall comprise at least one External Examiner and the Supervisor as Internal Examiner.
- (ii) The viva-voce board shall consist of the Research Supervisor and at least one of the

two external examiners and may be conducted online. The viva-voce shall be open to the members of the Research Advisory Committee/faculty members/research scholars, and students

- (iii) Controller of Examinations, in consultation with the External Examiner, shall announce the date and time of Viva-Voce Examination. The date and time of the viva-voce shall be duly notified to enable the faculty members, staff members and students to attend it;
- (iv) The External Examiner shall give his recommendation in the prescribed pro-forma;
- (v) Supervisor shall forward the report to Controller of Examinations who in turn shall submit it to the Vice-Chancellor for approval.
- (vi) After successful completion of Viva-Voce Examination, five copies of the thesis in hard cover binding and a soft copy of the final version of his thesis must be submitted. The candidate may be issued Provisional Degree Certificate on production of No Dues Certificate.
- (vii) The entire process of evaluating a Ph. D. thesis, including the declaration of the viva-voce result, shall be completed within a period of six (6) months from the date of submission of the thesis

10.23 Depository with INFLIBNET: -

Following the successful completion of the evaluation process and before the announcement of the award of the Ph.D. degree(s), an electronic copy of the Ph.D. thesis shall be submitted to INFLIBNET, for hosting the same so as to make it accessible to all the Higher Educational Institutions and research institutions.

10.24 Ph.D. through Part-time Mode-

- (i) Ph.D. candidate through part-time mode will be permitted, provided all the conditions stipulated in these Regulations are fulfilled.
- (ii) The candidate for a part-time Ph.D. shall be required to submit a “No Objection Certificate” from the appropriate authority of the organization where the candidate is employed, clearly stating that:
 - (a) The candidate is permitted to pursue studies on a part-time basis.
 - (b) His/her official duties permit him/her to devote sufficient time for research.
 - (c) Present himself/herself for presenting work every semester
 - (d) he/she will be relieved from the duty to complete the course work as and when required.

10.25 Issuing a Provisional certificate. -Prior to the actual award of the Ph.D. degree, the University shall issue a provisional certificate to the effect that the Ph.D. is being awarded in accordance with the provisions of these Regulations.

10.26 Award of Ph.D. degrees:

The Ph. D Degree will be awarded by the University in upcoming Convocation.

10.27 University Research Committee (URC):

10.27.1 Role: The role of URC is to formulate and lay down policy guidelines for the conduct of Ph.D. and Post-Doctoral degree program, and to ensure high standards of research work in such program;

10.27.2 Composition: The composition of the University Research Committee shall be as follows:

The Vice Chancellor - Chairperson

Four external experts nominated by Vice Chancellor - Members

Dean – Research, Innovation & Consultancy

Deans/Directors of all the Schools

One faculty member from each School to be nominated by the Vice Chancellor

Registrar-Member Secretary

The term of office of the members (other than ex-officio members) will be two years from the date of nomination. For continuity 50% members shall either cease to be a member or re-nominated in for next two-year term; The University Research Committee shall meet at least twice in a year; Fifty percent of the total membership shall form the quorum for any meeting;

10.27.3 Functions:

Subject to the provisions of the Act and Statutes, the University Research Committee shall perform the following functions:

- (i) Policies relating to and oversee research for Ph.D and post-doctoral degree programmes.
- (ii) Guidelines for registration of students, thesis supervision, programme design and thesis evaluation;
- (iii) Research indicators for such evaluation;
- (iv) Review and recommend thrust areas for research;
- (v) Delegation of any of its functions to the concerned SRC;
- (vi) Preparation of the consolidated reports on research efforts of the University
- (vii) Any other work related to research development and coordination.

10.28 Ph. D Cell

A dedicated PhD Cell will be established at SDGI Global University. The PhD Cell will serve as a central hub to facilitate and streamline the doctoral research process in accordance with the University Grants Commission (UGC) Minimum Standards and Procedure for Award of PhD Degree Regulations, 2022. It aims to provide comprehensive support to PhD candidates in all research related activities. Ph.D Cell will:

- (i) Supervise all matters related to the student's research
- (ii) resolve student- supervisor problems and ensure the quality of research.
- (iii) The Ph.D. Cell will be comprised of:

S. N.	Name & Designation	Designation in Ph.D Cell	Roles & Responsibilities
1	Dean – Research	Chairperson	Responsible for overseeing the Cell's operations, strategic planning, and liaison with university administration.
2	Ph.D Coordinators of all Schools nominated by Respective Directors (Excluding School of Polytechnic)	Members	A team of senior most faculty members who provide academic guidance and mentorship to Ph.D. students of their respective Schools.
3.	Controller of Examination	Member	Will be responsible for the conduction of Ph.D Entrance Test, Mid Term Exams, End Term Exams, Issuing Marksheets etc.
4.	Overall Ph. D Coordinator	Member Secretary	Responsible for managing documentation, scheduling meetings, and other administrative duties.

10.29 School Research Committee (SRC) and its Function:

- (i) The composition of the School Research Committee will be as under:
 - (a) Dean/Director of the School/ Constituent Unit – Chairperson;
 - (b) Maximum three Professors/ Associate Professors/All Ph.D Supervisors of the School will be members;
 - (c) Maximum three external experts who may also include those from other Schools/Departments/Constituent Units will be members.
 - (d) Ph.D. Coordinator of the School will be the Member Secretary
- (ii) The School Research Committee shall meet as and when necessary;
- (iii) Fifty percent of the membership shall form the quorum for the meeting;
- (iv) The tenure of members of the SRC shall be three years. A member can be re nominated for another term.

The functions of School Research Committee shall be as under:

- (a) Scrutinize applications and make admissions in Ph.D. program including migration cases;
- (b) Appoint Supervisor and constitute Student Research Committee for each student;
- (c) Perform such functions as are required for operationalization of the doctoral program;
- (d) Consider the recommendation of SRC for action as required;
- (e) In exceptional cases, recommend exemption from course work within the framework of UGC regulation.

- (f) Scrutinize the research proposal/synopsis and finalise the thesis topic;
- (g) Ascertain the availability of facilities required for the proposed research;
- (h) May prescribe the area specific Course Unit(s) to be taken by the candidate;
- (i) Periodically monitor the progress of the candidate's work and advice the candidate, where necessary;
- (j) Approve the long synopsis of the thesis;
- (k) Recommend to URC the panel of examiners.

10.30 Residual Provision:

Notwithstanding anything stated in the Regulation, for any unforeseen issues arising and not covered by Act and Statutes or in the event of differences of interpretation, the Vice-Chancellor shall take a decision. The decision of the Vice-Chancellor shall be final.

Note:

Anything in this Regulation and corollaries thereof, if any, shall conform to the UGC (Minimum Standards and Procedure for award of M.Phil / Ph.D Degree) Regulation, 2016 dated 05.05.2016 and subsequent amendments dated 27.08.2018, 16.10.2018 and /or UGC (Minimum Standards and Procedure for award of Ph.D Degree) Regulation, 2022 notified on 07.11.2022 or guidelines issued by UGC from time to time.

If any other matter not explicitly provided herein or of an exceptional nature arises, it may be referred to the Vice-Chancellor for his decision

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