

**ANNEXURE – II**  
**(To G.O.Ms.No.01, Higher Education (UE) Dept, dated. 19.01.2021)**

**MAHINDRA UNIVERSITY FIRST ORDINANCES, 2021**

**CHAPTER – I**  
**PRELIMINARY**

**1. SHORT TITLE AND COMMENCEMENT:**

- (a) These Ordinances may be called the Mahindra University First Ordinances, 2021.
- (b) They shall come into force with effect from the date of their publication in the Telangana Gazette.

**2. DEFINITIONS:**

In these ordinances unless the context otherwise requires:

- (a) "**A Regular Course of Study**" means the courses of study running in the University as full time or campus-based study;
- (b) "**Act**" means the Telangana State Private Universities (Establishment and Regulation) Act, 2018 (Telangana Act No 11 of 2018);
- (c) "**Academic Council**" means the Academic Council of the University;
- (d) "**Admission Committee**" means the committee responsible to plan, organize and control the admissions to various programs conducted by the University. When constituted, its composition, powers and functions may be prescribed by the Board of Management;
- (e) "**Board**" means the Board of Studies or the Planning Board, or any other Board of the University;
- (f) "**Branch of Courses of Study**", means the area of the specialization of the study of any of the programs of respective Schools;
- (g) "**Chancellor**", and "**Vice-Chancellor**" respectively means the "Chancellor", the "Vice-Chancellor" of the University;
- (h) "**Controller of Examination**", means the person who has been entrusted with the charge to conduct the examination(s);
- (i) "**Course Coordinator**" shall mean a faculty member who shall have full responsibility for the course, coordinating the work of other faculty member(s) involved in that course, including setting up of course syllabus, timeline for conduct of various components of the course, examinations, and the award of grades. In case of any difficulty, the student is expected to approach the Course Coordinator for advice and clarification;
- (j) The "**Governing Body**" means the Governing Body of the University;
- (k) "**Degree/Diploma**" means the Bachelor's degree viz. B. Tech / Diploma and such other degrees/Diploma of the University as may be approved by the Board of Management;
- (l) "**Degree/Diploma Programs**" means the Degree/Diploma Programs in the respective branch/department of the respective School;
- (m) "**Departmental Moderation Committee**" means the committee appointed by the Vice Chancellor for each department to moderate grades awarded by the faculty and course coordinators in different course(s) in a semester at a given level of a curriculum. It shall normally be headed by the Head of the Department and consist of all course coordinators as members;
- (n) "**Detained student**", means the student who has taken admission in the University as regular student but has not been permitted to appear in the examination due to shortfall of attendance or any other valid reason(s);
- (o) "**Department**" means a Department of a School;
- (p) "**Dean, Director**" means the Head of an "Institution", a College, Centre and a School, or the person appointed for the purpose to act as such in his absence;
- (q) "**Doctoral Programs**", means the Doctorate/Research Programs in the respective branches/departments of the respective School;
- (r) "**Duration of Program**", means the whole tenure of the particular program (grace period of the program is not included in the tenure);
- (s) "**Employee**" means any person duly appointed through engagement letter etc. by the University, and includes a teacher or any other member of the staff of the University;

- (t) **“Board of Management”** means the Board of Management of the University;
- (u) **“Examination Hall”**, means the examination place, room, location, where students have to appear for writing the respective examination;
- (v) **“Examination Pattern”**, means the system of the examination being followed by the University;
- (w) **“External Examiner”**, means the examiner from other University/Institution;
- (x) **“Faculty”** means a Faculty of the University;
- (y) **“Fee”** means the collection made by the University from the students, by whatever name it may be called;
- (z) **“Hostel”** means scholar/students Hostel of the University;
- (aa) **“Internal Examiner”**, means the examiner from a teaching department of the University;
- (bb) **“Investigator”** means the person in-charge of a project allotted to him/her by any of the external research organizations like DST/CSIR/DRDO/MeitY/BRNS etc. along with financial support/grant or a consultancy service allotted along with financial support;
- (cc) **“Invigilator”**, means the teacher or person who has been assigned invigilation duty in the particular examination hall;
- (dd) **“Institution/College”** means a college including existing college or an Institution established or maintained by or associated or constituent to the University in accordance with the Act, Ordinance and the Statutes of the University;
- (ee) **“Management”** means the Governing Body, the Board of Management or any authority or officer of the University, designated by the Governing Body, Board of Management, Chancellor, Byelaws, and Ordinances and Statutes of the University, to exercise powers over specified functions;
- (ff) **“Ordinance”** means the Mahindra University First Ordinances, 2021, made under the Telangana State Private Universities (Establishment and Regulation) Act, 2018 (Telangana Act No.11 of 2018);
- (gg) **“Post Graduate Programs”** means the Master's Degree Programs in the respective branch/department of the respective School;
- (hh) **“Prescribed”** means as prescribed by the Statutes;
- (ii) **“Programs of Study”** means the Academic Programs offered by the University leading to award of degrees/diplomas/certificates as per the conditions so prescribed for each Program;
- (jj) **“Records and Publication”** means the records and publication of the University;
- (kk) **“Registrar”, “Deputy Registrar”, “Finance Officer”, “Controller of Examinations”, “Librarian” or, “Chief Proctor”** means respectively, the Registrar, the Deputy Registrar, the Finance Officer, the Controller of Examination, the Librarian or the Chief Proctor of the University;
- (ll) **“Regular Student”**, means the student who is studying in full time program running in the University in the respective academic year, and seeks permission for appearing in examination of the University as such;
- (mm) **“Regulation”** means the regulation made under the provisions of the Act;
- (nn) **“Regulatory Body”** means statutory bodies established by the central government from time to time such as University Grants Commission, and includes All India Council of Technical Education, Bar Council of India, the Distance Education Council, Dental Council of India, the Nursing Council, the Medical Council of India, the National Council of Teacher Education, Central Council of Indian Medicine, Pharmacy Council of India or any other statutory body as the case may be;
- (oo) **“School”** means School of Engineering or School of Management or School of Media and Liberal Arts or School of Law or School of Design or School of Education or School of Applied Sciences, or any other such school opened and so named by the University;
- (pp) **“School of Engineering”** means the School of the University offering the programs of study on the areas of Engineering, Technology, and allied subjects;
- (qq) **“Semester System”** means the temporal plan of the Academic work in the University, in that, the academic year is divided into two independent semesters like spring (Jan-June) and Fall (Jul-Dec), for purpose of delivery of course work, evaluation and monitoring of the academic progress of students;

- (rr) **“Sponsoring Body”** means Mahindra Educational Institutes MEI (a not for profit society) registered under section 25 of the Companies Act, 1956 (Central Act I of 1956);
- (ss) **“Statutes”** and **“Ordinances”** means respectively, the Statutes and the Ordinances of the University for the time being in force;
- (tt) **“Student”** means a student enrolled in the register of the University;
- (uu) **“Supervisor”** means a member of academic staff of the university approved to guide/supervise the research work of PhD student/Scholar;
- (vv) **“Teacher of the University”** means Professors, Associate Professors, Assistant Professor, and such other persons as may be appointed for imparting education/instructions, or conducting research in the University and are designated as teachers by the Ordinances;
- (ww) **“University”** means the Mahindra University, Hyderabad;
- (xx) **“University Disciplinary Committee”** means the standing or *ad hoc* committee of faculty /staff of the University, constituted by the Vice Chancellor for maintenance of good order & discipline and code of conduct amongst students, investigating any breach of same and awarding punishment as per rules or recommending the same to the Vice Chancellor and further recommending remedial measures to avoid recurrence of same;
- (yy) **“University Examination Committee”** means the committee constituted to oversee the Examinations in the University. Its compositions, powers and functions, when constituted, shall be as defined in the Statutes of the University;
- (zz) **“University Grants Commission”** or **“UGC”** means the University Grants Commission established under the University Grants Commission Act, 1956 (Central Act 3 of 1956);
- (aaa) **“University Grants Commission Regulation 2010”** or **“UGC Regulation 2010”** means the University Grants Commission (Establishment of and maintenance of Standards in University) Regulation 2010 made under the University Grants Commission Act, 1956 (Central Act No. 3, 1956) as amended from time to time;
- (bbb) **“Undergraduate Programs”**, means the Bachelor's Degree programs in the respective branch/department of the respective School;
- (ccc) **“Words and Expressions”** used but not defined in these Ordinances shall have the same meaning as assigned to them in the Act;
- (ddd) **‘He’ & ‘His’** where ever they figure in the ordinances shall imply 'he'/'she' and 'his'/'her', respectively.

## **CHAPTER – II** **ADMISSIONS**

### **3. ORDINANCES PERTAINING TO ADMISSION AND ENROLMENT:**

- (a) 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;
- (b) Admissions of students shall be made on merit, either through common entrance tests/competitive examinations conducted by National bodies, like JEE, GATE, CAT, GMAT, NET, GRE, NMAT, CSAT, CLAT/LSAT 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. The written test where held by the University, may be ‘objective’ / ‘descriptive’ in nature and of an appropriate standard. The specific details like syllabus about the written test and applicability of Interview for admission to each program/course of study will be decided by the management and published in the prospectus;
- (c) Provided that nothing in this section shall be deemed to prevent the University from making special provision for the employment or admission of women, persons with disabilities or of persons belonging to the weaker sections of the society and, in particular, of the Scheduled Castes, the Scheduled Tribes and the other socially and educationally backward classes of citizens; these may include other backward classes. Reservation of seats and relaxation in fees for the candidates belonging to SC/ST/Other Backward Class Categories shall be observed as per the norms/policies laid down.

### **3.1 Domicile based reservation:**

- (i) 25% of seats for admissions in all the faculties /courses undertaken by the University shall be exclusively reserved for the students, of the State of Telangana, as may be prescribed by the Government in accordance with the Presidential Order, 2018.
- (ii) Provided that the vacant seats shall be open to General Category. The 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.

### **3.2 Eligibility for admission of students:**

- (i) No student shall be eligible for admission to a course of study, a degree or diploma unless he/she possesses such qualifications as may be prescribed by the University for the said course of study, from time to time.
- (ii) Admission and enrolment of students in the University shall be regulated in the manner as below:
  - (a) The procedure of admission shall be approved by the Management from time to time and shall be published in the prospectus.
  - (b) The University will publish an admission advertisement in national / local newspapers and / or other media and also upload a detailed admission notification on the University website. The admission notification shall clearly specify the admission/enrolment criteria for each program as prescribed by the University.
  - (c) Save otherwise provided, all the admissions shall be made by the Registrar / an Admission Committee constituted for the said purpose per the eligibility conditions prescribed for the courses offered by the University.
  - (d) The candidates seeking admission to a course of study in the University must fulfil the laid down eligibility criteria in terms of educational qualification, age restrictions or any other conditions as may be prescribed for it, and as published in the prospectus from time to time.
  - (e) The maximum number of seats in each course shall be determined by the Management from time to time.
  - (f) No candidate shall be entitled to claim admission as a matter of right.
  - (g) 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.

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

- (i) No student shall be admitted in two regular Programs concurrently within or outside the University except that a student pursuing a degree program in the University, may be permitted to take admission in a part- time certificate/ diploma/ advanced diploma courses or in a programs/courses under the 'distance learning mode' approved by the UGC; provided further that the student shall have to obtain prior permission of the University for taking admission in the additional programs under the 'distance mode'.
- (ii) Unless otherwise provided, a student may join part-time courses provided he/she fulfils the eligibility requirements as per procedure laid down for the purpose.
- (iii) A student who has completed a Postgraduate/ Undergraduate / Certificate program / Course shall not be allowed to be admitted again in the same program / course in the same discipline.
- (iv) 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.
- (v) 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.
- (vi) A student who has taken admission to any course as a full-time regular student will forfeit his/her right if he becomes an ex-student of the University and will not be allowed to appear at any Examination of the

University as an ex-student, except in the case of improvement, if the rules so permit.

#### 3.4 **Admission Review Committee:**

- (i) The case of a candidate seeking admission to a regular course other than research and part-time courses in languages, who has given up his/her studies for three or more academic years after passing an eligibility degree/diploma/certificate examination may be considered for admission by the Admission Review Committee.
- (ii) The decision of the Admission Review Committee shall be final and binding.
- (iii) The Admission Review Committee shall consist of the following members:
  - (a) Vice-Chancellor – Chairman,
  - (b) Dean of the School concerned,
  - (c) Head of the Department concerned, and
  - (d) Registrar-Convenor.

#### 3.5 **Re-admission**

- (i) A student of the 1st Year/1st Term 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.

#### 3.6 **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 another program 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 Schools /Centres 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 a change in her name following her marriage, in which case production of marriage certificate indicating the new name shall be valid.

#### 3.7 **Late Admissions**

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

#### 3.8 **Procedure for 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 program 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 with MHRD/AICTE/UGC guidelines.

**4. ORDINANCES PERTAINING TO PROGRAMS / COURSES OF STUDY (ALL PROGRAMS):**

**SCHOOL OF ENGINEERING**

**B. Tech.-4 Years& M. TECH – 2 Years & PH D**

S.NO	BRANCH	UG COURSE
1.	B.Tech&M.Tech	Artificial Intelligence
2.	B.Tech&M.Tech	Biotechnology
3.	B.Tech&M.Tech	Bioinformatics
4.	B.Tech&M.Tech	Civil Engineering
5.	B.Tech&M.Tech	Computer Science and Engineering
6.	B.Tech&M.Tech	Computation and Mathematics
7.	B.Tech&M.Tech	Computational Biology
8.	B.Tech&M.Tech	Computational Media
9.	B.Tech&M.Tech	Electrical and Electronics Engineering
10.	B.Tech&M.Tech	Electronics and Computer Engineering
11.	B.Tech&M.Tech	Mechanical Engineering
12.	B.Tech&M.Tech	Mechatronics
13.	B.Tech&M.Tech	Nano Technology/Nano Science
14.	B.Tech&M.Tech	Integrated M. Tech (B. Tech and M. Tech) CSE/ECE/BT/BI/Nano Tech and other engineering courses as applicable
15.	B.Sc	Science and Maths
16.	M.Sc	Science and Maths
17.	Ph D	All Disciplines in 6 Years, Sciences and Maths

**SCHOOL OF MANAGEMENT -3 YEARS**

S.NO	BRANCH	UG COURSE
1.	UG	BBA
2.	UG	BA (Finance and Economics)
3.	PG	MBA
4.	PG	Ph D

**SCHOOL OF EDUCATION -3 YEARS**

S.NO	BRANCH	UG COURSE
1.	UG	B. Ed
2.	UG	Integrated B. Ed (BA., B. Ed)
3.	PG	M. Ed
4.	PG	Ph D

**SCHOOL OF DESIGN – 4 YEARS**

S.NO	BRANCH	UG COURSE
1.	UG	B. Des
2.	PG	M. Des
3.	PG	Ph D

## SCHOOL OF LAW

S.NO	BRANCH	UG COURSE
1.	UG	LLB (3 Years)
2.	UG	5 Year integrated LLB Program (BA LLB & BBA LLB)
3.	PG	LLM
4.	PG	Ph D

## SCHOOL OF MEDIA AND LIBERAL ARTS

S.NO	BRANCH	UG COURSE
1.	UG	B A (Journalism and Mass Communication)
2.	UG	B A (Liberal Arts)
3.	UG	B A (Regular)
4.	PG	M A (Journalism)
5.	PG	MA (Liberal Arts)
6.	PG	Ph D

- (a) This ordinance pertains to various programs of study offered by the University, with information about the name of the School/Department/Centre offering the program, duration of the program, and the minimum eligibility requirements for admission.
- (b) There shall be Programs of Study in the University for Degrees, Diplomas and Certificates in different Schools/Departments/Centres. 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).
- (c) In addition to the Programs of Study listed, the Board of Management may exercise powers to introduce, modify or discontinue a program on recommendations of the Academic Council. The procedure for starting a new program, temporarily suspending an existing program or phasing out an existing program shall be such as may be laid down in the regulations and approved by the Board of Management.
- (d) Minimum entry qualification for admission to the programs shall be such as may be laid down in the regulations or specified by the Board of Management. The Degrees/Diplomas/Certificates as referred in the minimum eligibility conditions for admission shall be from those universities/institutions/boards which have been recognized by the University.
- (e) The procedure for the admission shall be such as may be specified by the Board of Management.
- (f) A student may be granted such scholarship /assistantship/ stipend/ contingency grant, etc. as may be specified in accordance with the directions of the Board of Management from time to time or regulations laid down for the same.
- (g) 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 provided for in the respective regulations governing the program and published in the prospectus.
- (h) "Standing Orders for Students" shall be deemed to be a part of the Ordinances". A student admitted to the programs 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 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.
- (i) Notwithstanding, anything contained in the above Ordinances, no regulations shall be made in contravention to the decision of the Board of Management in regard to duration, assistantship rules, admission processes, intake of students etc.

- (j) In exceptional circumstances, the Chairman of the Board of Management 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 program.
- (k) The rules governing programs to be introduced in subsequent years shall be framed by the Academic Council and approved by the Board of Management.

#### 4.1 **Ordinances for PhD Programs**

- (a) The Ordinances of the University shall take precedence over the rules for the PhD Programs in the matter of any dispute.
- (b) The minimum entry qualifications and procedure for admission to the Ph.D. program shall be as laid down in the regulations.
- (c) A student enrolled for the PhD program will be considered eligible for registration as a scholar on his making an application in the prescribed form, provided he has completed the prescribed course work and cleared the requirement of comprehensive examination and fulfilled the requirements specified in the Regulations.
- (d) For a student to become a scholar for award of the degree, he shall have to satisfy the requirements laid down in the Regulations of the program and be accepted by the Vice Chancellor on the recommendation of the respective school/department/centres.
- (e) 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 Supervisor(s).
  - (ii) A scholar registered for the Ph.D. program shall be required to satisfy a minimum registration period.
  - (iii) The thesis submitted by the student is required to be recommended for the award of the Ph.D. degree by two external referees and by the Board of Examiners constituted for the viva-voce examination.
  - (iv) Complete all requirements for award of degree as laid-down in the Regulations.
- (f) 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.
- (g) 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.
- (h) The degree of Doctor of Philosophy shall not be conferred as an *adeundem* degree. However, the University may choose to confer Honorary Degree on men/women of distinction from time to time upon recommendation of an appropriate committee of senior faculty appointed by the Vice Chancellor for this purpose.
- (i) 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.
- (j) 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.
- (k) 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 the following:
  - (i) Admission Eligibility
  - (ii) Short listing and Selection process
  - (iii) Classifications of students/scholars
  - (iv) Registration rules
  - (v) Course work for the students for various programs
  - (vi) Thesis Supervisor(s), nomination and contingencies
  - (vii) Comprehensive examination requirement for progression



- (viii) Eligibility for Registration as Scholar for the Degree
- (ix) Performance monitoring and mentoring
- (x) Minimum/Maximum Registration Duration Requirement
- (xi) Rules on presentation of synopsis
- (xii) Nomination of Board of Examiners
- (xiii) Procedure for Thesis Submission
- (xiv) Procedure for Thesis Evaluation
- (xv) Conduct of Viva-Voce (Open Defence)
- (xvi) Rules for award of 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 procedures and rules.

#### 4.2 **Ordinances for Bachelor of Technology (B.Tech.) Programs**

- (a) Notwithstanding anything contained to the contrary, the following Ordinances shall apply to the B. Tech Programs of the Ecole Centrale School of Engineering under the Semester System.
- (b) The University may introduce B.Tech. programs in any of the streams specified under the UGC Act 1956, as approved by the Board of Management.
- (c) The admissions to a B.Tech. course shall be generally governed by the rules of the UGC/AICTE or any other competent authority of the MHRD and shall be as notified in the admission notification of the respective academic year.
- (d) Minimum qualification for admission to the first year B.Tech. program shall be qualifying the Senior Secondary School Certificate (10+2) examination. While deciding the admission procedure, the University may lay down compulsory subjects in qualifying examination for admission for various programs. A candidate may directly be admitted to the 2<sup>nd</sup> Year of a B.Tech. program provided he/she fulfils the eligibility criteria to include
  - (i) completed three-year diploma course after 10+ examination or
  - (ii) completed 1<sup>st</sup> year of B.E/B.Tech in same branch of engineering in which admission is sought or (iii) completed three Year's B.Sc. degree course. The eligibility examinations should have been passed from any recognized Technical Board/ University.
- (e) The date of initial registration for the UG program shall normally be the date on which the student formally registers for the first time. This date shall be construed as the date of joining the program for all intents and purposes.
- (f) All B.Tech. students will be governed by the rules, regulations and procedures framed by the University regarding this matter, and on matters of general discipline, and implemented from time to time.
- (g) Based on the recommendations of the Academic Council, the Board of Management shall approve the Regulations for the B.Tech.programs, which would detail the procedures for following:
  - (i) Term System, duration, type of courses
  - (ii) Registration rules
  - (iii) Examination and evaluation policy/system including exams, credit assignments
  - (iv) Grading system
  - (v) Attendance rules
  - (vi) Rules on monitoring and mentoring progress including detention/promotion to next year
  - (vii) Rules on conditions for award of degree
  - (viii) Rules as specified for discipline and avoidance of unfair means
  - (ix) Standing orders and Hostel rules
  - (x) Any other valid procedures and rules.

#### 5. **ORDINANCE RELATED TO MEDIUM OF INSTRUCTION AND EXAMINATION:**

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

6. **ORDINANCE IN RELATION TO CONDITIONS FOR AWARD OF DEGREES, DIPLOMAS, CERTIFICATES AND ANY OTHER DISTINCTIONS & MEANS RELATING TO GRANTING AND OBTAINING THE SAME AND CONVOCATION:**

- (a) The conditions for award of Degrees, Diplomas, Certificates and any other distinctions shall be laid down in the respective regulations governing the programs, as per Ordinance 4 above.
- (b) Convocation.
  - (i) Convocation for the purpose of conferring degrees and making awards shall ordinarily be held once 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 Vice- Chancellor with the approval of the Chancellor.
  - (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 Chancellor.
  - (iii) The degrees/diplomas/certificates shall be awarded after the students complete the respective programs and fulfil the conditions for the award as laid down in the rules of respective programs.
  - (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) For every Convocation of the University, the Registrar shall send a detailed program and the procedure to be observed during the convocation along with a brief to the Chancellor, the members of the Governing Body, the Board of Management, Vice-Chancellor, the Academic Council, and Deans of the Schools. The program shall cover all activities related to the Convocation, including dais seating, the academic procession, student/faculty attire, participants, etc.
  - (vi) Notwithstanding anything contained in the Ordinance, the Chancellor may suspend holding of the annual convocation or convocations. In such case the degrees will be sent to the students, duly signed, to 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.
  - (vii) A Special Convocation may be held for the purpose of conferring Honorary Degree on a distinguished person. The general procedure shall remain the same as listed above.

**7. ISSUE OF ACADEMIC DOCUMENTS TO STUDENTS (GRADE SHEETS, TRANSCRIPTS, PROVISIONAL DEGREE CERTIFICATES AND OTHER DOCUMENTS)**

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

**7.1 Grade Sheets**

- (A) Initial
  - (i) These shall be issued at the end of each term/semester, as per schedule announced by the Registrar's Office.
  - (ii) Cost - Nil
  - (iii) Students who fail to collect the grade sheets on specified and also on alternate dates, shall have to pay a fine of Rs. 100/-, if they wish to collect their grade sheets subsequently.
  - (iv) The grade sheets shall be issued in person only.
- (B) Replacement
  - (i) Student should submit a copy of report lodged with police, mentioning the city of loss of original grade sheet, along with a written application.
  - (ii) Cost - Rs. 100/- per grade sheet.

- (iii) Word '**DUPLICATE**' shall be endorsed in Red on top of the duplicate grade sheet.
- (iv) The grade sheet may be sent by post to passed out students at the additional cost for Rs. 100/- covering the postal charges (National) and Rs. 1000/- (International) on completion of requirements at (i) above.

## 7.2 **Transcripts**

- (A) Interim (Before completing degree requirements)
  - (i) Students are required to apply for copy(ies) of transcripts.
  - (ii) Cost – Rs. 100/- per transcript.
  - (iii) 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)
  - (iv) First copy – free of charge.
  - (v) Additional copies @ Rs. 100/- per copy shall be issued based on the application submitted by the concerned student.

## 7.3 **Provisional Degree/ Character Certificate/Migration Certificates**

- (A) Initial Issue
  - (i) Free of charge on submission of “No Dues Certificate” and on completion of degree requirements.
  - (ii) 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.
  - (i) It shall be issued only on submission of an application along with copy of FIR in the police station indicating the place of loss.
  - (ii) Word '**DUPLICATE**' shall be written in red ink on top.
  - (iii) The cost of replacement shall be Rs. 500/- for each of the certificate. These may be sent by post at following additional cost, to cover cost of postage.
  - (iv) National - Rs. 100/- International - Rs. 1000/-

## 7.4 **Final Degrees**

- (A) Awarded During Convocation
  - (i) Cost – Nil
  - (ii) Student should have submitted a 'No Dues Certificate', before being admitted to the Convocation.
  - (iii) I Cards
- (B) Replacement:
  - (i) It shall be issued only on submission of an application along with copy of FIR in the police station indicating the place of loss.
  - (ii) Word 'Duplicate' shall be written in red ink on top.
  - (iii) The degree shall be unsigned, but authenticated by the Registrar
  - (iv) The cost of replacement shall be Rs. 5000/- for each of the certificate. These may be sent by post at following additional cost, to cover the cost of postage.
  - (v) National - Rs. 100/- International - Rs. 1000/-

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

- (a) Initial (1<sup>st</sup> Year) Cost - Nil
- (b) Additional Copies May be issued @ Rs. 200- per booklet.

## 7.6 **Attested Copies**

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

**8. ORDINANCE RELATED TO FEE TO BE CHARGED:**

- (a) The University shall charge fees from the undergraduate, postgraduate, research and post-doctoral students for different academic programs.
- (b) Students' admitted to various Programs in the Schools/Centres shall have to pay the Fees, Funds, Registration fee and Caution Money, Hostel Charges etc. as may be approved by the Board of Management on the recommendations of the Finance Committee, constituted as per the Statutes of the University, consistent with the policies laid down in the Act.
- (c) The University shall have full autonomy, along with full disclosure and transparency, on setting fees for the various programmes that it decides to offer. Fees shall be determined by the University through a Fee Fixation Committee. Recommendations of the Fee Fixation Committee shall be validated by the Finance Committee, Board of Management and Governing Body before being finally notified. The University may also award fee waivers to the students and research scholars in accordance with the decision of the Board of Management.
- (d) 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.
- (e) One or more components of the following may be the fees charged by the University, and more components may be added as may be recommended by the Finance Committee and approved by the Board of Management:
  - (i) Registration fees
  - (ii) Admission fees
  - (iii) Tuition fees
  - (iv) Development Fee
  - (v) Hostel Charges to include Boarding, Lodging and Laundry
  - (vi) Summer /winter vacation Charges, for those who are required to stay in Hostels during vacation with the permission of University
  - (vii) Medical fee
  - (viii) Sports fees
  - (ix) Examination fee
  - (x) Library Fee
  - (xi) Fees for the Degrees/Diplomas/certificates if awarded and in absentia
  - (xii) Fees for grade card, Transcripts, and other academic certificates including duplicates/attested copies, etc
  - (xiii) Caution Money/Security deposit; the same is refundable after adjustment of relevant dues, if any, within four years of their leaving the University. If no claim for a refund is received within that period, the Caution Money shall be credited into the University Fund. The Vice Chancellor may, for sufficient reasons, investigate and entertain claims for refund of Caution Money after the expiry of that period.
- (f) 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 may be re-admitted on payment of re-admission fee and no delay fine be charged. The Vice Chancellor may for sufficient reasons, re-admit any student, scholar or fellow whose name has been so struck off the roll-on payment of arrear dues together with fine provided that such readmission is requested before the end of the month in which his name has been struck off. The Vice Chancellor may waive the recovery of delay fines and readmission fees in deserving cases. He may also delegate this authority to the Deans/ Registrar and prescribe such condition as he may consider necessary for the purpose.
- (g) All fees and deposits are required to be paid by Bank Drafts /online transaction as may be announced. No cash transactions shall be allowed.

**Fee Structure (Per Annum) in Academic Year 2020-21**

<b>Sl. No</b>	<b>Program</b>	<b>Total Tuition Fee* (INR)</b>	<b>Caution Money</b>	<b>Remarks</b>
1	B. Tech	400000	20000 - Refundable on completion	

2	Ph D	50000	20000 - Refundable on completion	
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\*As approved by Governing Body for Academic Year 2020.

**Fee Structure (Per Annum) in Academic Year 2021-22**

Sl. No	Program	Total Tuition Fee* (INR)	Caution Money	Remarks
1	B. Tech	450000	20000 - Refundable on completion	
2	BBA/BA/BA. B. Ed	250000	20000 - Refundable on completion	
3	BBA-LLB & BA - LLB	300000	20000 - Refundable on completion	
4	M. Tech*	150000	20000 - Refundable on completion	
5	Ph. D.*	50000	20000 - Refundable on completion	

Rs.200000 - Hostel Charges per annum (including Boarding, Lodging, Laundry and allied facility charges)

\*Full time Ph D students allotted free hostel accommodation to include boarding, lodging and laundry, in addition to Ph D Assistantship. Financial support shall be provided to Full Time M. Tech student as Stipend: Subject to terms and conditions, as per university rules.

As approved by Governing Body for Academic Year 2021.

**9. ORDINANCE IN RELATION TO RESEARCH ASSISTANTSHIP/ SCHOLARSHIP/ MEDALS ETC.**

- (a) The policy on the awards of Research Assistantship/ Scholarship/ Stipend/ Medals/ Prizes shall be laid down by the Board of Management and should form part of University prospectus. Subject to the general conditions applicable to all such awards, the value, duration and conditions of the award shall be such as are laid down by the Board of Management. It may be reviewed from time to time including introduction of new awards /rates of fellowship or deletion of existing awards etc.
- (b) The Fellowship/Assistantship/Scholarships shall be given to the eligible students within the policy frame work at the time of admission and continued thereafter as per the defined policy for continuation. If the policy, so demands then every year at an appropriate time, the University shall invite applications from Students/ Scholars through a notice for the awards to be made.
- (c) All awards of Research Assistantship, Scholarships and such other assistance shall be made/ continued on the proposal to be made by the Registrar as per the policy and rules and approved by the Vice Chancellor.
- (d) The award of Research Fellowship/Assistantship shall generally be made subject to the following conditions:
  - (i) Research Fellowship shall be awarded to research fellows engaged in certain research project sanctioned by a funding agency to carry out research work in the University. The Research Assistantship may also be awarded to students enrolled for Ph.D. programs in the respective disciplines in the University.
  - (ii) The terms and conditions for the award and the duration of a Research Fellowship shall be as per the guidelines of the respective funding agency. In the absence of any guidelines of a funding agency, the university may frame its own guidelines to regulate such fellowships as and when

- required. Such staff may or may not be registered as a Ph.D. student in the university. However, research staff who is awarded a research fellowship to work in the university has to submit an undertaking that he/she is not registered for Ph.D. degree in any other university.
- (iii) The maximum duration of which Research Assistantship can be awarded to any Ph.D. student is 5 years or till the end of the Term in which thesis is submitted, whichever is earlier. Continuation of the Assistantship is contingent on satisfactory academic performance and satisfactory performance in the discharge of academic responsibilities like TA-ship assigned under the scheme.
  - (iv) The fellow/scholar will do whole time research work under an approved Investigator/Supervisor on a subject approved by the funding agency/ University.
  - (v) The fellow/scholar shall not accept or hold any appointment paid or otherwise or receive any emolument, salary, stipend etc., from any other source during the tenure of the award nor shall he/she engage him/herself in any profession or trade during that period. A full-time Ph.D. scholar may, however, be given teaching/other academic assignment of not more than 8 hours a week in the particular department/school of the University, where he/she is engaged in research.
  - (vi) The fellow/scholar shall not join any other course of study or appear in any examination after commencing work under the fellowship/scholarship. Provided that the Vice-Chancellor may, on the recommendation of the supervisor, permit the fellow/scholar to join an essential subject/ course or a language diploma course and appear in an examination.
  - (vii) If any information submitted by a fellow/scholar in his application is found to be incorrect, incomplete or misleading, the award may be terminated (by the Academic Council) after giving him an opportunity of being heard.
  - (viii) If at any time it should appear to the University that the progress or conduct of the fellow/scholar has not been satisfactory, the fellowship/scholarship may be suspended or withdrawn.
  - (ix) Leave as defined in the rules for the program shall only be allowed to the scholar in receipt of fellowship. No other leave with fellowship/scholarship shall be admissible.
  - (x) The fellow/scholar may, in a special case, be allowed leave by the University without fellowship/ scholarship for a period defined in the rules of the program on the recommendation of the supervisor.
  - (xi) The fellow/scholar shall be required to pay the fee prescribed by the University where he works.
- (e) Teaching Assistantship for Post Graduate students
- (i) The Teaching Assistantship instituted by the University shall ordinarily be tenable for academic session i.e. ten months per year on condition that the holder continues to fulfil the conditions for continuation of such award.
  - (ii) The Teaching Assistantship shall be tenable from the date on which the workload is assigned in the respective term/semester in all cases.
  - (iii) The payment of Teaching Assistantship shall be made only on receipt of scholar's receipt bills duly countersigned by the Head of Department where he studies. No Teaching Assistantship/ shall be drawn for a month, unless the scholarship holder has attended the Department /University regularly in that month.
  - (iv) The disbursement of Teaching Assistantship shall be done in accordance with the procedure that may be laid down by the University.
  - (v) A Teaching Assistantship/Scholarship holder shall not combine any other course of study without permission of the Vice-Chancellor.
  - (vi) A Teaching Assistantship shall be cancelled, if the scholarship holder fails to secure the required CGPA in examination results as prescribed by the University.
  - (vii) A Teaching Assistantship/Scholarship holder shall at all times maintains good conduct and behaviour and observe all rules of discipline.
  - (viii) Award of Teaching Assistantship for postgraduate course shall ordinarily be covered under following conditions:

- (a) Students who are admitted on full time basis and who have a valid GATE score greater than or equal to 90 percentiles. Scholarship may also be awarded to students with lower GATE percentile depending upon the merit position as per decision of the Management.
- (b) Initially the Scholarship will be given for one term/semester only. Its continuation is subject to satisfactory performance as laid down in the Rules for the program.
- (c) Full time students, who were not awarded a Teaching Assistantship, would be considered for same at the end of each of the Academic year. Such Assistantship may be offered to all students who have GPA greater than or equal to 7.00. No award of scholarship will be considered after the second term/semester is over.
- (d) The students may be allocated load by the HODs, for the following:
  - (i) Assistance in tutorial classes for UG Programs
  - (ii) Assistance in lab classes for UG Programs
  - (iii) Assist HOD, nominated supervisor(s), M.Tech. Program coordinator(s) or faculty in charge for fellowship coordination for
    - A. Record keeping in the Department
    - B. Development of Labs
    - C. Stock taking of Labs/Stores
    - D. Literature survey
    - E. Report(s) preparation
    - F. Tabulation of Results
    - G. Evaluation of Tutorial & Lab work.
  - (iv) Any other work assigned by HOD/University Authorities.
- (e) The Teaching Assistantship shall be liable to termination, if
  - (1) The scholarship holder discontinues studies during the middle of a session
  - (2) Fails in any subject
  - (3) GPA is less than 7.0;
  - (4) Conversion from full time to part time status
  - (5) Attendance in Lectures, Tutorials and Laboratories taken separately is less than 75%
  - (6) Unsatisfactory performance in the teaching load allocated
  - (7) The scholarship holder, after he has been given a reasonable opportunity to explain his conduct, is in the opinion of the Dean of school, found guilty of a breach of the Ordinance.
- (f) Teaching Load: Maximum assistantship load of 8 hrs/weeks shall be assigned to the students under arrangement with HODs. The load to the fellows may be assigned by the HODs and monitored by M.Tech. Program coordinators/ course coordinators.
- (g) Amount of Assistantship: The Board of Management on recommendation of the Academic Council will decide the amount of fellowship from time to time.
- (h) Scholarships:
 

University may announce scholarship schemes for under graduate/Post Graduate students for the amounts /duration and as per conditions as may be decided and approved by the Board of Management. The University also has the right to discontinue any of the existing scholarships or institute new scholarships as and when required.
- (i) Gold Medals:
 

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

  - (i) **Chancellor's Gold Medal.** The Chancellor's Gold Medal will be awarded to an undergraduate student who will secure Highest CGPA in the University among all programs/courses, branches running in the University (in each School separately), subject to minimum number of students registered for the program.
  - (ii) **Vice-Chancellor's Gold Medal.** The Vice-Chancellor's Gold Medal will be awarded to those students who have secured first position in terms of highest CGPA in each program/stream running in the University.
  - (iii) A committee will be constituted by the Vice Chancellor to examine the cases of proposed gold medal winners. A brief report will be presented by the

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

## 10. **ORDINANCES FOR THE CONDUCT OF EXAMINATIONS:**

### 10.1 **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 Vice- Chancellor may, in special cases in which he/she is satisfied on the cause, may allow the student to take the examination.
- (v) The permission given to a student to appear in examination may be withdrawn if it is found that:
  - (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 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 debarred from appearing in the rest of the examinations after approval from the Vice Chancellor.
- (viii) If a student acts in a violent manner or uses force or makes a display of force towards the 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 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 be debarred from appearing in the subsequent papers.
- (xi) In every case where action is taken, a full report shall be sent to the Registrar of the University and the University Disciplinary Committee may according to the gravity of the offence, further punish a student by cancelling his/her examination and/or debarring him/her from appearing at the examination for one or more years after giving the student an opportunity to show cause and considering any explanation submitted by the student.
- (xii) If a student is found guilty of using or attempting to use or having used unfair means at an examination the actions shall be taken as per procedure defined in the Academic Rules for the respective programs.



- (xiii) The University Examination Committee may with approval of the Vice-Chancellor cancel the examination of a student and/or debar him/her from appearing in an examination of the University for specified term, if it is discovered afterwards that the student was in any manner guilty of misconduct in connection with his/her examination and/or was instrumental in or had abetted the tampering of the University records including the answer-books, mark-sheets, result-charts, diplomas and the like.
- (xiv) When the University intends to award any of the aforesaid penalties under clauses as above, it shall give the student concerned an opportunity to show cause in writing, as to why the proposed penalty may not be imposed on him/her and shall consider the explanation, if any, be filed within the specified time, before awarding the penalty.
- (xv) In case of a student who is unable to appear in the examination due to sickness or other genuine causes, such cases may be treated as special cases after satisfying the genuineness and as per the gravity of the case; the remedial measures may be taken as provided in the Rules of the Program with the approval of Vice-Chancellor.
- (xvi) An amanuensis shall be allowed in case of blind students or the students who are disabled due to an accident or disease and unable to write the examination with their own hands.
- (xvii) The University shall lay down the eligibility conditions for appearing in the Examination like minimum attendance in the rules of the programs. Students shall have to obey the academic rules and regulations as laid down 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 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 govern the permission to appear in the examination;
  - (e) has not fulfilled the attendance requirement.

## 10.2 **Conduct of Examination**

- (i) All arrangements for the conduct of examination to be held by the University shall be made by the Controller of Examination in accordance with such directions as may be issued by the Vice-Chancellor.
- (ii) The Controller of Examination shall prepare and duly publish a Date sheet for examinations as per the Academic Calendar of the program.
- (iii) The Controller of Examination shall determine the examination rooms for the examinations and shall issue proper instructions and guidelines for utilization of same.
- (iv) Controller of Examination shall be personally responsible for the safe custody of question papers and the answer-books sent to him/her.
- (v) The Controller of Examination shall supervise the work of Invigilators and shall conduct the examination strictly, according to the instructions issued by the University.
- (vi) The Controller of Examination shall wherever necessary, send a confidential report to the Vice Chancellor about the conduct of examination, mentioning therein the performance of the Invigilators and the general behaviour of the examinees. The Controller of Examination shall also prepare a daily report on the number of examinees attending each of the Examinations, absentee numbers and such other information relating to the examinations being held at the different examination halls as may be considered necessary, along with any other matter which he/she thinks fit to be brought to the notice of the Vice-Chancellor.
- (vii) Unless otherwise directed/approved by the Vice-Chancellor, 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 any location.
- (viii) It shall be the duty of Invigilators to ensure the correct identity of the student. For this each student will carry the University identity card issued to him/her.
  - (ix) The University may, from time to time, appoint flying squads to see that the conduct of the examination is strictly according to the rules and procedures laid down. In the event of the flying squads points out any serious breach of rules or procedure, the Vice-Chancellor may take such action as may be necessary including postponement or cancellation, wholly or in part, of the said examination.
  - (x) The Controller of Examination may, with the approval of the Vice-Chancellor, cancel an examination at all hall/locations if it is satisfied that there has been a leakage of question papers prior to the examination or any other irregularity, which warrants such a step.
  - (xi) The Controller of Examination may issue such general instructions in consultation with the Vice-Chancellor and the Registrar for the guidance of the Examiners, Tabulators, Collators, as it considers necessary for the proper discharge of their duties.
  - (xii) 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.

### 10.3 Pre-Preparations for Examination

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

- (A) Process for Appointment of Examiners
  - (a) The examiners generally shall be teachers having taught the course under arrangement of Course Coordinator.
  - (b) Each department will have a paper-moderation committee appointed by the Dean. All question papers of the department will be moderated by the committee, if so required. Vice Chancellor may however, allow dispensation with this process.
- (B) 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 question setters, who would normally be the course coordinator of the concerned course, unless otherwise advised/approved by the Vice-Chancellor, to set the question paper 7-10 days before the date of start of examination, mentioning the important points like 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 question setter(s) will set question papers taking all precautions necessary like disabling Internet connection while making the question paper, and avoid emailing the questions to another colleague(s), etc.
  - (e) All appointed examiners shall set question papers in two sets for each course. The set to be used for the examination will be selected by the Dean/ Vice-Chancellor prior to the examination.
  - (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.
  - (g) All question papers shall be submitted to the Controller of Examination by the Course Coordinator.
  - (h) All question papers shall be submitted within due dates duly moderated and authenticated by the Moderation Committee for question papers for each department as constituted by the Vice-Chancellor.
  - (i) All question papers received by the Controller of Examination, shall be kept sealed and in safe custody in the Examination Cell.

- (j) 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:
- (i) A brief notice with important instructions regarding examination schedule timing, shift, code and conduct of examination will be notified by the Controller of Examination. This shall be an ERP system-based activity.
  - (ii) After finalization of Date Sheet of the examination, seating plan for all halls will be prepared as per seating capacity of the rooms. This shall be an ERP system-based activity.
  - (iii) As per instructions for the Controller of Examination, room-wise invigilation chart will be prepared keeping in account the room capacity and requirement of the number of Invigilators therein. This shall be an ERP system-based activity.
  - (iv) The printing of the question papers as selected by the Dean/ Vice Chancellor shall be carried out by the Examination Cell under the supervision of the Controller of Examination or his nominee and all printed question papers shall be sealed in envelopes in accordance with the room's capacity and date sheet.
  - (v) Envelopes of question papers shall be kept in safe custody of the Controller of Examination in the Examination Cell.
- (C) Invigilation during Examination and related activities  
Controller of Examination shall take out Invigilation duty chart well in advance of any examination. This shall be an ERP system-based activity. All teachers of the school/Department and PhD scholars in receipt of Research Assistantship may be nominated for such duties unless otherwise advised/approved by the Vice-Chancellor permitting co-opting of other institute staff. The processes which have to be followed by the Invigilator(s) in the examination hall shall be as under:
- (D) The nominated Invigilators are required to collect examination material from the Examination Control Room 20 minutes before the commencement of the examination.
- (E) All Invigilators are required to reach the Examination Hall at least fifteen minutes before the start of the examination after collecting the packet of Question Papers and the examination materials comprising:
- (a) Envelopes of question papers/Bundles of Answer Books
  - (b) Attendance Sheets of Students
  - (c) Absentee Proforma/ Attendance Statement
  - (d) Any other material as per the requirement of the paper setter.
  - (e) Answer sheets will be issued 7-10 minutes before examination.
  - (f) 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 the seating plan.
  - (g) Before issuing the question papers the nominated hall in charge shall make statutory announcement pointing out
    - i. Please check that you are not carrying mobile/digital equipment which carries memory or photographs which you are not supposed to carry.
    - ii. Please check that you are not carrying any slips of paper/notes/books or any other document whether belonging to same subject or not.
    - iii. Please wear your ID card around the neck. In case you do not have ID card, please stand up and we shall take you to Registry and obtain an authorization slip to appear in the examination. If later, it is found that you are not carrying your ID card your examination shall be cancelled.
    - iv. Please ensure that you are sitting in the Correct Hall and in your allotted seat.
    - v. Do not forget to sign on the attendance sheet, which shall be brought to you by the Invigilators in due course.
    - vi. You will not be allowed to leave the examination hall after commencement of examination before 60 minutes have elapsed.
    - vii. Question papers will be issued 5 minutes before the start of the examination and students should read the question paper after Invigilator announces time of start.
    - viii. Invigilators will ensure that students to keep all study materials relating to the examination and or unauthorized materials at a place designated by the Invigilation Staff/outside the examination hall.

- ix. Unless otherwise nominated, the senior most teachers in the examination hall will be in charge of examination in that hall.
- x. No student shall be permitted to appear in the examination without the production of University issued Identity Card.
- xi. 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 his/her discretion but no extra time will be given to such late comers.
- xii. Students are not permitted to borrow pen/pencil/eraser/calculator or any other items from other examinee.
- xiii. Programmable calculators are not allowed in the examination hall. Calculator up to fx 100 are only allowed. Calculators will be allowed on the day if there is a requirement for use of the calculator as specified by examiner setting the paper.
- xiv. 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 within 15 minutes before the scheduled finish time during which the examinee should remain seated in his/her seat. Invigilators will collect the answer book from the examinee.
- xv. An examinee desirous of leaving the examination hall temporarily shall be permitted to do so for a maximum period of 10 minutes. The absence shall be recorded and if the examinee fails to return within this limit of 10 minutes, he/she shall not be permitted to enter the examination hall unless he/she gives convincing explanation.
- xvi. Mobile phones, digital watches or any other electric gadgets except calculators will not be carried by any examinee inside the Examination Hall.
- xvii. Students are advised to write their Names/Enrolment Nos. on the Answer Book, before they start attempting the question paper. They are also required to write their Name/Enrolment No. on the question paper. The question papers shall not be circulated.
- xviii. 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.
- xix. Any Invigilator who is unable to perform invigilation duty should inform the Controller of Examination well before the examination through any means of communication.
- xx. 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 taken away and a second answer-book be supplied to that examinee and the case will be referred to the Unfair Means Committee.
- xxi. If students are found copying or using any other unfair means in the examination hall/room, the Invigilator in charge of an examination hall shall act against the examinee, in the following manner:
  - (1) The examinee shall be called upon to surrender all the objectionable material found in his or her possession including the answer-book and a UFM proforma shall be filled with date and time.
  - (2) The statement of the examinee and the Invigilator shall be recorded.
  - (3) 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.
  - (4) 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 submitted to the controller of examination by name in a separate confidential sealed packet marked 'Unfair Means'.
  - (5) 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.
  - (6) The cases of the use of unfair means at the examination, as reported by the Invigilator along with the report of the unfair means activity, shall be examined by an Unfair Means Committee

constituted by the Vice-Chancellor, in which Controller of Examination will be a member. The Committee shall after examination of all such cases, decide and recommend the action(s) to be taken in each case to the Vice-Chancellor.

#### 10.4 **Rules on Unfair Means.**

The same shall be as laid down in the respective Regulations for each program.

#### 10.5 **Evaluation of Answer Scripts and Result compilation/Grading**

- (i) Controller of Examinations shall codify each answer sheet before supplying same to the Course Coordinators for evaluation. This requirement may be dispensed with approval of the Vice Chancellor.
- (ii) Process for evaluation and submission of answer scripts
  - (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) Course Coordinator(s) shall allot specific questions to the faculty members evaluating answer script. The Course Coordinator(s) will be responsible for entry of the marks, grades in the result sheet/ERP system as well as submission of the result to the Controller of Examination.
  - (c) After evaluation, it is necessary to show the answer scripts to the students concerned at a specified date and time with prior notice for maintaining the transparency before submission to the examination section.
  - (d) All answer scripts shall be submitted to the (Examination Section) immediately after the declaration of the result/ or as per schedule announced.
- (iii) Grading of the subject  
The grading shall be carried out as per the Grading System defined by the University. Grading for each course shall be finalized/ moderated by the grading committee of the department and normalized by the School moderation committee.
- (iv) Approval of Result  
All results after departmental moderation shall be sent to the Vice-Chancellor for approval. After approval, it will be published for all the students concerned
- (v) Declaration of Result;  
Term /Semester wise final result will be announced within 15 (fifteen) days of culmination of end term examination. A notice to this effect will be put in the University website.

### **11. ORDINANCES PERTAINING TO CONDITIONS FOR STUDENTS RESIDENCE RULES AND DISCIPLINE:**

#### **11.1 General**

- (i) There shall be Halls of Residence for resident students. Each Hall of Residence may, consist of more than one Hostel, as may be allocated.
- (ii) Each of the Hall of Residence and Hostels may be given such names as decided by the Management.
- (iii) Students will be admitted to the Halls of Residence/Hostels subject to availability of seats. Students desirous of staying in the campus will be separately accommodated in the Boys' and Girls' Hostel.
- (iv) The students residing in the University Hostel shall pay such charges as may be prescribed by the Management from time to time.
- (v) All halls combined shall have a Chief Warden/Chief Coordinator of Students Welfare or some such title who shall be appointed by the Vice-Chancellor for a specified period and on such terms and conditions as may be prescribed by the Management from time to time.
- (vi) Each Hostel shall have Warden(s), who shall be appointed by the Vice-Chancellor for a specified period on such terms and conditions as may be prescribed by the Management from time to time.

- (vii) The Warden shall ordinarily be required to stay in the Warden's room during the tenure of his office.
- (viii) Every Hall of residence shall maintain such register and records, as may be prescribed by the University, and shall furnish such statistical information as the University may require, from time to time.
- (ix) Every resident shall have to observe discipline as per the hostel rules and standing orders.
- (x) Duties of a 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 Chief Coordinator of Students 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 the 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 appropriate action for their repairs/replacement for obtaining additional furniture.
- (xi) When a Warden is on leave, his/her responsibilities and functions will be distributed among other Wardens for the duration of his/her absence as would be decided by the Vice-Chancellor.

### 11.2 **Rules and Standing Orders for Hostellers:**

The same shall be provided/listed as in the Academic Rules and are as follows:

- (i) At the time of occupying the room, student must check the room furniture, fixtures, electrical fittings etc. and sign receipt. He/she will be charged for any loss, damage done to furniture, fixture, fittings and articles issued to him/her along with the disciplinary action if warranted. Sketching/painting on walls is strictly prohibited. Rooms once allocated are not to be changed without the written permission of Competent Authority.
- (ii) Students themselves are responsible for all their belongings. They must ensure all their valuables including laptops are properly locked and not left outside even for a short period. They are advised to use good quality locks.
- (iii) Students must show their ID card to the security staff every time they enter/leave Hostel gate.
- (iv) Students are required to compulsorily get their rooms cleaned by the house keeping as per announced schedule.
- (v) Smoking, consumption/possession of liquor, intoxicants, drugs, cigarettes, hookah etc inside the Campus is strictly prohibited. Any violation will invoke severe penalty including rustication from the Hostel/ University. Students are expected not to indulge in any of the above-mentioned taboos even outside the campus as any report of same or detection of same on entering the campus shall be dealt equally as if such an offence has taken place inside the Campus.

- (vi) Inmates should not indulge in acts such as loud playing of musical instruments or radio or loud singing or dancing etc. which may disturb others at study or work in the Hostels.
- (vii) Students are not permitted to keep fire-arms or any lethal weapon with them in the Hostel premises even though possessing a license for it.
- (viii) Students are prohibited from keeping obscene literature/video films/CDs in their possession. Any violation in this regard will result in severe disciplinary action.
- (ix) Electrical appliances like electrical irons, heaters, VCD/DVD player, T.V., V.C.P. and V.C.R. etc., are not permitted in hostel rooms.
- (x) Hostel inmates fiddling with the electric connections, computer cabling, outlets, fittings and using additional electrical appliances shall be penalized, and the appliance / gadget will be confiscated.
- (xi) Lights, Fans etc. should be switched on only when needed and switched off when not required or when going out of the room. Similarly, water taps must be closed promptly after use. Electricity and water are scarce resource and needed to be conserved.
- (xii) Students, unless specially permitted, will be allowed to occupy the rooms allotted to them in their hostel only a day prior to commencement of their academic session. Likewise, they must vacate their rooms, within 3 days (or as specified by the Administration) of the closure of their academic session. They will render themselves liable to disciplinary action and payments at enhanced rates for any unauthorized occupation beyond the stipulated period mentioned above.
- (xiii) Before proceeding on longer vacation, students must hand over the charge of their rooms, the furniture and the fittings etc. to Hostel warden / Caretaker and get a receipt from him. If a student fails to do so, the Warden / Administrator is authorized to break open a locked room and make an inventory of the articles found therein. The University authorities shall not be responsible for the private belongings of the students found in such rooms.
- (xiv) The Warden/ Administrator is assisted by a Supervisor/ Caretaker in day-to-day working of the Hostels. The Hostel inmates shall refer their difficulties of whatever nature to the Warden/ Administrator who will take necessary action. Matters related to indiscipline shall be reported to the Warden / Administrator.
- (xv) No furniture shall be removed from the room and used elsewhere either inside or outside the Hostel without the permission of or under the orders of the Warden/ Administrator.
- (xvi) No student is allowed to engage private servant or keep pets.
- (xvii) Visitors including parents are not allowed to go inside the hostel rooms. Parents/ Guardians can meet their wards in the Visitor's Lounge during the specified visiting hours with the permission of Warden.
- (xviii) Students can be permitted to visit their Parents, Local guardians, near relatives occasionally. All such visits shall have to be made 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/Chief Coordinator of Students Welfare.
- (xxi) Students will be charged for Boarding and Lodging, if allowed to stay, beyond the semester at the rates as decided by the management.
- (xxii) All students staying in the hostels during summer vacations shall have to abide by the Hostel Rules 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.
- (xxiv) Provision items of daily use including bread, butter, biscuits etc. are available on payment at the Tuck shop which is open as per times specified.
- (xxv) Ragging in any form is unlawful and strictly prohibited as per orders of the Honourable Supreme Court. Student found indulged in ragging may be

expelled from the Hostel as well as the University. FIR will also be lodged against student indulging in ragging.

- (xxvi) Students not returning back to their hostels within the prescribed time without the permission from the Warden may attract disciplinary action including deduction of disciplinary marks. The student will be expelled from the Hostel in case of repeated offences.
- (xxvii) All the students are charged Hostel fee for the semester, as such they must completely vacate their rooms within three or as specified number of days of conclusion of the semester. Any stay beyond that without written permission of a competent authority shall attract disciplinary action and payment at enhanced rates or on rates as specified by the authority for both boarding as well as lodging.
- (xxviii) Students violating any of the above guidelines will face disciplinary action in which case the decision of competent authority is final and binding.

Further, the Procedure/Instructions for obtaining out pass shall be as below:

- (a) Day out pass on working days will be issued by the Warden.
- (b) Out pass for overnight/out station leave will be issued by the Chief wardens
- (c) In case of grave emergency immediate out pass will be issued by the Registrar/Warden
- (d) Girl students wanting overnight out pass/out station leave are required to get written permission of their parents/guardians in writing through an e mail to the warden from an E mail account which is registered with the University
- (e) Girl students are advised to go outside the campus in groups of minimum three for their own safety.
- (f) In case of medical evacuation, the patient and attendants can move out on the medical officer's advice.
- (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) All students are required to be back inside the campus by 07:00PM on all days.

### 11.3 Rules for Discipline

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



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

#### 11.4 Rules for Students Conduct & Behaviour in Campus and Outside

- The rules governing the same shall be as provided for in the Regulations for each program and generally are as follows:
- (i) Students of the University must study the Standing Orders carefully and also make themselves familiar with these instructions, pertaining to their academic, co-curricular and other activities.
  - (ii) Any amendments/additions to these Standing Orders will be notified through notices displayed on notice boards and circulated in the usual manner. The plea of ignorance will not be entertained for any breach of orders in force from time to time. Therefore, students must see the notices on the Notice Boards/ Website/Web Kiosk regularly.
  - (iii) The Schedules for all academic works and for the Examinations will be notified to the students separately by the Registrar/Academic Departments.
  - (iv) The Vice Chancellor is the final authority with regard to of the academic activities including attendance and leave of students.
  - (v) Student welfare officer will deal with the welfare and discipline of all students in the campus including Hostel and also outside the campus and will ensure maintenance of good conduct. He/ She will be assisted by other members of faculty/ staff/ wardens as nominated.

#### 11.5 Conduct and Behavior

- (i) Students should attend all their classes and strictly observe class timings. They should likewise carry out other out-door and extra-curricular duties assigned to them. Their attendance and leave are governed by the regulations pertaining to them.
- (ii) Students must give their undivided attention to their academic work and must be respectful to their teachers and supervisors.
- (iii) 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.
- (iv) Students must conduct themselves with due decorum in the classes, laboratories, Library etc. and move in an orderly and disciplined manner. They must conduct themselves in a manner worthy of great traditions.

- (v) Students, who fail to make sufficient progress in their studies and also do not maintain the required attendance in the classes, are liable to be debarred from appearing in the final examination and will be awarded Fail grade.
- (vi) If in a particular class/period more than 40% students are absent, it would be regarded as mass absenteeism and an act of indiscipline. Disciplinary action will be taken on the students indulging in mass absenteeism.
- (vii) No student shall disobey any order issued by the University. Students must behave with due decorum towards their fellow students.
- (viii) Students should not indulge in abusive behavior / violence of any kind with fellow students, teaching faculty and employees of the University within or outside the University. Violence by any student or group of students will lead to severe disciplinary action.
- (ix) 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 student welfare officer.
- (x) No meeting/function within the University campus to which any outsider is invited shall be organized nor shall any outsider address the students without the prior permission in writing from the Vice Chancellor.
- (xi) 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.
- (xii) 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.
- (xiii) 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.
- (xiv) Students must use the furniture and fittings with due care and must not deface campus buildings, roads, furniture and fittings etc. in any manner.
- (xv) Students must handle the laboratory equipment, instrument and machinery that they have to use in course of their work with great care. Any damage or breakage of such equipment etc. due to improper use or negligent handling will have to be replaced by the students concerned at their cost.
- (xvi) Ragging in any form is unlawful and strictly prohibited. Students found ragging shall be expelled from the University and FIRs lodged against them as per orders of the Honourable Supreme Court.
- (xvii) Mobile cellular phone may be carried by the students. However, they shall be kept in silent mode during the classes. Violation will lead to confiscation of the mobile phone.
- (xviii) 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.
- (xix) 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

#### **11.6 Rules and Regulation for Library**

The rules governing the same shall be as below

- (i) Students must follow the Library rules for borrowing/using/returning books. They must show their Identity Cards when asked for. The books must be returned on or before the due date of return of the book.
- (ii) Library books should be used with great care. Tearing or folding or cutting of Library books or making any mark on them is not permitted and shall lead to disciplinary action. Any defect noticed at the time of borrowing books must be brought to the notice of the Library staff immediately, otherwise the borrower may be required to replace the book by a new copy or pay double the cost of the book.

- (iii) In open access Library of the University, replacement or misplacement of books on the shelves by the readers is not desirable. Readers should leave the book on the table after use.
- (iv) Library cards are non-transferable and they should be kept securely otherwise the borrower shall be held responsible for the books issued against cards.
- (v) Before leaving the Library, a student should make sure of getting the books properly issued at the counter against the card.
- (vi) Personal property or books other than those belonging to the Library must be deposited at the entrance gate.
- (vii) The loss of Library books or borrowers' card must be immediately brought to the notice of the Librarian in writing.
- (viii) Polite and courteous behaviour inside the Library is expected from all the users and silence must be observed inside the reading rooms.

### 11.7 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.

### 11.8 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 (Central Act No.14 of 2013). All references/ complaints pertaining to any matter will be handled within the ambit of the said Act and the Rules framed thereunder. The policy so defined should be communicated to all employees and students and they be made aware of the complaint and redressal mechanism for same.

## 12. **ORDINANCES PERTAINING TO THE APPOINTMENT AND EMOLUMENTS OF EMPLOYEES, OTHER THAN THOSE FOR WHOM A PROVISION HAS BEEN MADE IN THE STATUTES:**

Notwithstanding anything contained in Statutes, the Management may invite a person of high academic distinction and professional attainments to accept a post of Professor or Associate Professor or any other equivalent academic post in the University on such terms and conditions as it deems fit and, on the person, agreeing to do so appoint him to the academic position:

- (a) Provided that the Management may also create supernumerary post for a specified period for appointment of such persons:
- (b) Provided further that the number of supernumerary ~~post~~ positions so created should not exceed five per cent of the total posts in the University.
- (c) The Management may appoint a teacher or any other academic staff working in any other University or organisation for undertaking a joint project in accordance with the manner laid down in the Ordinances.
- (d) The Management may appoint a person selected in accordance with the procedure laid down in Statute for a fixed tenure on such terms and conditions as it deems fit

## 13. **ORDINANCES PERTAINING TO ESTABLISHMENT OF CENTRE OF STUDIES, BOARDS OF STUDIES, INTERDISCIPLINARY STUDIES, SPECIAL CENTRES, SPECIALIZED LABORATORIES AND OTHER COMMITTEES:**

- (a) The University shall have such Schools of Studies, Special Centres and Specialized Laboratories as may be specified in the Ordinances.
- (b) The University shall have the following Schools/Centres, namely:
  - (I) School of Engineering
  - (II) School of Applied Sciences
  - (III) School of Management
  - (IV) School of Design

- (V) School of Law
  - (VI) School of Media & Liberal Arts
  - (VII) School of Education
  - (VIII) Centre for Entrepreneurship & Innovation
  - (IX) Centre for Executive Education.
- (c) University may add Schools/centres/department at any time with the approval of Board of Management under the relevant provisions of the Act.
- (d) Every School of Studies (hereinafter referred to as the School) shall consist of such Departments as may be assigned to it by the approval of the Board of Management.
- (e) Each Department shall consist of the following members, namely;
- (i) Teachers of the Department;
  - (ii) Persons appointed to conduct research in the Department;
  - (iii) 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.
- (f) Each School/Centre/Department shall have a Dean/Director/HOD respectively. Deans and Directors shall be appointed against specific appointments and shall be overall responsible for the functioning of the respective School/Centre. HODs shall be appointed by Vice Chancellor from amongst the Professors for a period of two years (extendable if the Vice-Chancellor so desires in the interest of the University) , provided that where in any Department, there is only one/no Professor, the Vice Chancellor may also appoint one of the Associate Professors as a HOD of the Department.
- (g) Every School/Centre/Department shall have a Board of Studies consisting of all or less of following members, namely:
- (i) The Dean of the School/Director of centre/HOD of Department as Chairperson respectively
  - (ii) The Heads of Departments (for School)
  - (iii) The Professors in the Departments in the school
  - (iv) One Associate and Assistant Professor, by rotation every two years according to seniority, from each Department in the School
  - (v) Two members elected by the Academic Council for their special knowledge in any subject assigned to the School or in any allied branch of knowledge
  - (vi) Such other members, but not exceeding two, as may be specified in the Ordinances.
- (h) All members of Boards of Studies, other than ex-officio members shall hold office for a term of two years. Term of members shall commence from such date as may be notified.
- (i) 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 school and the Academic Council on any academic matter pertaining to its sphere of work, as may appear to it necessary or on any matter referred to it by the Dean, or the Academic Council
  - (iii) recommend introduction, alteration and modification of courses in the Program;
  - (iv) recommend creation, abolition and upgrading of research posts in the Department in accordance with its needs
  - (v) organise Lectures, Seminars, Symposia, etc. from time to time
  - (vi) consider applications for admission to the Ph.D. Program in the Department
  - (vii) consider and recommend research schemes
  - (viii) appoint research supervisors
  - (ix) Consider to constitute its Sub-committee(s) if required. A Sub-Committee may be constituted by the Board of Studies to discharge the duties in any specified area. The Sub-Committee shall stand dissolved after it had completed the work assigned to it. The Sub-Committee shall perform such function, as may be assigned to it by the Board of Studies.
- (j) The duties and functions of Deans/Directors of the Department shall be as prescribed by the Statutes.
- (k) 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 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 by the Academic Council, the Vice Chancellor or the Dean of the School concerned.

**14. ORDINANCES PERTAINING TO THE MANNER OF CO-OPERATION AND COLLABORATION WITH OTHER UNIVERSITIES AND AUTHORITIES INCLUDING LEARNED BODIES OR ASSOCIATION:**

- (a) The University may subject to the provisions of Act and rules defined by UGC, enter into MOUs with other Universities including foreign Universities and Authorities in such a manner and for such purposes as the University may decide or determine from time to time.
- (b) 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.
- (c) 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 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 Programs
  - (vii) Academic & organizational development assistance as well as education & training activities in a number of fields and subjects including:
    - (i) Design of curricula for undergraduate and postgraduate studies
    - (ii) Development of faculty profiles
    - (iii) Internship opportunities with companies abroad
    - (iv) Establishment of periodic quality assurance practices and procedures
    - (v) Distance learning opportunities
    - (vi) short professional training courses.
  - (viii) Contact and collaboration between faculty, staff and students, carry out joint research Programs and exchange experiences in education and research. Activities may include
    - (i) Joint cooperative research projects
    - (ii) Consultancy work to assist the development of new postgraduate courses
    - (iii) Enter into twinning arrangement(s), if allowed within the rules of the UGC.

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

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:

- (i) Personnel policies
- (ii) Pay & Allowances rules
- (iii) Travelling Rules
- (iv) Leave Rules
- (v) Policy covering health and wellbeing/medical/Insurance
- (vi) Policy on Advances
- (vii) Honorarium and Schedule of payment
- (viii) Dependent Policy
- (ix) Appraisal and Career progression
- (x) Recruitment norms
- (xi) Ethics Policy and code of conduct
- (xii) Policy on Sponsored Projects and Consultancy
- (xiii) Policy on Dealing with Sexual Harassment at work places
- (xiv) Discipline Policy
- (xv) Gratuity, Provident fund.

**CHITRA RAMCHANDRAN  
SPECIAL CHIEF SECRETARY TO GOVERNMENT**