

Apex University, Jaipur (Rajasthan)



ORDINANCES

**Prepared Under Clause 30 of the Apex University Jaipur, Act 2018
(Act No. 27 of 2018)**



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Apex University, Jaipur


REGISTRAR
APEX UNIVERSITY
JAIPUR

**ORDINANCES OF THE
Apex University, Jaipur (Rajasthan)**

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**Government of Rajasthan
Education (Gr.4) Department**

F3(28) Edu-4 /2019

In exercise of powers conferred by sub-section (3) and (4) of section 30 of the Apex University, Jaipur Act, 2018 (Act No. 27 of 2018), the Government of Rajasthan hereby approves the following Ordinances of the Apex University, Jaipur as required by section 30 of the said Act, namely:

ORDINANCES OF THE

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In exercise of powers conferred by sub-section (3) and (4) of section 30 of the Apex University, Jaipur Act, 2018 (Act No. 27 of 2018), the Academic Council has prepared the Ordinances of the Apex University, Jaipur and are duly approved by the Board of Management of the University. These Ordinances are being submitted to the State Government for approval.



By order of the Board of Management

REGISTRAR

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CHAPTER: 1

PRELIMINARY

1.0 Short title and commencement:

1.1 These Ordinances shall be called the Ordinances of the Apex University, Jaipur, 2018

1.2 They shall come into force from the date of their approval by the State Government.

1.3 Definitions:

- (a) "Act" means the Apex University, Jaipur Act, 2018 (Act No. 27 of 2018);
- (b) "Authorities of the University" means authorities specified in Section 21 of the Act and includes authorities declared by the Statutes;
- (c) "Statutes" and "Ordinances" mean Statutes and Ordinances of the Apex University, Jaipur for the time being in force;
- (d) "Academic Council" means the Academic Council and "Board" means Board of Management, Board of Studies or the Research Board, or any other Board of the University;
- (e) Chairperson, Pro-Chairperson, President, Pro-President, Registrar, Deputy Registrar, Finance Officer, Proctor, Provost, Controller of Examinations, Deans, Director, Faculty Member, Librarian, Course Coordinator, In-charge means the persons holding these posts in the University;
- (f) "Examination Hall", means the examination place, room, location, where students have to appear for the respective examination;
- (g) "External Examiner" means the examiner from other University/Institution; "Internal Examiner" means the examiner from a teaching Department of the University; "Invigilator" means the teacher or person who has been assigned duty in the particular examination hall;
- (h) "Hostel" means scholars'/students' Hostel of the University;
- (i) "Research"/"Post Graduate"/"Under Graduate" Programme means the Research Degree/ Master's Degree/ Bachelor's Degree Programmes in the respective branch/department of the respective Faculty/ School/ Centre; and
- (j) "Regular Student" means the student who is studying in full time programme running in the University in the respective academic year and seeks permission for appearing in examination of the University as such.




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CHAPTER: 2

ORDINANCES PERTAINING TO ADMISSION & STUDENTS' ENROLLMENT

- 2.1 Admission of students shall be made on all- India basis and open to all classes of persons as defined in the Ordinance/Act of the University; Application Form for admission to the various programmes offered by the University shall be as prescribed by the Academic Council of the University from time to time.
- 2.2 The last date for the receipt of applications for admission to various Faculty/School/Centre/Department of the University shall be fixed each year by the Academic Council.
- 2.3 The number of students to be admitted in each Faculty/School/Centre/Department of the University in the respective sessions shall be prescribed each year by the Academic Council.
- 2.4 Admission of students shall be made strictly on the basis of merit adjudged as through All-India Common Entrance Test, conducted by National bodies, like JEE, GATE, CAT, GMAT, NET, GRE, NMAT, CLAT, etc. or any other as may be decided by the management 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.
- 2.5 The aim of the entrance test is assessing knowledge, comprehension and aptitude of the students to pursue higher studies, through written test/viva/ group discussion/ personal interview or a combination of these.
- 2.6 However, provided that in case of programmes where the intake of students is small, admission shall be made on the basis of the merit adjudged through the marks obtained in the qualifying examination. The decision to this effect will be taken by the Academic Council on the recommendation of the Faculty /Board of Studies.
- 2.7 The Entrance Examination shall be held at University headquarter and other such places as notified by the University from time to time.
- 2.8 Question paper(s) for entrance examination(s) shall be set by expert(s) appointed by the President (Vice Chancellor).
- 2.9 Relevant provisions aimed at maintenance of discipline during examinations, as per regulations to such effect, shall be applicable to entrance examinations, wherever applicable.



- 2.10 Admissions to the various programmes of studies shall be made by the Admission Committee constituted by the President (Vice Chancellor) of the University comprising of such members as approved by Academic Council and Board of Management of the University from time to time. The President (Vice Chancellor) shall be the final authority for admission of all the students, including those pursuing research, into various courses of study in accordance with the rules framed in this regard from time to time by the university.
- 2.11 The syllabi, format, duration, scheme of evaluation of the entrance examination shall be decided by the Admission Committee in consultation with the Dean / Head of the respective Faculty/Department and approved by the President (Vice Chancellor) of the University.
- 2.12 Minimum qualifications for admission to the programmes in various Faculty/ Schools/Departments/ Centres shall be prescribed by the Academic Council in consultation with the Dean of the Faculty/Director of Schools/ Heads of the Departments/ Centres, each year, subject to the concessions provided for by the regulations, framed to such effect from time to time.
- 2.13 In case of a tie/ bracketed score in the marks scored in the entrance test, the marks obtained in the qualifying exam will be taken in consideration for deciding merit.
- 2.14 Only such candidates, who have passed an examination of an Indian University/Board established or recognized by State / Central government or such other examinations including Foreign University/Board, as has been recognized equivalent by State/Central Governments/University, shall be considered for admission.
- 2.15 The reservation of seats in the academic programmes offered by the University for students belonging to socially disadvantaged community shall be as per the policy of the State Government for Private Universities from time to time.
- 2.16 The commencement of classes for all courses, other than professional courses, shall be governed by the UGC norms concerning Minimum Standards of Instruction for the Grant of Degrees as issued and amended from time to time.
- 2.17 The minimum and maximum duration for the programmes offered by the University shall be prescribed by the Academic Council in conformity with requirements of regulations prescribed by national regulatory bodies, from time to time.
- 2.18 A candidate shall be admitted to the programme in a Faculty/School/Department/Centre after paying the prescribed fee for enrolment as a student of the University.
- 2.19 If at any time it is discovered that a candidate has made a false or incorrect statement or other fraudulent means have been used for securing admission, his/her name shall be removed from the rolls of the University.



2.20 Eligibility for admission of students:

No candidate shall be entitled to claim admission as a matter of right. No student shall be eligible for admission to a course of study, a degree or a diploma unless he/she possesses such qualifications as may be prescribed by the University for the said course of study from time to time.

2.21 The maximum number of seats in each course shall be determined by the Academic Council and Board of Management (BOM) from time to time.

2.22 At the time of admission, every student shall be required to sign a declaration to the effect that he/she submits himself to the disciplinary jurisdiction and rules of the University.

2.23 Restrictions for admission on certain grounds:

No student shall be admitted in two regular Degree Programmes concurrently within or outside the University except that a student pursuing a degree programme in the University may be permitted to take admission in a part-time certificate/ diploma/ advanced diploma courses or in a programme/course either under the regular/ 'distance learning mode' approved by the UGC; provided further that the student shall have to obtain prior permission of the University for taking admission in the additional programmes under the 'distance mode'.

2.24 Anyone who has been suspended, rusticated, debarred, expelled, etc. by a competent authority of the University shall be prohibited from claiming admission in any course whatsoever. Similarly, no person, who is under sentence or expulsion or rustication from another institution/university, shall be admitted to any course of study during the period for which the sentence is in operation.

Admission to any course of the University can be cancelled, at any time, if any material information furnished by the student is found to be false/ incorrect.

2.25 Re-admission

- (i) A student of the 1st Year/1st Semester of any course 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.
- (ii) A student of other than 1st Year/1st Semester, who has not taken the examination due to shortage of attendance, may be given re-admission in the said class of that course in the next consecutive year/semester. In case, the student fails to fulfil the requirement of attendance after being given re-admission, his/her admission shall stand cancelled.



2.26 Enrolment/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) If a student takes a Migration Certificate to join another University, his/her enrolment 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 a programme of this University. Fresh enrolment in such cases shall be necessary.
- (iii) The Registrar and/or Controller of Examination shall maintain a record of all enrolled students studying in the various Faculties/Schools/Centres/Departments of the University or carrying on research work in the University.
- (iv) The student shall be given unique and permanent enrolment number and issued with an identity card bearing enrolment 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.
- (v) 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.

2.27 Procedure of Withdrawal:

Students may withdraw their admission by the date of registrations as specified by the University or before the same. In compliance with instructions of MHRD/AICTE/UGC, the University will refund his/her deposited amount after deducting processing fee, as prescribed from time to time, and which at time of promulgation of the Ordinances is Rs. 1000/- (One thousand only). In case the student registers for the programme on the specified dates or later and then withdraws, the refund shall be made after deducting pro-rata monthly charges, provided the seat is filled up, otherwise, the student shall forfeit the entire amount. Further, in case a candidate withdraws after the date of closure of the admission process as specified in the prospectus /admission offer letter, the entire amount



deposited by the candidate, except the caution money/security deposit shall be forfeited, in compliance to MHRD/AICTE/UGC guidelines.

2.28 Late Admission:

Late admissions may be accepted purely at the discretion of the President (Vice-Chancellor) in accordance with instructions/guidelines on the subject.




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CHAPTER: 3

ORDINANCES PERTAINING TO PROGRAMMES/COURSES OF STUDY (ALL PROGRAMMES)

- 3.1 This ordinance to various programmes of study offered by the University, with information about the name of the Faculty/Department offering the programme, duration of the programme, and the minimum eligibility requirements for admission shall be prepared by the respective Deans of the Faculty and approved by the Academic Council and Board of Management.
- 3.2 The University shall offer such programs and of such minimum duration as the Board of Management may approve, on the recommendation of the Academic Council either on its own or on the initiative of Department(s).
- 3.3 The University shall offer Degree, Diploma and Certificate courses in Engineering and Technology, Commerce and Management, Computer Application, Law, Basic Life and Applied Sciences, Pharmaceutical Sciences, Humanities and Arts, Architecture and Planning, Nursing and Para-medical Sciences, Medical and Physiotherapy, Indian and Unani Medicine, Media, Journalism and Mass Communication, Library Science, Physical Education, Hospitality, Catering and Food Technology, Design and Fashion Technology, Education, Languages, Yoga and Naturopathy, Veterinary Sciences, Cinematic Arts and Multimedia, Skill Development as per schedule -II of the Act and as amended from time to time.
- 3.4 The scheme, syllabi and the regulations in respect of all the programmes shall be framed by the respective Board of Studies (BoS) for approval of Academic Council and Board of Management of the University.
- 3.5 In addition to the above, the Academic Council shall have the powers to introduce, modify or discontinue a programme, with the approval of Board of Management of the University.
- 3.6 The percentage of marks prescribed for the minimum eligibility requirements and allotment of seats, shall be approved by the Board of Management on recommendation of the Academic Council, from time to time.
- 3.7 The Degrees/ Diplomas/ Certificates of other Universities/ Institutions/ Boards, which have been recognized by an Equivalence Committee constituted by the President (Vice Chancellor) of the University, from time to time, shall be accepted regarding minimum requirement for admission to the respective academic programmes of the university.
- 3.8 Procedure for the admission shall be such as may be specified by the Academic Council;



- 3.9 A student may be granted such scholarship/assistantship/stipend/contingency grant, etc. as may be specified in accordance with the directions of the Board of Management from time to time or regulations laid down for the same.
- 3.10 A student shall be required normally to attend every lecture, tutorial and practical class. However, for sickness or other such exigencies, absence may be allowed as per UGC rules.
- 3.11 "Standing Orders for Students" shall be deemed to be a part of the Ordinances". A student admitted to the program shall abide by the "Standing Orders for Students" issued by the University from time to time. These standing orders shall deal with the discipline of the students in the Hostels, Departments, and the University premises and outside the premises. The standing orders may also deal with such other matters as are considered necessary for the general conduct of the students' co-curricular and extra-curricular activities.
- 3.12 Notwithstanding, anything contained in the above Ordinances, no regulations shall be made in contravention to the decision of the Board of Management and Academic Council in regard to duration, assistantship rules, admission processes, intake of students, etc.
- 3.13 In exceptional circumstances, the Chairperson may, approve amendments, modifications, insertions or deletions of an Ordinance(s) which in his opinion is necessary or expedient for the smooth running of the programme; provided all such changes are reported to the Board of Management in its next meeting.
- 3.14 The rules governing programmes being offered at present and to be introduced in subsequent years shall be framed by the Academic Council and approved by the Board of Management.
- 3.15 **Ordinances for Ph.D. Programs:**

The Ordinances of the University shall take precedence over the rules for the Ph.D. Programmes in the matter of any dispute.

- (1) The minimum entry qualifications and procedure for admission to the Ph.D. programme shall be as laid down in the regulations.
- (2) A student enrolled for the PhD programme will be considered eligible for registration as a scholar on his making an application in the prescribed form, provided he/she has completed the prescribed course work and cleared the requirement of examination and fulfilled the requirements specified in the Regulations.



- (3) For a student to become a scholar for award of the Ph.D. degree, she/he shall have to satisfy the requirements laid down in the Regulations of the program and be accepted by the President (Vice Chancellor) on the recommendation of the respective Faculty/centre/department.
- (4) The award of the Ph.D. Degree to an eligible scholar shall be made in accordance with the Regulations of the University. "The Degree of Doctor of Philosophy" may be conferred on a student subject to the following conditions: (i) Research work has been carried out at the University under the guidance of approved Supervisor(s) of the University.
- (5) A scholar registered for the Ph.D. programme shall be required to satisfy a minimum registration period.
- (6) The thesis submitted by the student is required to be recommended for the award of the Ph.D. degree by two external examiners and on satisfactory viva-voce examination.
- (7) The scholar must have completed all requirements for award of Ph.D. degree as laid-down in the Regulations.
- (8) A student/scholar shall be required to earn prescribed minimum credits through courses and/or carry out his research work at the University, under the guidance of approved supervisor(s). In special circumstances, a full-time student/scholar may be permitted to carry out part of his research outside the University.
- (9) The date of initial registration shall normally be the date on which the student formally registers for the first time in the beginning of a term for the Ph.D. program, which shall also be the date of his joining the program for all intents and purposes.
- (10) The degree of Doctor of Philosophy shall not be conferred as an *ad-eundem* degree. However, the University may choose to confer Honorary Degree on men/women of distinction from time to time.
- (11) University Faculty, Research Assistants, Technical Assistants or any other duly approved category of University staff may be registered for the degree of Doctor of Philosophy provided they fulfil the eligibility as laid down in the Regulations.
- (12) All Ph.D. students will be governed by the rules, regulations and procedures framed by the University regarding this matter, and on matters of general discipline, and implemented from time to time.



(13) Based on the recommendations of the Academic Council, the Board of Management shall approve the Regulations for the Ph.D. Programs which would detail the procedures and rules for following:

- (i) Admission Eligibility
- (ii) Short listing and Selection process
- (iii) Classifications of students/scholars
- (iv) Registration rules
- (v) Course work for the students for various programs
- (vi) Thesis Supervisor(s), nomination and contingencies
- (vii) Comprehensive examination requirement for progression
- (viii) Eligibility for Registration as Scholar for the Degree
- (ix) Performance monitoring and mentoring
- (x) Minimum/Maximum Registration Duration Requirement
- (xi) Rules on presentation of synopsis
- (xii) Nomination of Board of Examiners
- (xiii) Procedure for Thesis Submission
- (xiv) Procedure for Thesis Evaluation
- (xv) Conduct of Viva-Voce
- (xvi) Rules for award of Ph.D. Degree
- (xvii) Rules for award of financial assistance/scholarship
- (xviii) Leave & Attendance rules
- (xix) Conditions for cancellation of registration
- (xx) Rules Regarding conduct and discipline
- (xxi) Depository with UGC
- (xxii) Standing Orders
- (xxiii) Any other procedure and/or rule




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CHAPTER: 4

ORDINANCES PERTAINING TO CONDITIONS FOR AWARD OF DEGREES, DIPLOMAS & CERTIFICATES

4.1 All the courses of study "Included in schedule -II of the Act" and added from time to time leading to award of Degrees/Diplomas/Certificates shall be conducted by the respective Faculty/Schools/Departments/Centers/ established by the University, from time to time and will be governed by the ordinances made for those programmes passed by the Academic Council and approved by the Board of Management.

4.2 Duration of a Programme:

- i) The duration of the Undergraduate programme shall be three/ four years spread over six/eight semesters or as specified by regulatory bodies.
- ii) The duration of the Course shall be five years for integrated programmes spread over (ten semesters) with no exit option in between or as specified by regulatory bodies.
- iii) The duration of Postgraduate course shall be two/ three years (four/six semesters) or as specified by regulatory bodies.
- iv) The duration of professional/technical courses shall be governed, as per the norms of the regulatory bodies, as issued and amended from time to time.
- v) M.Phil and Ph.D. programmes shall be governed as per UGC norms/regulations (2016), as issued and amended from time to time.
- vi) The duration of the Certificate & Diploma Programmes shall be as determined by the University and approved by the Academic Council from time to time.
- vii) A student shall be required to attend at least 75% of the classes actually held in each subject and such seminars, sessional and practical, as may be prescribed by the respective Faculty/School/Department/ from time to time. The Dean of the Faculty may condone the shortage in attendance not exceeding 5% for valid and convincing reasons on the recommendations of the respective Head of the School/Department Centre for curriculum & extra curriculum activities.

4.3 Eligibility for Admission:

The eligibility criteria for admission to various courses offered by the University shall be as recommended by the Academic Council and approved by Board of



Management of the University or any other body authorized for the purpose, from time to time.

4.4 Programmes of study and framing of the Syllabi:

- i) The courses of study to be offered shall be approved by the Academic Council and Board of Management on the recommendations of the Faculty/School Board.
- ii) The syllabi/ course structure for the programme of study shall be framed by Board of Studies of the concerned Departments and approved by the Academic Council and Board of Management of the University in conformity to the norms and standards prescribed by the respective regulatory bodies, as issued and amended, from time to time.

Provided that the National Education Policy (NEP) 2020 envisage reforms in Higher Education viz.- Holistic and Multidisciplinary Education, Flexibility of Subjects, Multiple Entry/Exit, UG Program 3 or 4 year, PG Program- 1 or 2 year, Integrated 5 year Bachelor's/Master's, Credit Transfer and Academic Bank of Credits, discontinuation of M.Phil, etc., and the NEP, 2020 would be followed as per guidelines/orders issued from time to time by the Higher Education Department of the State Government of Rajasthan.

4.5 Removal of Students from the Courses:

The Dean of the Faculty on a reference from a School/Department or Centre may recommend to the President, the removal of a student from a course on the basis of unsatisfactory academic performance and or misconduct.

4.6 Conferment of Honorary Degrees:

The Board of Management may, on the recommendation of the Academic Council and by a resolution passed by a majority of not less than two-third of the members present and voting, make proposals to the Chairperson for the conferment of Honorary Degrees.

Provided that in case of emergency, the Board of Management may on its own, make such proposals.

The following Honorary Degrees may be conferred upon a person on the ground that he/she is, by reason of eminent position and attainments or by virtue of his/her contribution to learning or extraordinary services to the cause of education or society, a fit and proper person to receive such Degree(s):

Doctor of Laws (LL.D.)

Doctor of Literature (D. Litt.)



Doctor of Science (D.Sc.)

Degrees, including Honorary Degrees, shall be conferred at Convocation/Special Convocation and may be taken in person or in absentia.

4.7 Convocation:

- (i) Convocation for the purpose of conferring degrees and making awards shall ordinarily be held every year at the time specified by the University and shall be called Annual Convocation.

A special convocation may also be held at such time as may be found necessary and convenient. The actual date of the convocation in each case shall be fixed by the President (Vice Chancellor) with the approval of the Chairperson.
- (ii) Not less than four weeks' notice for the Convocation shall be given to the recipients of the degrees, by the Registrar. This period may however be reduced to ten days in the case of special convocation or in any other case where such a course is considered expedient by the Chairperson.
- (iii) The degrees/diplomas/certificates shall be awarded after the students complete the respective programmes and fulfil the conditions for the award as laid down in the rules of respective programmes.
- (iv) The University shall create the provisions and rules for award of medals to the students for each year at the time of the Convocation.
- (v) The Registrar shall send a programme of the convocation and the procedure to be observed during the convocation along with a brief to the Chairperson, the members of the Board of Management, President (Vice-Chancellor), the Academic Council, and Deans of the Schools.
- (vi) The student desiring to receive degree in person must apply to the Registrar, seven clear days before the day fixed for the convocation, in a prescribed form, together with the fee as may be prescribed by the University intimating their intention to be present at the convocation, provided that the President (Vice-Chancellor) may in special cases permit the receipt of late applications upto 4 days before the date of convocation, if such applications are accompanied by a late fee as fixed by the University.
- (vii) Such students who are unable to present themselves in person at the convocation, may apply for receiving their degrees in absentia in the prescribed form, one month after the date of convocation along with a fee as prescribed by the University.



- (viii) Every degree shall bear the signature of the President (Vice-Chancellor) and Registrar. Supplication of all degrees / diplomas shall be done at a meeting of the Board of Management before the University Convocation. The date on the degrees whether to be awarded at the convocation or otherwise will be the date on which the Board passes the Grace.
- (ix) Dignitaries such as the Chief Guest, the Chairperson, the President (Vice-Chancellor), the Deans, the Registrar and the members of the Board of Management and the Academic Council shall wear such academic costumes as is approved by the Board of Management.
- (x) All students at the convocation shall wear the costume as may be prescribed by the University appropriate to their respective degrees. No student shall be admitted to the convocation, who is not in proper academic costume. The decision of the Registrar in this regard shall be final.
- (xi) Degrees will be distributed to the students attending the convocation at the place, time and day specified by notification before or after the convocation as decided by the University. A rehearsal may be arranged on or before the day of the Convocation, at which students for Degrees/Diplomas must be present. Students not present at the rehearsal run the risk of not being admitted to the Convocation.
- (xii) The Academic Procession shall comprise the Chairperson, the President (Vice-Chancellor), the Deans of Schools, the members of the BoM members of Academic Council and the Registrar. They shall assemble at the place notified at the appointed hour and shall walk in procession in the following order to the convocation hall. there may be invocation of "any supreme power" to bless the passing-out students and the beginning of their careers, while the Academic Procession is moving towards dais in following order:

The Registrar

Members of the Academic Council

Members of the Finance Committee

Members of the Board of Management

Deans

Directors

The President (Vice-Chancellor)

The Chief Guest, if any



Other nominated Guest(s)

The Chairperson

- (xiii) All above shall take their seats on the dais in places reserved for them.
- (xiv) The students present at the convocation shall take their seats at the places reserved for them before the procession enters the convocation hall. As the procession enters the convocation hall, all shall rise and remain standing until the members of the procession have taken their respective seats.
- (xv) Lamp may be lighted, to invoke the blessings of "any supreme power".
- (xvi) The Registrar shall take the sanction of the Chairperson and in his absence the Pro Chairperson / President (Vice Chancellor) to start the proceedings by saying "The convocation of the Apex University has been called to confer the doctorate degrees, postgraduate degrees, undergraduate degrees, diplomas and other academic distinctions (as the case may be), upon the students who have been certified to be worthy of these degrees. May I, with your permission declare the Convocation open?" the Chairperson or the Pro Chairperson / President (Vice Chancellor) shall then pronounce. "I permit the convocation to be declared open". Thereafter, the Registrar shall pronounce "With the permission of Chairperson / Pro Chairperson / President (Vice Chancellor) I, declare the Convocation open".
- (xvii) The President (Vice-Chancellor) will then present the annual report of the University.
- (xviii) The Honorary Degrees, if any, shall be conferred immediately after the opening of the convocation. The recipient/distinguished person to be awarded honorary degree shall be introduced ordinarily by the President (Vice-Chancellor), who shall welcome him/her and read out the citation about his/her qualifications. The President (Vice-Chancellor) will then request the Chairperson to confer the Honorary Degree in the following words:

"By virtue of the authority vested in me as the President (Vice Chancellor) of the Apex University, Jaipur, I request Hon'ble Chairperson, that you may be pleased to graciously confer upon _____ (Name of the distinguished person) the Degree of _____ (Honoris Causa) for his outstanding services."

The Chairperson or the President (Vice-Chancellor) in presenting the Certificate of the honorary degree shall say to the recipient: "I confer on _____ the Degree of _____ (Honoris Causa).

The National Anthem of the Country of the Dignitary, on whom the Degree is



conferred, shall be played, if necessary.

The recipient of the Honorary Degree will then present his address, if any.

- (xix) Chairperson or in his absence the Pro Chairperson/ President (Vice- Chancellor) shall then say: "Let the students be presented".
- (xx) The following shall be the order of the presentation of degrees:
- Ph.D. Degrees
 - Post Graduate Degrees
 - UG Degrees;
 - Diploma & Certificates;
- (xxi) The Deans of their respective Faculties and in their absence the Registrar shall present all the students for various degrees under the Faculties and the Chairperson/President (Vice-Chancellor) shall admit the students present, also in absentia, to the degrees concerned. The citation for the Deans of the Faculty and the Vice-Chancellor shall be:
- "Sir, I present to you this/these student/students, who have been examined and found, qualified for the degree of _____ to which I pray he/she may be admitted."
- The Chairperson/President (Vice-Chancellor) shall address each time as follows while awarding the degree say to the students, who shall remain standing. (This activity of charging may be done collectively after presenting all the degrees)
- "By virtue of the authority vested in me as Chairperson/President (Vice-Chancellor) of the University, I admit you to the degree of _____ in this University and charge you to prove worthy of the honour conferred on you.
- The student shall acknowledge with a bow. The recipients of the degrees shall remain standing while the Dean and the Chairperson/President (Vice-Chancellor) admit the students to the degrees.
- (xxii) After the degrees have been conferred, the Registrar shall declare the number of Degrees/Diplomas that have been conferred on Regular and Part Time Students present in the convocation and also in absentia.
- (xxiii) The Chairperson, or in his absence the Pro-Chairperson / President (Vice-Chancellor), shall then present the medals and prizes to the recipients of the



medals/prizes, who shall be called individually by the Registrar and shall stand before the Chairperson or the Pro- Chairperson / President (Vice-Chancellor), as the case may be.

- (xxiv) The Chairperson, and in his absence the Pro- Chairperson / President (Vice-Chancellor), will then introduce the Chief Guest and request him to address the convocation.
- (xxv) The Chief Guest will then deliver the convocation address.
- (xxvi) The Registrar with the permission of the Chairperson, and in his absence with the permission of the Pro-Chairperson / President (Vice-Chancellor) will then declare the convocation closed.
- (xxvii) National Anthem shall then be played, after requesting all to stand up for the National Anthem.
- (xxviii) The procession will then leave the convocation hall in the reverse order in which it had entered. All shall remain standing till the procession moves out of the hall.
- (xxix) If any student fails to attend the Convocation, he/she shall pay a sum, as may be specified from time to time to the University before he/she is admitted to the Degree/Diploma.
- (xxx) Notwithstanding anything contained in the Ordinance, the Chairperson may suspend holding of the annual convocation or convocations. In such case the degrees will be sent to the students, duly signed, at their address. The Registrar shall notify the suspension of the convocation and invite applications from the students, who desire to take the degree. The degree will be sent to those students, who have applied for obtaining the degrees on payment prescribed by the University.
- (xxxi) A Special Convocation may be held for the purpose of conferring Honorary Degree on a distinguished person. The general procedure of same shall remain the same as listed above.

4.8 Issue of Academic Documents to Students (Grade Sheets, Transcripts, Provisional Degree Certificates and Other Documents):

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



Mark/Grade Sheets:

A. Initial

- (1) These shall be issued at the end of each term/semester, as per schedule announced by the Registrar's Office.
- (2) Cost – Nil.
- (3) Students who fail to collect the Mark/Grade sheets on specified and also on alternate dates, shall have to pay a fine as notified by the authorities if they wish to collect their Mark/Grade sheets subsequently.
- (4) The Mark/Grade sheets shall be issued in person only.

B. Replacement:

- (1) Student should submit a copy of report lodged with police, mentioning the city of loss of original Mark/Grade sheet, along with a written application.
- (2) Cost – as specified by the authorities per Mark/Grade sheet.
- (3) Word 'DUPLICATE' shall be endorsed in Red on top of the duplicate Mark/Grade sheet.
- (4) The Mark/Grade sheet may be sent by post to pass out students at the additional cost as specified by the authorities for covering the postal charges (National) as specified by authorities (International) on completion of requirements at (A) above.

Transcripts:

(A) Interim (Before completing degree requirements):

- (1) Students are required to submit an application.
- (2) Cost – As notified by the authorities per transcript
- (3) Application should specify the reasons in support of requirement and also proof of same should be attached e.g. requirement of attaching transcript by a foreign University. In case of requirement by placement cell the application should be approved by I/C placement cell, whether for on/off campus interviews.

(B) Final (After passing out):



- (1) First copy – free of charge.
- (2) Additional copies, as notified by the authorities per copy, shall be issued based on the application of the student.

Provisional Degree/ Character Certificate/Migration Certificate:

(A) Initial Issue:

- (1) Free of charge on submission of “No Dues Certificate” and on completion of degree requirements.
- (2) Migration certificate shall only be issued, subject to student having submitted his/her original migration certificate at the time of joining the University.

(B) Replacement Copies of Provisional Degree certificate, Character and Migration Certificate:

- (1) It shall be issued only on submission of an application along with copy of FIR in the police station indicating the place of loss, & also enclosing a cutting of a newspaper of repute (National Dailies) where student should publish an advertisement in ‘Lost Column’ mentioning the city where documents have been lost.
- (2) Word ‘DUPLICATE’ shall be written in Red on top.
- (3) The cost of replacement shall be as notified for each of the certificate. These may be sent by post at additional cost, to cover cost of postage for National and International –as notified by the authorities.

Final Degrees:

(A) Awarded During Convocation:

- (1) Cost – Nil.
- (2) Student should have submitted a ‘No Dues Certificate’, before being admitted to the Convocation.
- (3) Convocation Fee as decided by the authorities will be payable.

(B) Replacement:

- (1) It shall be issued only on submission of an application along with copy of FIR in the police station indicating the place of loss, & also enclosing a



cutting of a Newspaper of repute (National dailies) where student should publish an advertisement in 'Lost Column' mentioning the city where documents have been lost.

- (2) Word 'Duplicate' shall be written in red on top.
- (3) The degree shall be unsigned, but authenticated by the Registrar
- (4) The cost of replacement shall be as notified for each of the certificate. These may be sent by post at additional cost, to cover the cost of postage. As notified for National and International post.

I. Cards:

- (a) Initial Cost - Nil.
- (b) Replacement Fine as notified to be paid by the student along with an application. Word 'DUPLICATE' shall be written in red on Top.

Booklet on Academic Rules & Standing Orders:

- (a) Initial (1st Year) Cost - Nil.
- (b) Additional Copies may be issued as notified per booklet.

Attested Copies:

University may specify charges for providing attested copies of the documents from time to time.




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CHAPTER: 5

ORDINANCES PERTAINING TO CONDITIONS FOR AWARD OF FELLOWSHIPS, SCHOLARSHIPS, STIPENDS, MEDALS AND PRIZES

- 5.1 In order to encourage meritorious and deserving students to pursue courses of studies and research in the University without great financial strain, the University shall strive to provide for adequate number of Scholarships, Fellowships, Studentships and Free-ships, for financial help, and also provide for award of Medals and Prizes.
- 5.2 There shall be instituted Scholarships to be awarded to the students of the University, subject to the availability of funds. Rules for award of the same will be laid down in the regulations approved by Board of Management of the University. The University also has the right to discontinue any of the existing scholarships or institute new scholarships as and when required.
- 5.3 There shall be fee concession in the form of half and full Free-ships of tuition fee in each Faculty/School and teaching Departments as decided by the University from time to time.
- 5.4 All types of Scholarships and Free ships shall be administered at the University level, by a Committee to be constituted, by the President (Vice Chancellor).
- 5.5 There shall be Fellowships instituted in the University, subject to availability of funds, for studies or research, as approved under the norms of UGC or other funding agencies, from time to time.
- 5.6 There shall be a scheme to award medals/ prizes to the meritorious students of the University, for their best performance in various University examinations.
- 5.7 The University shall have power to institute endowments from time to time, in accordance with the provisions of Apex University, Jaipur Act.
- 5.8 There shall also be a Committee constituted by the President for administration of each endowment and to implement the objects of the endowment.
- 5.9 **Gold Medals**
- The University shall award Gold Medals in all postgraduate/ undergraduate/ Diploma Programs. 'Gold Medals' shall be awarded only to students who have successfully completed the respective programs of study and are merited for such an award as per laid down criteria. Gold Medals may be awarded as below:



- (i) **Chairman's Gold Medal.** The Chairman's Gold Medal will be awarded to an undergraduate student who will secure first position in the University among all programs/courses, branches running in the University.
- (ii) **President's (Vice-Chancellor's) Gold Medal.** The Vice-Chancellor's Gold Medal will be awarded to those students who have secured first position in each programme/stream running in the University.
- (iii) A committee will be constituted by the President (Vice Chancellor) to examine the cases of proposed gold medal winners. A brief report will be presented by the Committee with comments on their behaviour, disciplines, percentage of each Term, completion of courses and other requirements for the degree, etc. to the President (Vice-Chancellor) for approval, prior to announcing the award of medals. No student shall however, be eligible for the award of medal in case of ever indulging in an act of indiscipline, failed in any subject or detained.




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CHAPTER: 6
ORDINANCES PERTAINING TO MEDIUM OF INSTRUCTION, EXAMINATION,
EVALUATION AND MARKING/GRADING SYSTEM

6.1 Medium of Instruction & Examination

- (i) The medium of instruction in respect of all courses conducted by the university shall be both English and Hindi, except in cases of studies/research in Languages.
- (ii) Examinations of the University, other than the doctorate examination shall be open to regular and eligible students, i.e. such students who have undergone a regular course of study in the University for a period specified for that course of study after fulfilling the minimum attendance and credit requirements as laid down by the University.
- (iii) All examinations of the University (Except entrance examinations) shall be conducted at the University Headquarter i.e. Apex University, through sessional and term-end/semester examinations.
- (iv) Question papers of all examinations shall be set and answered in English/Hindi language.
- (v) Question papers of all examinations in languages shall be set and answered in the respective languages only.
- (vi) Project Work/Project Report/Dissertation/Field Work Report/Training Report etc., if any, shall have to be written in English / Hindi, except in case of the Programmes of Studies in languages/literature, where the same may be required to be written in the respective language.

6.2 The University Examinations- General Guidelines

- (i) Examinations of the University shall be open to all students' subject to their meeting the requirement for taking the said examination. The Rules and Regulations as below with regard to examinations shall be applicable to all the students who are studying in the University in any mode.
- (ii) Students shall appear in the examination for the registered subjects only,
- (iii) Any person who has been expelled or rusticated from the University or has been debarred from appearing in the University examination for any reason shall not be permitted for any examination during the period for which the sentence is in operation.



- (iv) Notwithstanding anything contained in the ordinances relating to admission of students to an examination of the University, the President (Vice-Chancellor), in special cases in which he/she is satisfied on the cause, may allow the student to take the examination.
- (v) The permission given to a student to appear in examination may be withdrawn if it is found that:
- (a) the hall admit card/information to effect was issued or permission was given through a mistake; or
 - (b) the student was not eligible to appear in the examination; or
 - (c) any of the particulars given or document submitted by the student in or with the application for enrolment, admission or admission to an examination is false or incorrect.
- (vi) Permission will not be given to a student to appear in the examination hall unless he/she produces the Admit Card and University Identity Card before the Invigilator or satisfies such officers that it shall be produced. A student shall produce his/her Identity card whenever required by the Controller of Examination (COE) or the Invigilator.
- (vii) In the Examination Hall, the student shall be under the disciplinary control of the Controller of Examination/Invigilator of examination hall and he/she shall obey his/her instructions. In the event of the student disobeying the instructions, or continues with his/her undisciplined conduct or insolent behaviour towards the Controller of Examination or any Invigilator, the student may be removed from the hall and disallowed the day's examination, and if he/she persists in misbehaviour, he/she may be excluded from the rest of the examinations after approval from the President (Vice Chancellor).
- (viii) If a student acts in a violent manner or uses force or makes a display of force towards the Controller of Examination or any Invigilator at the Hall/Examination room or in its precincts, endangering the personal safety of either of them or acts in a manner threatening the authorities in the discharge of their duties, the student may be expelled from the Hall/Examination room and if needed police help may be sought.
- (ix) If a student brings any dangerous weapon within the precincts of the examination hall, he/she may be expelled from the examination and/or handed over to the police.
- (x) A student expelled on any of the grounds mentioned above will not be allowed to appear in the subsequent papers.
- (xi) In every case where action is taken, a full report shall be sent to the Registrar of the University and the University Disciplinary Committee may according to the gravity of the offence, further punish a student by cancelling his/her examination and/or debarring him/her from appearing at the examination for one or more years after



- giving the student an opportunity to show cause and considering any explanation submitted by the student.
- (xii) If a student is found guilty of using or attempting to use or having used unfair means at an examination the actions shall be taken as per procedure defined in the Unfair Means Rules.
 - (xiii) The University Examination Committee may with approval of the President may cancel the examination of a student and/or debar him/her from appearing in an examination of the University for specified term, if it is discovered afterwards that the student was in any manner guilty of misconduct in connection with his/her examination and/or was instrumental in or had abetted the tampering of the University records including the answer-books, mark-sheets, result-charts, diplomas and the like.
 - (xiv) When the University intends to award any of the aforesaid penalties under clauses as above, it shall give the student concerned an opportunity to show cause in writing, as to why the proposed penalty may not be imposed on him/her and shall consider the explanation, if any, be filed within the specified time, before awarding the penalty.
 - (xv) In case of a student who is unable to appear in the examination due to sickness or other causes, such cases may be treated as special cases after satisfying the genuineness and as per the gravity of the case; the remedial measures may be taken as provided in the Rules of the Programme with the approval of President.
 - (xvi) An amanuensis shall be allowed in case of blind students or the students who are disabled due to an accident or disease and unable to write the examination with their own hands.
 - (xvii) The University shall lay down the eligibility conditions for appearing in the Examination like minimum attendance in the rules of the programmes. Students shall have to obey the academic rules and regulations in this regard.
 - (xviii) No Regular student will appear in the examination of the University if he/she:
 - (a) has concealed important information from the University at the time of admission;
 - (b) has been prosecuted in any indiscipline case and so decided by the President (Vice- Chancellor);
 - (c) does not possess the minimum academic qualification to appear in the examination;
 - (d) does not satisfy all the provisions of this ordinance or/and any other ordinances which governs the permission to appear in the examination;
 - (e) has not fulfilled the attendance requirement.

6.3 Conduct of Examination

- (i) Examinations will be held under the direction of the President and administrative control of the Controller of Examinations.



- (ii) All arrangements for the conduct of examination to be held by the University shall be made by the Controller of Examinations in accordance with such directions as may be issued by the President.
- (iii) The Controller of Examinations shall prepare and duly publish a Date sheet for examinations as per the Academic Calendar of the programme.
- (iv) The Controller of Examinations shall determine the examination rooms for the examinations and shall issue proper instructions and guidelines for utilization of same.
- (v) Controller of Examinations shall be personally responsible for the safe custody of question papers and the answer-books of the University.
- (vi) The Controller of Examinations shall supervise the work of Invigilators and shall conduct the examination strictly, according to the instructions issued by the University.
- (vii) The Controller of Examinations shall wherever necessary, send a confidential report to the President (Vice-Chancellor) about the conduct of examination, mentioning therein the performance of the Invigilators and the general behaviour of the examinees. The Controller of Examinations shall also prepare a daily report on the number of examinees attending each of the Examinations, absentee numbers and such other information relating to the examinations being held at the different examination halls as may be considered necessary, along with any other matter which he/she thinks fit to be brought to the notice of the President (Vice-Chancellor).
- (viii) Unless otherwise directed, only teachers of the University shall be appointed as Invigilators by the Controller of Examination, provided that a teacher of the subject of the written examination at any session shall not generally be an Invigilator at such session of the examination but available for any clarification at Examination Control Room established for the examinations.
- (ix) It shall be the duty of Invigilators to ensure the correct identity of the student. For this each student will carry the Admit Card and University identity card issued to him.
- (x) The University may, from time to time, appoint flying squads to see that the conduct of the examination is strictly according to the rules and procedures laid down. In the event of the flying squads points out any serious breach of rules or procedure, the President (Vice-Chancellor) may take such action as may be necessary including postponement or cancellation, wholly or in part, of the examination.
- (xi) The Controller of Examination may, with the approval of the President (Vice-Chancellor), cancel an examination at all hall/locations if it is satisfied that there has been a leakage of question papers or any other irregularity, which warrants such a step.



- (xii) The Controller of Examination may issue such general instructions in consultation with the President (Vice-Chancellor) and the Registrar for the guidance of the Examiners, Tabulators, Collators, as it considers necessary for the proper discharge of their duties.
- (xiii) Subject to the provisions of this Ordinance, The Controller of Examination, in consultation with the Academic Council, may from time to time make, alter or modify the rules and procedures about the conduct of examination.

6.3(a) Pre-Preparations for Examination

(i) Process for Appointment of Examiners:

To conduct the examination smoothly in the University, the following preparatory action will be initiated by the Controller of Examinations: The examiners generally shall be teachers having taught the course under arrangement of Course Coordinator.

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

(ii) Process for Setting Question Papers:

- (a) As per dates specified in Academic Calendar, all processes and necessary action which shall be taken by the Controller of Examination to conduct the examinations.
- (b) A brief notice will be issued by the Controller of Examination to all appointed examiners to set the question paper as notified before the date of start of examination, mentioning the important points like place for setting of question paper, due date of submission of question paper, authority to whom the question papers be submitted, etc.
- (c) Format of question paper (header/footer etc) should be the same as defined in the notice by Controller of Examination Office.
- (d) From the point of view of confidentiality, all examiner(s) will set question papers in full privacy and will not keep any copy of the paper in USB computer hard disk or in print with them.
- (e) All appointed examiners shall set question papers in specified sets for each



subject. The set to be used for the examination will be selected by the Dean/ President (Vice-Chancellor) prior to the examination. This requirement however, may be waived by the President (Vice Chancellor).

- (f) Before submission of question papers, all examiners must ensure that the question paper is error free and it has been sealed properly for the respective examinations. The same shall thereafter be moderated, if required, by the Departmental Moderation Committee.
- (g) All question papers shall be submitted to the Controller of Examination by the paper setter directly.
- (h) All question papers shall be submitted within due dates duly moderated and authenticated by the moderator(s). All question papers received by the Controller of Examination, shall be kept in sealed and safe custody.

(iii) **The process for preparation of Date Sheet/Seating Plan/Invigilation Chart/Photocopying of Question Papers (room wise)** will be made by the Controller of Examination as under:

- (a) A brief notice with important instructions regarding examination schedule timing, shift, code and conduct of examination will be notified by the Controller of Examination.
- (b) After finalization of Date Sheet of the examination, seating plan for all halls will be prepared as per seating capacity of the halls/rooms.
- (c) As per instructions for the Controller of Examination, room wise invigilation chart will be prepared keeping in account the room capacity and requirement of Invigilators there to.
- (d) The printing of the question paper selected by the Dean/ Vice Chancellor shall be done by the examination cell and all printed question papers shall be sealed in envelopes in accordance with the room's capacity and date sheet. Printing of question papers will be done under the supervision of the Controller of Examination or his nominee.
- (e) Envelopes of question papers shall be kept in safe custody of Controller of Examination.

6.3(b) Invigilation during Examination and related activities

Controller of Examination shall take out Invigilation duty chart well in advance of any examination. All teachers of the Faculties/Departments and Ph.D. scholars in



receipt of Research Assistantship may be nominated for such duties. The processes which have to be followed by the Invigilator(s) in the examination hall shall be as under:

- (i) The nominated Invigilators are required to collect examination material from the Examination Control Room 20 minutes before the commencement of the examination.
- (ii) All Invigilators are required to reach the Examination Hall at least 15 minutes before the start of the examination after collecting the packet of Question Papers and the examination materials comprising:
 - (a) Envelopes of question papers/Bundles of Answer Books.
 - (b) Attendance Sheets of Students
 - (c) Absentee Performa/ Attendance Statement /sitting plan
 - (d) Any other material as per the requirement of the paper setter.
- (iii) Answer sheets will be issued 15 minutes before examination.
- (iv) The Invigilator should ensure that the seating arrangements have not been disturbed and all seats/desks are in order and the students are seated as per seating plan.
- (v) Before issuing the question papers the Examination Hall in-charge shall make statutory announcement to include:
 - (a) Please check that you are not carrying mobile/digital equipment which carries memory or photographs which you are not supposed to carry.
 - (b) Please check that you are not carrying any slips of paper/notes/books or any other document whether belonging to same subject or not.
 - (c) Please wear your ID card around the neck. In case you do not have ID card, please stand up and we shall take you to Registrar and obtain an authorization slip to appear in the examination. If later, it is found that you are not carrying your ID card, your examination shall be cancelled.
 - (d) Please ensure that you are sitting in the correct Hall.
 - (e) Do not forget to sign on the attendance sheet which shall be brought to you by the Invigilators in due course.
 - (f) You shall not be allowed outside the hall after commencement of examination for minimum of 60 minutes.



- (vi) Question papers will be issued soon after the bell indicating start time. Students should read the question paper carefully and ensure that they have received the correct question paper.
- (vii) Invigilators will ensure that students study material relating to the examination and or unauthorized material is placed at a place designated by the Invigilation Staff/outside the examination hall.
- (viii) Unless otherwise nominated, the senior most teachers in the examination hall will be in charge of examination in that hall.
- (ix) No student shall be permitted to appear in the examination without the production of University Examination Admit Card and Identity Card.
- (x) Students coming late by more than specified time will not be allowed in the Examination Hall. The late arriving student will be asked to report to the Controller of Examination who may allow the student to appear as per their discretion but no extra time will be given.
- (xi) Students are not permitted to borrow pen/pencil/eraser/calculator or any other items from other examinee.
- (xii) Programmable calculators are not allowed in the examination hall. Calculators up to fx 100 are only allowed. Calculators will be allowed on the day there is a requirement for the calculator to be used as specified by examiner setting the paper.
- (xiii) No student is allowed to go out of the Examination Hall even temporarily, without the permission of the Invigilator on duty. Students will not be permitted to leave the Examination Hall till half an hour before the scheduled finish time. Examinee desirous of leaving the examination hall temporarily shall be permitted to do so for a maximum period of 5 minutes. The absence shall be recorded and if the examinee fails to return within this limit of 5 minutes, he/she shall not be permitted to enter the examination hall unless he/she gives convincing explanation.
- (xiv) Mobile phones or any other electric gadgets except calculators will not be carried inside the Examination Hall.
- (xv) Students are advised to write their Names/Enrolment Nos. only on the specified space on the Answer Book, before they start attempting the question paper. They are also required to write their Name/Enrolment No. on the question paper. The question papers shall not be circulated.
- (xvi) Answer Books are to be collected immediately after the examination is over, checked with the absentee list, and arranged serially before handing over to the Examination



Control Room.

- (xvii) Any Invigilator who is unable to perform invigilation duty should inform the Controller of Examination well before the examination through any means of communication.
- (xviii) A student found talking during the examination hours shall be warned not to do so. If the student continues talking in spite of the warning by the Invigilator, the answer-book of such examinee shall be withdrawn and second answer-book be supplied and the case will be referred to the Unfair Means Committee.
- (xix) If students are found copying or using any other unfair means in the examination hall/room, the Invigilator in charge of an examination hall take action against the examinee, in the following manner:
 - (a) The examinee shall be called upon to surrender all the objectionable material found in his or her possession including the answer-book and a UFM Performa shall be filled with date and time.
 - (b) The statement of the examinee and the Invigilator shall be recorded.
 - (c) The examinee shall be issued a fresh answer-book marked 'Duplicate-Examinee Using Unfair Means' to attempt answer within the remaining time prescribed for the examination.
 - (d) All the material so collected and the entire evidence along with a statement of the examinee and the answer-book duly initialled by the student shall be forwarded to the controller of examination by name in a separate confidential sealed packet marked 'Unfair Means'.
 - (e) The material so collected from the examinee, together with both the answer-books, viz., the answer-book collected while using unfair means and the other supplied afterwards, will be sent to the Unfair Means Committee for its decision.
 - (f) The cases of the use of unfair means at the examination, as reported by the Invigilator along with the report of the unfair means activity, shall be examined by an Unfair Means Committee constituted by the President (Vice-Chancellor). The Committee shall after examining the cases, decide the action to be taken in each case as per rules and submit the report to the controller of examination in regard to all cases of the use of unfair means with the recommendations of the Committee in each case.
 - (g) Further, the controller of examination shall send the report of the Unfair Means



Committee to the President (Vice-Chancellor) for approval of decisions recommended by the Unfair Means Committee.

- 6.3(c) Rules on Unfair Means.** The same shall be as laid down in the Regulations for Unfair Means to be approved by the Academic Council and Board of Management.
- 6.3(d) Evaluation of Answer Scripts and Result compilation/Grading.** Controller of Examinations shall codify each answer sheet before supplying same to the Course Coordinators/examiners for evaluation. This requirement may be dispensed with approval of the President (Vice Chancellor).
- 6.3(e) Process for evaluation and submission of answer scripts**
- (a) Answer scripts of the respective question papers shall be normally evaluated by faculty members teaching the subject along with the Course Coordinator(s) concerned.
 - (b) Controller of Examination shall be responsible for evaluation of answer scripts of all the students and preparation of result.
 - (c) All answer scripts shall be submitted (to the Examination Section) immediately after the evaluation as per schedule announced.
 - (d) After evaluation, answer scripts may be stored properly for viewing by students on demand as per rules and also for maintaining the transparency.
 - (e) **Approval of Result:** All results after moderation and approval of result declaration committee shall be sent to the President (Vice-Chancellor) for approval. After approval, it will be published for all the students concerned.
 - (f) **Declaration of Result:** Term /Semester wise final result will be announced within 30 (thirty) days of culmination of end term examination. A notice to this effect will be put in the University website.

6.4 Indiscipline and Unfair Means/malpractice in Examination.

There shall be zero-tolerance against use of unfair means and unfair practices in connection with examination and each examinee shall be required to strictly adhere to the instructions for taking examination. Non adherence to such instructions shall attract disciplinary action, as per the University examination rules and regulations, framed to such effect, by the competent authority, and approved by Academic Council and Board of Management of the University, from time to time.

6.5 Paper Setting & Evaluation.



The paper setting and evaluation of answer scripts shall be made as per the following examination rules and regulations, framed to such effect, by the competent authority, and approved by Academic Council and Board of Management of the University, from time to time:

The Scheme of Examination at the university shall consist of two components:

- (a) Internal Assessment
- (b) Term-end examination

Weight-age of Internal marks and end term examination for theory and practical shall be as per regulation of the respective course/program.

The distribution of marks in the teaching scheme will be structured in such a manner, make them learn effectively and stimulate them intellectually during their education at the University.

6.6 Award of Division/Grades.

Awarding Grades shall be as per recommendations of the UGC and these will be prescribed in the respective regulations.




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CHAPTER: 7

ORDINANCES PERTAINING TO FEES CHARGEABLE

- 7.1. The University shall charge fees from students pursuing Post-doctoral, Doctoral Research, Postgraduate, Undergraduate, Diploma and Certificate Programs. The Fees and other charges payable by the students of the University shall be prescribed on the recommendation of the University Fee Committee.
- 7.2. Details of fees and other charges payable by students admitted to different Programmes of Studies shall be specified in the Admission Brochure/Prospectus issued by the University from time to time.
- 7.3. A student shall be deemed to have been admitted to a Programme of Study only after he/she pays the fees as prescribed. The fee structure may be modified by the Fee Committee and approved by the Academic Council and Board of Management from time to time. The University may also award fee waivers to the students and research scholars in accordance with the decision of the Board of Management.

Due Date and Penalty for Delay & Default.

- 7.4. Fees and other charges, for a programme shall be payable at the time of the commencement of the Academic Session/ semester and shall be required to be paid by students on or before the date fixed by the University. The procedure for the deposition of 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, may be implemented by the University.
- 7.5. 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 Fee Committee and approved by the Board of Management:

i Prospectus /Application Form	xi Medical fees
ii Registration fees	xii Sports fees
iii Course work fees	xiii Caution Money
iv Enrolment fees	xiv Competition fees
v Tuition fees;	xv Examination Fees
vi Laboratory Fees	xvi Thesis Evaluation fees
vii Uniform Kit	xvii Library Fees
viii Development Fee	xviii Fees for Degree/Diploma/Certificate
ix Hostel Charges to include Boarding, Lodging and Laundry	xix Fees for Transcript and other Academic certificates
x Summer/ Winter Vacation Charges for those who are required to stay in Hostel during vacation with the permission of the university	xx Any other fees which the university decides in future



- 7.6 The President (Vice Chancellor) or on his/her behalf any other officer to whom this power is delegated may, on the recommendations of the Dean of the Faculty/Director of the School concerned, relax any of the conditions for payment of fees in special cases provided the student concerned submits a written application explaining the reasons for delay in payment of fees.
- 7.7 All fees and deposits are required to be paid by Bank Drafts /online transaction as may be announced. No cash transactions shall be allowed.
- 7.8 If a student, scholar or a fellow fails to deposit his dues by the dates notified, he shall be liable to pay a delay fine. The student's name may be struck off, after this date, and he/she may be re-admitted on payment of re-admission fee and no delay fine be charged.
- 7.9 A student whose name has been struck off from rolls of the University, due to non-payment of fees in time, may be re-admitted on the recommendations of the Dean of the Faculty /Director of the School concerned and on payment of arrears of fees in full and other dues, together with a re-admission fees as fixed by the University. Provided further that request for re-admission is made within a month. Student will have to fulfil the requirement of minimum attendance as prescribed by the university.
- 7.10 In case a student proposes to withdraw from the University, he/she shall be required to submit a written application in advance to the Dean of the Faculty / Director of the School concerned through the Head of the Department / Centre intimating the date of his/her withdrawal, failing which he/she shall continue to be on the rolls of the University till his/ her name is struck off and shall accordingly be liable to pay the prescribed fees. Withdrawal in middle of a programme denies another student an opportunity to undertake the programme and causes a financial loss to the University; the university may therefore ask the student to deposit the fees for the remaining period. The Chairperson / President (Vice Chancellor) may, for sufficient reasons, waive the recovery of fees, delay fines and re-admission fees in deserving cases.
- 7.11 In case a student, after completing all admission formalities, changes his/her Programme of Study, he/she shall be required to pay the differential fees, if any, by the stipulated date.
- 7.12 Applications for scholarship shall be submitted on the prescribed form to the Dean of the Faculty/ Director of the School concerned through the Head of the Department / Director of the Centre within 30 days from the date of commencement of the classes or by such other date as may be specified by the Dean/Director.



- 7.13 While making recommendations on the application of students for grant of scholarship, the following factors shall be taken into account:
- a) Financial position of the student
 - b) Academic record of the student
 - c) Conduct, regularity and punctuality of the student
 - d) Progress and performance of the student in studies
- 7.14 The list of students selected for the grant of scholarship shall be notified by the Registrar/ Dean of the Faculty / Director of the School concerned within 30 days from the last date of the receipt of application.
- 7.15 Scholarship granted during the academic year shall not be renewed automatically in the following year. The Students in need of such concession shall be required to submit fresh applications every year, which shall be considered along with new applications received in the year and the performance of the students shall also be taken into account for reconsideration of request.
- 7.16 A scholarship granted to a student may be cancelled if his/her conduct or progress in studies is found to be unsatisfactory.

Refund of Fees in case of cancellation/withdrawal of Admission.

- 7.17 In case a student, after having paid the fees, desires his/her admission to be cancelled, he/she shall be entitled to refund of fees subject to the following rules:
- a) Students seeking withdrawal/cancellation of admission shall be required to apply in writing to the Dean of the Faculty/Director of the School/ Registrar;
 - b) In case a student submits application for withdrawal/cancellation of admission prior to 10 days of the commencement of the academic session, he/she shall be refunded all fees and deposits after a deduction of processing fees as per UGC rules in this connection. If no claim for a refund is received within a year, the Caution Money shall be credited into the University Fund. The President (Vice Chancellor) may, for sufficient reasons, investigate and entertain claims for refund of Caution Money after the expiry of this period.
 - c) If vacancy is filled up by another candidate from the waiting list, by the last date of admission, he/she shall be refunded fees with deductions, as per regulations of the University, as amended from time to time;
 - d) If a Student owes any money to the University on account of any damage, he/she may have caused to the University property, it shall be deducted from the Security Deposit due to him along with outstanding Tuition Fee and fines, if any.



Refund of Security Deposit, Caution Money, etc.

- 7.18 Security Deposit/ Caution Money are refundable, on an application from the student on his/her leaving the University, after deducting all dues, fines and other claims against him.
- 7.19 In cases a student does not claim the refund of any amount lying to his/her credit within one calendar year of his/her leaving the University, it shall be considered to have been donated by him/her to the Students' Aid Fund. (*Explanation:* The period of one calendar year shall be reckoned from the date of announcement of the result of the examination taken by the student or the date from which his/her name is struck off from the rolls of the University).

Examination Fees and Other Charges

- 7.20 Examination fees, including the fees for the statement of marks, as prescribed by the University shall be collected along with fees at the time of admission and at the commencement of each session/semester;
- 7.21 No student shall be permitted to appear in examination unless he/she has paid all fees and cleared all other dues.
- 7.22 In addition to the examination fees, a student shall be required to pay additional charges/fees, as prescribed by the University. Details of other fees and other charges payable by an applicant and students shall be notified in the Booklet on Academic Rules & Standing Orders/ Students Handbook issued by the University from time to time.
- 7.23 Request for addition/alteration in personal details of students as recorded in the Enrolment Register of the University may be considered only after the student has fulfilled the necessary formalities in accordance with rules. No change in the date of birth shall be made unless approved by the competent authority and as per prevailing law.




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CHAPTER: 8

ORDINANCES PERTAINING TO STUDENTS ACCOMMODATION

- 8.1 The University shall maintain such halls of residence/ hostels as may be necessary to fulfil the objectives of providing residence to the students.
- 8.2 The Students will be admitted to the University hostels, subject to availability of seats.
- 8.3 The students residing in the University hostels shall pay such fees, as may be prescribed by the University, from time to time. Similarly, the foreign students/wards of NRI shall be required to pay such fees, as may be prescribed by the University, from time to time.
- 8.4 Every hostel shall maintain such Register and records, as may be prescribed by the university and shall furnish such statistical information, as the university may require, from time to time.
- 8.5 Every resident shall have to observe discipline as per the hostel rules, framed to such effect, from time to time, and approved by the competent authority of the University
- 8.6 Women students residing in the Women's Hostels, shall be governed by the specific regulations, made to such effect, from time to time and approved by the competent authority of the University.
- 8.7 Each hostel shall have a warden, who shall be appointed by the President for a period of three years, from amongst the teachers or other suitable employees of the University, on such terms and conditions, as may be prescribed by the University, from time to time.
- 8.8 The supervision and control of the University hostels shall be made as per the rules and regulations framed to such effect, from time to time, and approved by the competent authority. Every resident shall have to observe discipline as per the hostel rules and standing orders.
- 8.9 Duties of Chief Warden and Warden shall be prescribed and may include:
- (a) Supervise the Hostels in his/her hall/Hostel in matters relating to the overall functioning, the resident students' welfare, and discipline;
 - (b) Inspect periodically the Hostels and be in contact with the Wardens, staff and students; be individually and collectively responsible for the smooth functioning of the Hostels;



- (c) Permit stay of any guest according to the Hostel Rules;
- (d) Ensure that the resident students in his/her charge observe the rules framed by the University relating to the maintenance of discipline and decorum in the Hostel; and shall promptly report to the Dean of Student Welfare all cases of misbehaviour, indiscipline and sickness of the resident students in his/her charge;
- (e) Ensure maintenance of discipline and decorum in the premises of the halls of residence; have the power to take disciplinary action, including the ordering of eviction of a resident from the Hostel; take disciplinary action against a resident student for keeping any unauthorized guest, take action for the eviction of resident students in consultation with Administration;
- (f) Be responsible for all matters relating to health, hygiene, sickness, food, sanitation and cleanliness of the Hall;
- (g) Supervise the functioning of the Mess and the working of the Mess Staff if required;
- (h) Be responsible for the overall security of the Hostels and will coordinate his/her responsibility with the security staff of the University;
- (i) Have the right to inspect Hostel Rooms at all hours;
- (j) Be responsible for the proper up keep and maintenance of such properties of the concerned Hostel, as are under his/her charge; periodically verify the furniture and fittings of the Hostel with the assistance of the Caretaker and take action for their repairs/replacement for obtaining additional furniture. Conduct physical verification as prescribed by the authorities and submits annual report to the President.

When a Warden is on leave, his/her responsibilities and functions will be distributed among other Wardens for the duration of his/her absence.

8.10 Rules and Standing Orders for Hostellers: The same shall be as provided for in Academic Rules and are as below:

- (i) At the time of occupying the room, student must check the room furniture, fixtures, electrical fittings etc. and sign receipt. He/ She will be charged for any loss, damage done to furniture, fixture, fittings and articles issued to him/her along with the disciplinary action, if warranted. Sketching/painting on walls & furniture is prohibited. Rooms once allocated are not to be changed without the written permission of the Competent Authority.



- (ii) Students themselves are responsible for all their belongings. They must ensure all their valuables including laptops are properly locked and not left outside even for short period. They are advised to use good quality locks.
- (iii) Students must show their ID card issued by the University to the security staff every time they enter/leave Hostel gate. Loss of ID card may invite monetary fine as decided from time to time.
- (iv) Students are required to compulsorily get their rooms cleaned by the house keeping as per announced schedule.
- (v) Smoking, consumption/possession of liquor, intoxicants, drugs, cigarettes, hookah, etc. is strictly prohibited. Any violation will invoke severe penalty including rustication from the Hostel/ University. Students are expected not to indulge in any of the above mentioned taboos inside/ outside the campus as any report of same or detection of same on entering the campus shall be dealt equally as if such an offence has taken place inside the University Campus.
- (vi) Inmates should not indulge in acts such as loud playing of musical instruments or radio or loud singing or dancing etc. which may disturb others at study or work in the Hostels.
- (vii) Students are not permitted to keep firearms or any lethal weapon with them in the Hostel premises even though possessing a license for it.
- (viii) Students are prohibited from keeping obscene literature/video films/CDs in their possession. Any violation in this regard will result in severe disciplinary action.
- (ix) Electrical appliances like electrical irons, heaters, VCD/DVD player, T.V., V.C.P. and V.C.R. etc., are not permitted in hostel rooms.
- (x) Hostel inmates fiddling with the electric connections, computer cabling, outlets, fittings and using additional electrical appliances shall be penalized and the appliance / gadget will be confiscated.
- (xi) Lights, Fans, etc. should be switched on only when needed and switched off when not required or when going out of the room. Similarly, water taps must be closed promptly after use. Electricity and water are scarce resource and needed to be conserved.
- (xii) Students, unless specially permitted, will be allowed to occupy the rooms allotted to them in their hostel only a day prior to commencement of their academic session. Likewise they must vacate their rooms, within 3 days of the closure of their academic session.



They will render themselves liable to disciplinary action and payments at enhanced rates for any unauthorized occupation beyond the stipulated period mentioned above.

- (xiii) Before proceeding on longer vacation, students must hand over the charge of their rooms, the furniture and the fittings, etc. to Hostel Warden / Caretaker and get a receipt from him. If a student fails to do so, the Warden / Administrator is authorized to break open a locked room and make an inventory of the articles found therein. The University Authorities shall not be responsible for the private belongings of the students found in such rooms.
- (xiv) The Warden/ Administrator are assisted by a Supervisor/ Caretaker in day-to-day working of the Hostels. The Hostel inmates shall refer their difficulties of whatever nature to the Warden/ Administrator who will take necessary action. Matters related to indiscipline shall be reported to the Warden / Administrator.
- (xv) No furniture shall be removed from the room and used elsewhere either inside or outside the Hostel without the permission of or under the orders of the Warden/ Administrator.
- (xvi) No student is allowed to engage private servant or keep pets.
- (xvii) Visitors including parents are not allowed to go inside the hostel rooms. Parents/ Guardians can meet their wards in the Visitor's Lounge during the specified visiting hours with the permission of Warden.
- (xviii) Students can be permitted to visit their Parents, Local guardians, near relatives occasionally. All such visits shall have to be after due permission from the authorities.
- (xix) Students are prohibited from giving shelters to any other student/ outsider in their rooms. In case of any unauthorized shelter, the student will be liable to disciplinary action. Unauthorized occupation/ shelter to any outsider will be reported to local administration for suitable action.
- (xx) All students must be present in their respective hostels as per specified times unless specifically permitted to stay out in the night and for a specific reason in writing by the Warden/Dean Student Welfare.
- (xxi) Students will be charged for Boarding and Lodging beyond the session at the rates as decided by the management.



- (xxii) All students staying in the hostels during summer vacations shall have to abide by the Hostel Rules in vogue.
- (xxiii) Students are required to observe the mess timings religiously. They will not get entry & food beyond the prescribed timings in the mess. Taking food outside the mess dining table is not permitted. However, in case of serious illness of a student, food can be provided in his/her hostel room for specified number of days as per written permission given by the Warden.
- (xxiv) Provision items of daily use including bread, butter, biscuits can be purchased on payment from the market shops.
- (xxv) Ragging in any form is unlawful and strictly prohibited. Student found indulged in ragging may be expelled from the Hostel as well as the University. FIR will also be lodged against student indulging in ragging as per rules.
- (xxvi) Students not returning back to their hostels within the prescribed time without the permission from the Warden may attract disciplinary action including deduction of disciplinary marks. The student will be expelled from the Hostel in case of repeated offences.
- (xxvii) All the students are charged Hostel fee for the session, as such they must completely vacate their rooms within three days of conclusion of the semester. Any stay beyond that without written permission of a competent authority shall attract disciplinary action and payment at enhanced rates or on rates as specified by the authority for both boarding as well as lodging.
- (xxviii) The University adopts the vegetarian eating ethics for any food served or procured from outside agency or consumed within the University premises.
- (xxix) Students violating any of the above guidelines will face disciplinary action in which case the decision of competent authority is final and binding.
- (xxx) Further, the Procedure/Instructions for obtaining out pass shall be as below:
- (a) Day out pass on working days will be issued by the Warden.
 - (b) Out pass for overnight/out station leave will be issued by the Chief Warden.
 - (c) In case of grave emergency, immediate out pass will be issued by the Registrar/Warden.
 - (d) Girl students wanting overnight out pass/out station leave are required to get permission of their parents/guardians in writing through an e-mail to the warden from an e-mail account which is registered with the University.



- (e) Girl students are advised to go outside the campus in groups of minimum three for their own safety.
- (g) No out pass is required to move out of campus on working days from 05:00 PM to 07:00 PM and on Sunday/Holidays from 09:00 AM to 07:00 PM.
- (h) In case of medical evacuation, the patient and attendants can move out on the medical officer's advice.
- (i) All students are required to be back inside the campus by 07:00PM on all days.




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CHAPTER: 9
ORDINANCES PERTAINING TO STUDENTS' DISCIPLINE

- 9.1 Discipline includes the observance of good conduct and orderly behaviour by the students of the University. All students pursuing a course of studies at the University shall observe a code of conduct and maintain discipline and consider it his/her duty to behave decently at all places. They must follow the rules pertaining to discipline, as may be laid down by the Management of the University and also abide by all rules and regulations of the University framed and notified from time to time. Students of the University must study the Standing Orders carefully and also make themselves familiar with these instructions, pertaining to their academic, co-curricular and other activities.
- 9.2 The rules and regulations governing Discipline, and procedures relating to discipline shall be as provided for in the regulations for each program. Any amendment/additions to these Standing Orders will be notified through notices displayed on notice boards and circulated (preferably through e-mail) in the usual manner. The plea of ignorance will not be entertained for any breach of orders in force from time to time. Therefore, students must see the notices on the Notice Boards/Website/Student's information system regularly.
- 9.3 Every student shall always carry his/her Identity Card issued by the University. Every student, who has been issued the Identity Card, shall have to produce or surrender the Identity Card, as and when required by the Proctorial Staff, Teaching and Library Staff and the Officials of the University. The loss of the Identity Card, whenever it occurs, shall immediately be reported in writing to the Registrar.
- 9.4 Any violation of the code of conduct or breach of any rules or regulations of the University by any student shall constitute an act of indiscipline and shall make him/her liable for disciplinary action against him/her.
- 9.5 The following acts, in particular, shall constitute acts of gross indiscipline and any student indulging in any of them shall render him/her liable for disciplinary action.
- (a) Disobeying the teacher/officials or misbehaving in the class.
 - (b) Quarrelling or fighting in any University building, hostels or in the campus amongst themselves or indulging in any activity which amounts to ragging and or harassment of other students.



- (c) Quarrelling or fighting with a University employee or any employee of the University mess/canteen/cafeteria/security or any other public utility functioning in the campus.
- (d) Behaving in the University campus or outside in a manner which is indecent or which is meant to annoy or harass the students, teacher, officers or employee of the University.
- (e) Visiting socially unacceptable websites, consuming liquor or banned substances like drugs, etc.
- (f) Damage to the University property.
- (g) Indulging in acts of theft, stealing and misappropriating.
- (h) Any other activity that defames the University and constitutes indiscipline. It shall also include inciting others to do any of the aforesaid acts;
- (i) Use of mobile phone in the class/academic area.
- (j) Irregularity in attendance, persistent idleness or negligence or indifference towards the work assigned;
- (k) Any other conduct anywhere which is considered to be unbecoming of a student

9.6 **Rules for Students Conduct & Behaviour in Campus and Outside.** The rules governing the same are as below:

- (i) Students of the University must study the Standing Orders carefully and also make themselves familiar with these instructions, pertaining to their academic, co-curricular and other activities.
- (ii) Any amendments/additions to these Standing Orders will be notified through notices displayed on notice boards and circulated (preferably through e-mail) in the usual manner. The plea of ignorance will not be entertained for any breach of orders in force from time to time. Therefore, students must see the notices on the Notice Boards/Website/Web Kiosk regularly.
- (iii) The Schedules for all academic works and for the Examinations will be notified to the students separately by the Registrar.
- (iv) The President (Vice Chancellor) is overall in charge of the academic activities including attendance and leave of students.



- (v) Dean Students Welfare will deal with the welfare and discipline of all students in the campus including Hostel and also outside the campus and will ensure maintenance of good conduct. He/ She will be assisted by other members of faculty/ staff/ wardens as nominated.

9.7 Conduct and Behaviour

- (a) Students should attend classes and strictly observe class timings. They should likewise carry out other out-door and extra-curricular duties assigned to them. Their attendance and leave is governed by the regulations pertaining to them.
- (b) Students must give their undivided attention to their academic work and must be respectful to their teachers and supervisors.
- (c) All students must carry I-cards with them at all times. Identity card can be asked to be shown by the student by any competent authority including security guards at the entry gate of the University as well as hostel. I-card is an important document. Loss of I-card may invite monetary fine as decided from time to time.
- (d) Students must conduct themselves with due decorum in the classes, laboratories, Library, etc. and move in an orderly and disciplined manner. They must conduct themselves in a manner worthy of great Indian traditions.
- (e) Students, who fail to make sufficient progress in their studies and also do not maintain the required attendance in the classes, are liable to be debarred from appearing in the final examination.
- (f) If in a particular class/period more than 80% students are absent, it would be regarded as mass absenteeism and an act of indiscipline. Disciplinary action will be taken on the students indulging in mass absenteeism.
- (g) No student shall disobey any order issued by the University. Students must behave with due decorum towards their fellow students.
- (h) Students should not indulge in abusive behaviour/ violence of any kind with fellow students, teaching faculty and employees of the University within or outside the University. Violence by any student or group of students will lead to severe disciplinary action.
- (i) No meeting of the students other than those organized under the aegis of the various recognized students activities shall be called without the prior permission in writing from the Dean Student Welfare.



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



- (s) The University adopts the vegetarian eating ethics for any food served or procured from outside agency or consumed within the University premises including guest houses. Food with eggs as ingredient may however be consumed. Fish, chicken, Meat of any kind, however, shall not be allowed inside the campus.

9.8 **Rules and Regulation for Library.** The rules governing the same shall be as below:

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

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



- 9.10 **Policy to prevent Sexual Harassment:** The University shall be committed to treating every employee and student with dignity and respect. It shall seek to create a work environment that is free from sexual harassment of any kind, whether verbal, physical or visual. A policy shall be created by the University to provide guidelines for prompt redressal of complaints related to sexual harassment which should be in full compliance with "The Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal)" Act, 2013 (the "Act"). All references/ complaints pertaining to any matter will be handled within the ambit of the said Act and the Rules framed there under. The policy so defined should be communicated to all employees and students and they be made aware of the complaint and redressal mechanism for same.
- 9.11 A student found to be continuously absent from classes without information for a period of 15 days in one or more classes, his/her name shall be struck off the rolls. He/she may, however, be readmitted within the next fortnight by the Director of the School on payment of the prescribed readmission fee, etc. He/she will not be readmitted beyond the prescribed period.
- 9.12 However, no such punishment shall be imposed on an erring student unless he is given a fair chance to defend himself. This shall not preclude the Registrar/ Dean/Director from suspending an erring student during the pendency of disciplinary proceedings against him.
- 9.13 All powers relating to discipline & disciplinary action in relation to the student shall vest in the President. However, the President (Vice Chancellor) may delegate all or any of his/her powers as he/she deems proper to the Registrar/Dean/ Director of the School or to the Discipline Committee as the case may be or any functionary of the University, as per the rules and regulations framed to such effect, from time to time, and approved by the President.




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CHAPTER: 10
ORDINANCES PERTAINING TO CREATION, COMPOSITION AND FUNCTION OF ANY
OTHER BODY WHICH IS CONSIDERED NECESSARY FOR
IMPROVING THE ACADEMICS

- 10.1 The university shall constitute a Committee of Deans of the University to be known as the Deans' Committee.
- 10.2 The Deans' Committee shall comprise of the following:
- | | |
|--|--------------------------|
| (i) The President | Chairperson (Ex-Officio) |
| (ii) All Deans of Faculties | Members (Ex-Officio) |
| (iii) Directors of School of Studies | Members |
| (iv) Controller of Examinations | Member |
| (v) Registrar | Member Secretary |
| (vi) Any other Member as decided by the President (Vice Chancellor). | |
- 10.3 The functions of this Committee will be as follows:
- To consider such matters as may be necessary arising from the conduct of examinations, standard of results, etc.;
 - To consider general administrative matters relating to functioning of Faculties/Schools and Departments; and
 - To consider such other matters as may be assigned to it by the Board of Management or may be referred to by the President.
- 10.4 The meetings of the Committee shall be convened by the President.
- 10.5 The quorum of the Committee shall be 1/3rd of the total number.
- 10.6 The rules of conduct of meetings shall be as may be prescribed by Regulations in this regard.
- 10.7 The University shall have such Faculties/Schools of Studies, Special Centres and Specialized Laboratories as may be specified in the Ordinance.
- 10.8 The University shall have the following Faculties/ Schools/ Centres, namely:
1. Engineering and Technology
 2. Commerce and Management
 3. Computer Applications
 4. Law
 5. Basic Life and Applied Sciences
 6. Pharmaceutical Sciences



7. Humanities and Arts
8. Architecture & Planning
9. Nursing and Para Medical Sciences
10. Medical and Physiotherapy
11. Indian and Unani Medicine
12. Media, Journalism & Mass Communication
13. Library Science
14. Physical Education
15. Hospitality, Catering & Food Technology
16. Design and Fashion Technology
17. Education
18. Languages
19. Yoga and Naturopathy
20. Veterinary Sciences
21. Cinematic Arts and Multimedia
22. Skill Development

- 10.9 University may add Faculty/Schools/Centres/Department at any time with the approval of Academic Council and Board of Management under the relevant provisions of the Act.
- 10.10 Every Faculty shall consist of such Departments as may be assigned to it by the approval of the Board of Management on the recommendation of the Academic Council.
- 10.11 Each Department shall consist of the following members, namely;
- (i) Teachers of the Department;
 - (ii) Persons appointed to conduct research in the Department;
 - (iii) Professor Emeritus / Honorary Professors, if any, attached to the Department;
 - (iv) Such other persons as may be members of the Department in accordance with the provisions of the Ordinances.
- 10.12 Each Faculty/ School/ Centre/Department shall have a Dean/Director/In-charge / Head of the Department (HOD) respectively.
- 10.13 Deans and Directors shall be appointed against specific appointments and shall be overall responsible for the functioning of the respective Faculty / School. Centre in-charge/ HODs shall be appointed by the President (Vice Chancellor) from amongst the Professors for a period of two years, provided that wherein any Department, there is only one Professor, the President (Vice Chancellor) may also appoint one of the Associate Professors as an In-charge/HOD of the Centre/ Department.



10.14 Every Department shall have a Board of Studies as per provision of Statute.

10.15 Every Board shall have such powers and shall perform such duties as:

- (i) organise instruction and research in the subject under the general supervision of the Dean and the Academic Council;
- (ii) consider and make recommendation to the Dean of Faculty and the Academic Council on any academic matter pertaining to its sphere of work, as may appear to it necessary or on any matter referred to it by the Dean, or the Academic Council;
- (iii) Recommend introduction, alteration and modification of courses in the Programme;
- (iv) Recommend creation, abolition and upgrading of research posts in the Department in accordance with its needs;
- (v) Organise Lectures, Seminars, Symposia, etc. from time to time;
- (vi) Consider applications for admission to the Ph.D. Program in the Department;
- (vii) Consider and recommend research schemes;
- (viii) Appoint research supervisors;

10.16 The duties and functions of Deans/Directors of the Faculty/ School shall be as prescribed by the Statutes.

10.17 Powers and Functions of the Head of the Department shall be as below:

- (i) Be the academic Head of the Department and shall convene and preside over the meetings of the faculty members in the Department and the Board of Studies;
- (ii) Maintain discipline in the Classroom and Laboratories through teachers of the Department;
- (iii) Assign to the teachers in the Department such duties as may be necessary for the proper functioning of the Department;
- (iv) Be responsible for the coordination and supervision of teaching and research in the Department;
- (v) Recommend /Approve leave application of the members and other staff of the Department to the Dean of the School according to the rules framed for the purpose;
- (vi) Be responsible for the records, and equipment of the Department and the books of the Departmental Library;
- (vii) Operate the Budget of the Department in consultation with the Dean; and
- (viii) Have such other powers and perform such other functions, as may be assigned to him/her by the Academic Council, the President (Vice Chancellor) or the Dean of the School concerned.




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CHAPTER: 11
ORDINANCES PERTAINING TO COLLABORATION WITH OTHER UNIVERSITIES,
INSTITUTIONS AND OTHER AGENCIES

- 11.1 The University may subject to the provisions of the Act and rules defined by UGC, enter into MOUs with other Universities including foreign Universities and Authorities in such a manner and for such purposes as the University may decide or determine from time to time.
- 11.2 The MOUs must have clauses and conditions to safe guard the legal aspects of the University and include issues like, areas of cooperation and collaboration, mutual obligations, arrangement for transfer of credits, maintenance of standards, period of contract, consequences of termination of agreement, resolution of disputes, liabilities, financial agreements if any, etc.
- 11.3 Generally, but not limited to scope defined below, following may be agreed upon:
- (i) Promote Collaboration and partnership between the Universities/ Institutes in the field of higher education.
 - (ii) Exchange of Faculties and Researchers.
 - (iii) Exchange of graduate students for a specified duration and courses.
 - (iv) Exchange academic materials of mutual interest including scholarly publications, curricula information and pertinent research reports.
 - (v) Invite representatives of each other's academic community to participate in conferences and colloquia.
 - (vi) Cooperation in mutual fields of academic interest for purpose of developing specific education and training opportunities and Programmes.
 - (vii) Academic & organizational development assistance as well as education & training activities in a number of fields and subjects including:
 - (a) Design of curricula for undergraduate and postgraduate studies.
 - (b) Development of faculty profiles.
 - (c) Internship opportunities with companies abroad.
 - (d) Establishment of periodic quality assurance practices and procedures.
 - (e) Distance learning opportunities.
 - (f) Short professional training courses.




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- (viii) Contact and collaboration between faculty, staff and students, carry out joint research Programmes and exchange experiences in education research activities which include:
- Joint cooperative research projects.
 - Consultancy work to assist the development of new Postgraduate courses.
 - Enter into twinning arrangement, if allowed within the rules of the UGC.
- 11.4 The objective of such networking and collaboration shall be to further teaching, research, extension, consultancy aimed at providing opportunities of enhanced learning, hands on experience, cross-cultural dialogue and exchange of ideas for its faculty, research scholars and students.
- 11.5 With the above in view, the University may enter into Memorandum of Understanding (MOU) with other institutions of national and international repute. Any proposal received and/or initiated by the University to enter into an MOU with other institutions shall be examined by a Committee comprising the following:
- a) The Pro President or One of the Deans, to be nominated by the president, who shall be the Chairperson
 - b) Two faculty members not below the rank of Professor, to be nominated by the President
 - c) Public Relation officer (PRO)
 - d) The Deans Of the faculties concerned/Directors of the Schools concerned
 - e) The Chief Finance & Account Officer
 - f) The Registrar, who shall be the Member Secretary
- 11.6 The Committee, referred above, shall examine the proposal taking into consideration all aspects involving rights and obligations of the University and will make a recommendation as to whether it is in the interest of the University to enter into the MOU or not.
- 11.7 Recommendations of the Committee together with the draft of the MOU shall be placed for the consideration and approval of the Academic Council and Board of Management of the University, All MOUs are to be for a specified time period and shall be reviewed periodically by the Committee for extension/continuation.




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CHAPTER: 12
ORDINANCES PERTAINING TO STANDING COMMITTEE FOR
RECOGNITION OF EXAMINATIONS/DEGREES/CERTIFICATES

- 12.1 All proposals and requests for equivalence shall be examined by the Dean of the Faculty concerned with regards to the programmes of study and the standard of the programmes. Report of the Dean shall be placed before the Standing Committee on Equivalence of Examinations/Degrees Standing Committee on Equivalence of Composition of the Examinations/Degrees

The Standing Committee on Equivalence of Examinations/Degrees shall consist of the following members:

- I. Pro-President of the University (PP) or, One of the Deans to be nominated by the President of the University, who shall be the Chairperson.
- II. Deans of the Faculties;
- III. One person nominated by the Academic Council, from amongst its members for a period of three years;
- IV. Registrar; and
- V. Controller of Examinations, Member Secretary

- 12.2 The functions of the Committee shall be:

1. To consider the proposal for the recognition of new programmes/examinations/degrees of other Universities/Boards/ Institutions;
2. To consider requests for recognition of examinations/degrees received from other Universities/ Institutions/individual(s) and submit its recommendations to the Academic Council;
3. To report to the Academic Council on all matters, which are referred to it; and
4. To prepare a case of moving application for seeking recognition of Degrees/Diplomas and Certificates awarded by the University equivalent to the corresponding Degrees, Diplomas and Certificates of Universities and other institutions within and outside the country.

12.3 Rules of Business.

1. One third of the members of the Committee shall constitute the quorum for a meeting of the Committee.
2. The Committee shall frame the Rules of business and lay down guidelines for consideration and approval of the Academic Council. The Academic Council may delegate any of its powers, in this behalf, to the Equivalence Committee.




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CHAPTER: 13
ORDINANCES PERTAINING TO TRANSFER OF CREDITS

- 13.1 This Ordinance is aimed at providing a framework for promoting and facilitating the Inter-university transfer and mobility of students across different Universities of India and abroad that can work well.
- 13.2 This Ordinance is aimed at prescribing:
- a) Procedure for facilitating and promoting transfer of credits earned by the students of this University to other Universities/educational institutions;
 - b) Policy framework, procedure and conditions for accepting transfer of credits earned by a student from other Universities/educational institutions.
 - c) Facilitation for Transfer of Credits to other Universities/educational institutions.
- 13.3 The University shall facilitate transfer of credits earned by its students to other Universities/educational institutions.
- 13.4 A student of the University seeking transfer of credit to other Universities/ institutions shall submit a written request, along with the fee as prescribed by the Academic Council from time to time, to the Controller of Examinations. The Controller of Examinations, upon receipt of such request, shall issue a complete transcript of the Courses taken by the student in the University and shall forward the same along with the application of the students to the University/institution concerned.

Policy and Procedure for accepting Credit Transfer from other Universities

- 13.5 The University shall have a policy of accepting transfer of credits earned by a student from other Universities/educational institutions/research institutions as approved by the competent authority of the University, from time to time.
- a) Such Indian or Foreign University/educational institution/research institution with which the University has signed an MOU for students and faculty exchange.
 - b) Any other University/ educational institution/ research institution that has been recognized and approved for the purpose of credit transfer by the Academic Council of the University.



- 13.6 Request for acceptance of transfer of credits shall be:
- Entertained only if received from such candidates who have been duly selected for admission in a Programme of Studies, as per the rules governing admission in the University;
 - Made by the student concerned within 10 days from the date of his/her admission in the University;
 - Made in the prescribed format and along with the fees as prescribed by the Academic Council of the University from time to time; and
 - Supported by such documents as may be prescribed by the Academic Council.
- 13.7 Dean of the Faculty concerned shall be the Nodal Officer for receiving and processing the request for accepting the transfer of credits. To facilitate and expedite the process, the Dean may constitute a Committee comprising a senior faculty as Chairperson and two faculty members to process and finalize the request for acceptance of credits.
- 13.8 The maximum credits that can be accepted for transfer shall not exceed the limit as prescribed by the Academic Council and approved by the Board of Management of the University, from time to time.
- 13.9 Only such Courses may be considered for acceptance of credit transfer, in which the student has secured at least B grade/ GPA of 8 or above/ a minimum 50% marks, as the case may be. In case a student has earned more credits from other Universities/educational institutions/research institutions, the student may indicate his/her preference for credit transfer. However, the decision of the Dean of the Faculty concerned in this regard shall be considered as final.
- 13.10 The credit equivalence for accepting credit transfer shall be prescribed as per regulations framed to such effect and approved by the competent authority, from time to time.
- 13.11 The University may also permit its students to accumulate certain credits from other Universities/educational institutions/research institutions in full or partial fulfilment of the required Course work. In such cases:
- The student shall be required to obtain prior approval of the Dean of the faculty.
 - The Courses can be undertaken only in the institutions specified in Para 13.9 above.
 - The students shall be promoted to earn some credits from UGC (D. O. F. No. 1 - 100/2016(MOOCs/e-content) 27th July, 2016 MOOC Courses through SWAYAM.



CHAPTER: 14

ORDINANCES PERTAINING TO THE REMUNERATION TO BE PAID TO THE EXAMINERS, MODERATORS, INVIGILATORS AND TABULATORS

- 14.1 The examination work shall be treated as part of duty of the faculty and they cannot deny the examination duty. The schedule of payment for the said tasks for the staff/faculty shall be decided and approved by the Finance Committee and Board of Management from time to time.




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CHAPTER: 15

ORDINANCES PERTAINING TO SUCH OTHER TERMS AND CONDITIONS OF SERVICE OF TEACHERS AND OTHER ACADEMIC STAFF AS ARE NOT PRESCRIBED BY THE STATUTES

15.1 Subject to the conditions laid down in the Act, the terms and conditions of service shall be made in the form of Service Rules and approved by the Board of Management. It should cover all the conditions as would be applicable to an employee and would generally include, but not restricted to following:

- (a) Personnel Policies
- (b) Pay & Allowances Rules
- (c) Travelling Rules
- (d) Leave Rules
- (e) Recruitment Norms
- (f) Ethics Policy and code of conduct
- (g) Discipline Policy
- (h) Gratuity, Provident Fund
- (i) Grievance Redressal Mechanism



Registrar 
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(Dr. Pankaj Kumar Sharma)
Apex University, Jaipur