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मध्यप्रदेश राजपत्र

प्राधिकार से प्रकाशित

क्रमांक 14] भोपाल, शुक्रवार, दिनांक 5 अप्रैल 2013—चैत्र 15, शक 1935

भाग ४

विषय-सूची

(क) (1) मध्यप्रदेश विधेयक, (2) प्रवर समिति के प्रतिवेदन, (3) संसद में पुर:स्थापित विधेयक.
(ख) (1) अध्यादेश, (2) मध्यप्रदेश अधिनियम, (3) संसद के अधिनियम.
(ग) (1) प्रारूप नियम, (2) अन्तिम नियम.

भाग ४ (क)—कुछ नहीं

भाग ४ (ख)

अध्यादेश

उच्च शिक्षा विभाग
मंत्रालय, वल्लभ भवन, भोपाल

Bhopal, the 23rd March 2013

No.-R-83-CC-2013-XXXVIII.—In exercise of the powers conferred by sub-section (1) of Section 28 of the Madhya Pradesh Niji Vishwavidyalaya (Sthapna avam Sanchalan) Adhiniyam, 2007, the State Government hereby makes, the First Ordinance of the Amity University Maharajpura Dang, Gwalior (M.P.) is hereby published in the ordinary gazette as per the provision of the Madhya Pradesh Niji Vishwavidyalaya (Sthapna avam Sanchalan) Adhiniyam, 2007 under Section 35. The First Ordinance of the University shall come in to force from the date of notification.

THE FIRST ORDINANCE

By order and in the name of the Governor of Madhya Pradesh,
C. B. PADWAR, Dy. Secy.

ORDINANCE No. 1

PROPOSED FACULTIES AND DEPARTMENTS OF AMITY UNIVERSITY MADHYA PRADESH (AU MP) GWALIOR

The University shall have the faculties mentioned in column (2) and the departments mentioned in column (3) of the following table:

S. No.	Faculty	Teaching Department
(1)	(2)	(3)
1.	**Faculty of Engineering & Technology**	**Amity School of Engineering & Technology (ASET)** In general, B. Tech., M. Tech. and Ph. D. programmes in all branches of Engineering and Architecture & Planning will be conducted. In particular, the following programmes will be included: **B. Tech** : Civil Engineering/Computer Science & Engineering/ Electronics & Communication Engineering/Information Technology/ Mechanical & Automation Engineering/Nanotechnology/ Environmental Engineering/Electrical & Electronics Engineering/Chemical Engineering. **Dual Degree Programmes:** B. Tech. - Mechanical & Automation Engg. + M. Tech - Automobile Engineering (Dual Degree)/Civil Engg. + MBA/ Computer Science &Engg. + MBA/Electronics & Communication Engg. + MBA/Mechanical & Automation Engg. + MBA. **M.Tech.:** Civil Engineering/Computer Science & Engineering/ Electronics & Communication Engineering/Mechanical & Automation Engineering/Automobile Engineering/Control Systems/ Mechatronics /Power Systems/VLSI/Wireless Communication/ Embedded Systems Technology/Chemical Engineering Ph.D. D.Sc.,
2.	**Faculty of Architecture, Planning & Design**	**Amity School of Architecture & Planning (ASAP)** In general, B.Arch., M. Arch., B.Sc., M.Sc., B. Plan., M. Plan. and Ph.D. Programme in all branches of Architecture, Planning & Design will be conducted. In particular, the following programmes will be included: B.Arch. B.Sc.(ID) B. Plan. M. Plan. M.Sc.(ID)

		M. Arch. Ph.D.
3.	**Faculty of Science and Technology**	**Amity School of Pure & Applied Sciences (ASPAS)** In general, B.Sc., M.Sc. and Ph.D. programmes in all branches of pure and applied sciences will be conducted. In particular, the following programmes will be included: **B.Sc.** Physics/Chemistry/Mathematics/ Statistics/Biology (Zoology and Botany) **M.Sc.** Applied Physics/Nuclear Physics/Applied Chemistry/Applied Mathematics/ Zoology/Botany/Statistics **M. Phil.** Physics/Chemistry/ Mathematics/ Statistics Ph.D. D.Sc. **Amity School of Earth Sciences (ASES)** M.Sc. Earth Science/Geology/Remote Sensing M. Phil. Earth Sciences Ph.D. D.Sc. **Amity School of Hospitality (ASH)** B.Sc. Hotel Management M.Sc. Hotel Management Ph.D. D.Sc. **Amity School of Anthropology (ASA)** B.Sc.-Anthropology M.Sc.-Anthropology M. Phil.-Anthropology Ph.D. D.Sc. **Amity School of Fashion Designing & Technology (ASFT)** B.Sc. Fashion Designing & Technology M.Sc. Fashion Designing & Technology
4.	**Faculty of Life Sciences**	**Amity School of Life Sciences (ASLS)** In general, B. Tech., M. Tech., B.Sc., M.Sc. and Ph.D. programmes in all the branches of life sciences will be conducted. In particular, the following programmes will be included: **B.Sc.** (Chemistry, Botany & Zoology) **M.Sc.** Botany/Zoology/Biochemistry/Medical Biochemistry/ Environmental Science **M. Phil.** Botany/Zoology/Biochemistry/ Medical Biochemistry/ Environmental Science Ph.D. D.Sc.

		Amity Institute of Biotechnology (AIB) B.Sc.(H)- Biotechnology B. Tech.-Biotechnology/Biomedical Technology M.Sc.-Biotechnology M. Tech. –Biotechnology M. Tech.- Biomedical Technology M. Phil.-Biotechnology Ph.D. D.Sc. **Amity Institute of Food Technology (AIFT)** B. Tech. - Food Technology. M. Tech. -Food Technology M.Sc. -Food Technology M.Sc.-Food & Nutrition M. Phil.-Food Technology Ph.D. D.Sc. **Amity Institute of Microbial Technology (AIMT)** B.Sc.(H) Microbiology M.Sc. Microbiology/Medical Microbiology M. Phil.-Microbiology/Medical Microbiology Ph.D. D.Sc. **Amity Institute of Forensic Science (AIFS)** M.Sc.-Forensic Science M. Phil.-Forensic Science Ph.D. D.Sc.
5.	**Faculty of Computer Science & Information Technology**	**Amity Institute of Information Technology (AIIT)** In general, UG, PG and Doctoral programmes in all the branches of Computer & Information Technology will be conducted. In particular, the following programmes will be included: BCA B.Sc. -Information Technology MCA M.Sc. -Computer Science/Information Technology Ph.D. D.Sc.
6.	**Faculty of Management Studies**	**Amity Business School (ABS)** In general, UG, PG and Doctoral programmes in all the branches of management will be conducted. In particular, the following programmes will be included: BBA MBA MBA –Human Resources Management/International Business/Marketing & Sales Management/Natural Resource Management Master of Management Studies(MMS) M. Phil. Management Ph.D. D.Litt.

7.	**Faculty of Commerce**	**Amity School of Commerce & Finance (ASCF)** In general, UG, PG and Doctoral programmes in all the branches of commerce will be conducted. In particular, the following programmes will be included: B.Com(Hons.) M.Com. M. Phil. Commerce Ph.D. D.Litt.
8.	**Faculty of Economics**	**Amity School of Economics (ASE)** In general, UG, PG and Doctoral programmes in Economics will be conducted. In particular, the following programmes will be included: B.A.(H) Economics M.A. Economics M.Phil-Economics Ph.D. D.Litt.
9.	**Faculty of Journalism and Mass Communication**	**Amity School of Communications (ASCO)** In general, UG, PG and Doctoral programmes in all the branches of journalism and mass communication will be conducted. In particular, the following programmes will be included: Bachelor of Journalism and Mass Communication(BJMC) Master of Journalism and Mass Communication(MJMC) Master of Mass Communication (MMC) M. Phil. (Journalism & Mass Communication) Ph.D. D.Litt.
10.	**Faculty of Law**	**Amity Law School (ALS)** In general, UG, PG and Doctoral programmes in all the branches of legal studies will be conducted. In particular, the following programmes will be included: B.A.LL.B(H) B.Com. LL.B(H) } 5 Years Integrated Programme B.B.A. LL.B(H) LL.B. (3 Years Programme) LL.M. M. Phil. Ph.D. LL.D
11.	**Faculty of Psychology**	**Amity Institute of Behavioral and Applied Sciences (AIBAS)** In general, UG, PG and Doctoral programmes in Psychology will be conducted. In particular, the following programmes will be included: B.A. (Hons.) Applied Psychology M.A. Applied Psychology M. Phil. Psychology Ph.D. D.Litt.

12.	**Faculty of Social Sciences**	**Amity Institute of Social Sciences (AISS)** In general, UG, PG and Doctoral programmes in all the branches of Social Sciences, Humanities & Languages will be conducted. In particular, the following programmes will be included: Bachelor of Social Work (BSW) B.A. (Hons.) Sociology/Anthropology M.A. Sociology/Anthropology Master of Social Work (MSW) M. Phil. Sociology/Anthropology Ph.D. D.Litt. B.A.(H) History M.A. History M. Phil. History Ph.D. D.Litt. B.A.(H) Geography M.A. Geography M. Phil. Geography Ph.D. D.Litt. B.A.(H) Political Science M.A. Political Science M. Phil. Political Science Ph.D. D.Litt. B.A.(Hons.) Philosophy M.A. Philosophy M. Phil. Philosophy Ph.D. D.Litt.
13.	**Faculty of Languages**	**Amity School of Languages (ASL)** In general, UG, PG and Doctoral programmes in various Indian and Foreign languages will be conducted. In particular, the following programmes will be included: B.A. (Hons.) English/Sanskrit/Hindi M.A. English/Sanskrit/Hindi M. Phil. English/Sanskrit/Hindi Ph.D. English/Sanskrit/Hindi D.Litt. B.A. (Hons.) French/German/Spanish/Japanese/Chinese M.A. French/German/Spanish/Japanese/Chinese Ph.D. French/German/Spanish/Japanese/Chinese D.Litt.

14.	**Faculty of Education and Physical Education**	**Amity Institute of Education (AIE)** In general, UG, PG and Doctoral programmes in all the branches of education will be conducted. In particular, the following programmes will be included: B.Ed. M.Ed. M. Phil. Ph.D. D.Litt. **Amity School of Physical Education & Sports Sciences (ASPESS)** In general, UG, PG and Doctoral programmes in all the branches of physical education will be conducted. In particular, the following programmes will be included: B.P. Ed. M.P. Ed. M. Phil. Ph.D. D.Litt.

15. **Award of Doctor of Science (D.Sc.)/ Doctor of Literature (D. Litt)/ Doctor of Laws (LL.D.)**

Doctor of Science (D.Sc.)/ Doctor of Literature (D. Litt)/Doctor of Laws (LL.D.)of Amity University Madhya Pradesh, shall be conferred on the candidates in the concerned subject who fulfill the requirements as specified in the ordinance for this purpose.

16. **Addition of Institutes, Departments, Faculty and Programmes**

Other Institutes, Teaching Departments, Faculty and Programmes as recommended by Academic Council and approved by the Governing Body, shall be added from time to time.

17. **Constituent Institutions**

For all purposes, the sustenance and development of the constituent institutions shall be a responsibility of the University. In fulfilling its responsibility, the Amity University Madhya Pradesh, shall:

(a) Recruit and develop faculty of the constituent institutions.

(b) Invest in the development of the institutions.

(c) Encourage revenue generation in the institutions.

(d) Formulate the institution budget and manage its finances.

(e) Provide good governance to the institution

18. The following shall be objects of declaring a college as constituent colleges/ institute.

(a) To provide the desired quality/academic and administrative leadership for further expansion of the institution.

(b) To create a desired environment and develop a framework to pursue a path of excellence in higher education.

(c) To lay a firm and everlasting foundation for growth of quality education in the institution.

(d) To develop the institution as a model for Curriculum Innovation and Examination Reforms development of professional and moral values in the faculty, students and the staff.

(e) To foster the growth of well informed knowledgeable and talented manpower to work in knowledge technology driven systems and enterprises.

(f) To facilitate synergic partnership with the industries of the state and the country for further qualitative growth.

(g) For transforming education into a vibrant and dynamic system.

(h) To foster research culture and promote industrial consultancy.

ORDINANCE NO.2

ADMISSION OF STUDENTS

1. In this Ordinance, unless there is anything objectionable in subject or context;

   (a) "Amity Common Admission Test" hereafter be referred to as "AMCAT", means the qualifying examination, the passing of which makes a student eligible for admission to a particular year in a course of study leading to the award of Bachelor's Degree/Master's Degree/M. Phil Degree/Ph.D./ Diploma Certificate conferrable by this University. It may include Written Test, Language Test, Group Discussion (GD), Personal Interview (PI), etc.

   (b) Admission of Students to Medical and Other Related Courses.

      (i) The admission procedure as prescribed, if any, by the Medical Education Department, Govt. of Madhya Pradesh, and other Regulatory State & Central bodies for professional & technical courses, will be followed.

      (ii) The list of admitted students in medical & other related courses should also be made available to the MCI as well as Director Medical Education Dept., Govt. of M.P. within one week from the last date of admission.

   (c) "Equivalent Examination" means an examination which is conducted by:

      (i) Any recognized Board of Secondary Education; or

      (ii) Any Indian University incorporated by any law in force for the time being, and recognized by the University as equivalent to its corresponding examination; or

      (iii) Any foreign University/Board of Examination that has been recognized by the Association of Indian Universities (AIU) as equivalent to 10+2 stage qualification or Bachelor's/Master's Degree Programme.

2. The Admission Cell of the University will be responsible for facilitating admissions to the various programmes offered by the University.

3. The date of AMCAT shall be declared/released on the University's website www.amity.edu/gwalior, along with the last date of submitting the duly filled in Admission Application Forms.

4. A candidate desirous of applying may:

   (a) Download the Admission Application Form from the University's website www.amity.edu/gwalior and submit the same with a Demand Draft for the prescribed fee drawn in favour of "Amity Form" payable at New Delhi; or

   (b) Purchase the Application Form online; or

   (c) Purchase the Application Form from the branches of the notified bank(s);or

(d) Buy in person on payment of cash from the Admission Cell of the University.

5. A candidate who fulfills the eligibility criteria for seeking admission to a School/ Department / Institute shall, submit the duly filled in Admission Application Form on or before the last date prescribed for the same.

6. Any student from India or abroad seeking admission in the University may contact the Admission Cell in person, through email, or through online counseling.

7. Non-Resident Indian candidates shall also be eligible for admission to various programmes, under the directives of the Amity University and the Government of Madhya Pradesh, provided they satisfy the eligibility criteria.

8. After scrutiny, if the candidate is found to meet the eligibility criteria prescribed by the University, he/she shall be called to appear for the AMCAT.

9. The University shall follow the admission process as prescribed by the norms set by it depending on the programme for which AMCAT is to be conducted.

10. The University shall follow the following admission process for all courses:

(a) The University will issue the Admission Notification on the University's website, in newspapers, on the notice board of the University, and in other publicity media before the commencement of every new academic session.

(b) The candidates provisionally selected for admission will be informed directly of their admission by the Admission Cell. The results of the admission test will also be uploaded on the individual microsites of all the candidates, successful or unsuccessful.

(c) The candidate whose results of the qualifying examination are awaited can also apply, and they will be granted admission provisionally. Such candidates, however, must produce the previous year's mark sheet, school/college certificate as a proof of the required eligibility criteria at the time of admission. The mark sheet and certificate of the qualifying examination shall be produced before the due date declared by the University, failing which provisional admission shall be cancelled.

(d) If a candidate admitted provisionally under para (c) above fails to secure the marks to fulfill the eligibility criteria of the programme he/she has been granted admission to, the provisional admission granted to him/her shall be cancelled.

(e) The Admission Application Form may be rejected on any of the following grounds:

(i) If the candidate has been found not to fulfill the eligibility criteria for the particular programme he/she has applied for;

(ii) If the candidate has been debarred on grounds of indiscipline from any college/University/educational institution;

(iii) If the Admission Application Form is not accompanied by the prescribed fee or Demand Draft or Transaction ID and Receipt Number (in case of online transaction);

(iv) If the Admission Application Form is not filled in properly and/or signed by the candidate;

(v) In case the supporting documents (as applicable) are not enclosed;

(vi) If there is a criminal law suit pending against him/her in a Court of Law.

(f) The candidates may download the Admit Card for the AMCAT from their microsite on the website of the University using the Application Form Number and Password available on their Admission Application Form.

(g) The Admission Rules as framed by the University from time to time, shall be applicable for all admissions and all decisions taken by the University regarding this shall be final.

(h) A complete list of the students admitted in various programmes shall be submitted in soft/hard copies to the Madhya Pradesh Regulatory Commission, within 15 days of completion of admission procedure for the particular academic session, of the University.

(i) The fees for each course shall be decided by the Board of the Management of the University and the number of seats in each course will be as decided by the University from time to time.

11. The successful candidate will submit the following documents (in original along with a set of certified copies) to the University at the time of the registration. The Admission Application Form shall, among others, be accompanied by a copy of:

(a) Class X marks sheet;

(b) Marks Sheets - Class XII (for undergraduate programmes), Graduation mark sheet (for post graduate programmes) and post graduation mark sheet (for Ph. D programmes);

(c) Transfer Certificate or School or Institution Leaving Certificate signed by the Head of the Institution last attended by the candidate;

(d) Good Character Certificate signed by the Head of the Institution last attended by the candidate. In the case of a candidate who passed the examination as private candidate, a certificate signed by two responsible persons certifying the character of the candidate will be submitted;

(e) Migration Certificate from the Secretary or Registrar of the Board from which he/she has passed his/her qualifying examination;

(f) Academic details of all other examinations passed;

12. (a) Enrolment/registration number will be assigned to the students by the University after verification and submission of all the necessary documents/fees.

(b) No candidate shall be provided admission to any School/ Institution under any faculty of the University for pursuing a course of undergraduate study unless he/she has passed the final examination held under the Madhya Pradesh Madhyamik Shikshan Adhiniym, 1965 (23 of 1965), (i.e., any recognized Board of Secondary Education) or an examination declared

equivalent to such examination by the University of such other qualifying examination as may be prescribed from time to time.

(c) No student enrolled in the University shall be admitted to any subsequent higher class in any Institution unless he/she has passed the examination qualifying him/her to appear for the examination for which he/she will be preparing. If a student who is eligible to appear at a Supplementary or second examination may be provisionally admitted to a subsequent higher class, but he/she shall revert to the lower class if he/she is not declared as successful at such examination.

(d) No candidate migrating from any other University/Board shall be admitted to any programme in the University unless he/she has passed the examination which has been declared by the University as equivalent to the qualifying examination for admission to the programme applied for by the candidate.

13. (a) No candidate who has passed a part of any degree of Post-Graduate examination from another University shall be admitted to subsequent higher class for such examination in any School / Institute of the University without the approval of the Chairperson, Admission Committee.

(b) No candidate, who is under sentence of expulsion or rustication from any other University or an educational institution affiliated to that University, shall be admitted to any course of study in a School / Institute maintained by the University during the period for which the sentence is in operation.

14. (a) Admission of students to various Schools / Institutes of the University will be done as per the admission cycle declared by the Chairperson, Admission Committee. The Vice Chancellor may make changes to the admission cycle as deemed necessary.

(b) Candidate applying beyond the last date of admission to the various programmes offered by the University due to the exigencies like transfer of their Parents/Guardians or due to any other genuine reason, may be granted admission by conduct of a 'Special AMCAT', subject to availability of seats in various programmes and following the procedure given in para 9 above.

15. A complete list of all students admitted to various programmes of the University shall be forwarded by the Admission Cell to the Registrar, after the last student has been admitted to the University or as per the last date declared in the academic calendar of the University, with a Certificate that all admissions have been made as per University Rules and that no exception has been made.

(a) A candidate shall be enrolled as a student of the School / Institute of the University as soon as he/she has paid the prescribed fees, registers himself/herself as a student, has submitted all academic transcripts in original and the details have been verified by the Head of the Institution/ School.

(b) A candidate seeking admission to a programme after the commencement of the session shall be required to pay tuition fee in full.

16. The Head of the Institution / School may forward the Application for Change of Branch by the student to the Director-Admissions, who may process the application further as per rules.

17. (a) A student seeking transfer of admission from one institution to another under the jurisdiction of the University, shall not be required to pay such installments of tuition fees that the student has already paid at the institution from which he/she is seeking transfer. Such student, however, shall comply with the eligibility criteria for admission to the branch / programme offered by the Institution he/she is seeking transfer to.

(b) Such admission(s) shall, however, be subject to the Admission Rules and Regulations of the University.

18. (a) A student who is enrolled in the University may apply for a change, correction or alteration in his/her own name or surname to the Registrar/ Head of the Institution / School with a fee decided by the University along with an affidavit as well as proof/certificate giving reasons for change and other relevant documents.

(b) The Registrar, if he is satisfied with the reasonableness of the request, may pass order for change or correction of the name of the student.

(c) The application for change or correction in the name shall be made through the Head of the Institution / School where the student is studying and will be supported by an affidavit.

(d) The fee deposited by the candidate shall not be refunded in any case, even if his application is rejected.

19. Every student in the University shall at all times display good behavior, show diligence in studies, maintain decorum and dignity, take adequate interest in co-curricular activities, and observe all rules of discipline of the School and University of which he/she is a student.

20. Merit and Merit-Cum-Means scholarships shall be awarded to meritorious students as per the norms of the University.

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

ORDINANCE NO.3

REGISTRATION OF STUDENTS AND THEIR ADMISSION TO COURSES OF STUDY AND TEACHING METHODOLOGY

1. To register or enroll in the programmes offered by the University, the applicant shall apply on the prescribed format and submit the application form to the Head of the Institution, who shall then forward the same to the Registrar of the University.

2. On receipt of the Registration Form at the University Institution, the candidate will be allotted a temporary Registration Number.

3. The Registration Application Form and all academic transcripts in original will be subject to verification by the University and after due verification, the candidates will be provided a Permanent Registration Number.

4. **Teaching Days**

   Every Institution/School enrolling student for the first degree course shall ensure that the number of actual teaching days is not below 180 in an academic year (90 days in a semester).

5. **Teaching Method**

   (a) Teaching methods of all programmes shall include one or more methods of teaching form i.e. Classroom Teaching, Assignments, Viva Voce, Lab Work, Seminar, Project Work, Summer Internship Training, Field Work, Presentation, Group Discussion, Case Discussion etc.

   (b) To provide better support to the students in conjunction with the traditional approaches, modern approaches based on information and communication technologies for teaching-learning shall be adopted. These may include online teaching-learning, material availability, webcasting, podcasting, online chatting with teachers, online discussion forums, etc.

ORDINANCE No. 4

EXAMINATION GENERAL

PART – I

DEFINITIONS & ACRONYMS

In this Ordinance and in all Ordinances and Regulations laying down conditions for appearing in an examination of the University for a Degree or a Diploma, either generally or for a particular examination, unless there is anything repugnant in the subject or context.

1. **Definitions.**

1.1 **"Academic Year"** is the period of nearly 12 months and is notified in the academic calendar, devoted to completion of requirements specified in the Scheme of Teaching and the related examinations. An academic year consists of two semesters.

1.2 **"Attested"** means signed and verified by an officer.

1.3 **"Amity Common Admission Test (AMCAT)"** shall mean the Common Admission Test conducted by the Amity University Madhya Pradesh (AU MP) for admission to academic programmes of the University.

1.4 **"Annual Grade Point Average (AGPA)"** means the Annual Grade Point Average under Annual Examination System.

1.5 **"Answer Book"** means the document containing the answer or answers as given by a candidate during examination to the question or questions contained in the question paper meant for the said examination.

1.6 **"Audit Course"** shall mean a Course Unit opted by a student out of Course Units for which the student is awarded grades and does not earn credits.

1.7 **"Candidate"**

1.7.1 **"Regular Candidate",** means a person who is undergoing a regular course of study in an Institute/School/Department of the University and seeks admission to an examination of the University.

1.7.2 **"Ex-Student Candidate",** means a person who was admitted to an examination as a regular candidate in a previous academic year and was not declared successful there at or was not able to appear in the examination though admission card was correctly issued to him by the University and seeks admission again to the same examination.

1.7.3 **"Failed Candidate",** means a student who could not get minimum marks to clear a subject in an examination.

1.8 **"Board of Examiners"** shall mean Board constituted with the approval of the Vice Chancellor (VC) for the conduct of practical examinations, workshops, viva- voce examination and evaluation of student performance at the Departments and Constituent Units of the University.

1.9 **"Course Unit"** is a component of an Academic Programme for which details of syllabus and required number of contact hours per week are specified.

1.10 **"Course Code"** shall mean curricular component identified by a designated code number normally consisting of a string of alphanumeric characters.

1.11 **"Course Credits"** shall mean an integer number indicating the weightage assigned to a Course Unit, Project, Research work or any other academic component, on the basis of contact hours per week on all learning activities.

1.12 **"CGPA"** shall mean the Cumulative Grade Point Average of a student.

1.13 **"End Term Examinations"** means an examination conducted by the AU MP at the end of Year/ Semester as prescribed in Scheme of Evaluation of a programme.

1.14 **"Enrolment"**, means the period for which a candidate's registration is valid.

1.15 **"Examination Centre"** means any Institution or teaching department of the University, or part thereof, fixed by the University for the purpose of holding its examinations and shall include the entire premises attached thereto.

1.16 **"Examination Committee"** means the Committee constituted by the Academic Council to coordinate activities relating to conduct of examinations and devise detailed procedures for an efficient, transparent and fair evaluation system of students.

1.17 **"Examination Discipline Committee"** shall mean the committee constituted by the Vice Chancellor at the University to consider and decide the cases relating to acts of misconduct, misbehavior, indiscipline and/or use of unfair means by the students while appearing in the examinations.

1.18 **"External Examiner"** shall mean a person who is not in the employment of the AU MP or its Constituent Units and is appointed as Examiner.

1.19 **"Examination Sub–Committee"** shall mean a Sub–Committee constituted by the University to work under Examination Committee.

1.20 **"Internal Examiner"** shall mean an examiner detailed to conduct practical exam, viva-voce, workshop practice, seminars etc. including a paper setter and evaluator who is a teacher of the University and its Constituent Units.

1.21 **"Invigilator"** means a person who assists the Superintendent of the Examination Centre in conducting and supervising an examination at a centre.

1.22 **"Maximum Registration Period"** shall mean the maximum period specified in the Scheme of Teaching and evaluation for a degree, diploma and certificate programme for which a candidate may be registered.

1.23 **"Minimum Registration Period"** shall mean the minimum period specified in the Scheme of Teaching and Evaluation for a degree, diploma and certificate programme for which a candidate may be registered.

1.24 **"Ordinances"** shall mean the Ordinances of Amity University Madhya Pradesh.

1.25 **"PG Diploma"** shall mean the Post Graduate Diploma in areas approved by the Board of Management.

1.26 **"Question Paper"** means a document containing the question(s) to be administered at an examination to be answered by a candidate.

1.27 **"Result Moderation Committee"** shall mean the committee appointed by the University to moderate grades/marks awarded by the Evaluators in different course units at a given level of a curriculum.

1.28 **"Scheme of Teaching and Examination'** shall mean the scheme of teaching and examination for a programme as approved by the Academic Council.

1.29 **"Scrutinizer"** means a person engaged to check the compilation of the result by comparison of award lists and the result sheets prepared by the office.

1.30 **"Semester System"** means a modus operandi of teaching/learning/evaluation of student performance in an academic programme of the University and its Constituent Units in two segments in an Academic Year.

1.31 **"SGPA"** shall mean Semester Grade Point Average.

1.32 **"Statutes"** shall mean the statutes of Amity University Madhya Pradesh.

1.33 **"Superintendent of Examination Centre"** means a person appointed by the Amity University Madhya Pradesh to conduct and supervise its examinations held or to be held at a centre and includes an Additional Superintendent or Associate Superintendent of such centre.

1.34 **"Tabulator"** means a person specially engaged for tabulating the result from award lists and the result sheets prepared by the Office.

1.35 **"Teaching Experience"** denotes teaching experience in the subject in an Institution recognized by the AU MP.

1.36 **"Year"** means the Academic Year.

Notes:

1. Definitions specified in the Act, the Statutes and the Ordinances shall apply unless the context requires otherwise.
2. "He" and "She" imply "He/She" and "His/ Her" respectively.
3. Wherever Annual System is followed, AGPA shall be assessed in the same manner as SGPA and regulations for promotion etc. will apply accordingly.
4. Acronyms

AMCAT	Amity Common Admission Test
AGPA	Annual Grade Point Average
AU MP	Amity University Madhya Pradesh
CAT	Common Admission Test
CGPA	Cumulative Grade Point Average
CoE	Controller of Examinations
DRC	Departmental Research Committee
ESE	End Semester Examinations
'F' Grade	Fail Grade
'I' Grade	Incomplete Grade
HoC	Head of Centre
HoD	Head of Department
HoI	Head of Institution
PG Course	Postgraduate Course
Pro VC	Pro Vice Chancellor
S Grade	Satisfactory Grade
SGPA	Semester Grade Point Average
U Grade	Unsatisfactory Grade
UG Course	Undergraduate Course
URC	University Research Council
VC	Vice Chancellor

PART- II

ADMISSION OF VARIOUS CATEGORIES OF STUDENTS TO THE UNIVERSITY EXAMINATION

2. **Admissions.**

2.1 No candidate shall be permitted to appear in the University examination unless he/she is duly registered/ enrolled with the University and has paid all dues.

2.2 Filled up examination forms of all the candidates with the complete examination fees shall be forwarded by the Head of Institution (HoI) or Head of Department (HoD) so as to reach the designated centre on or before the last date prescribed by the University. It will be the responsibility of the HoI to see that the candidate possesses minimum academic qualifications for appearing in the examination, has fulfilled attendance norms, and is of good conduct.

2.3 Controller of Examinations (CoE) of the University or the HoI can detain a student from appearing in an examination if he/she has not paid full dues of the University or does not return the Institution property and article(s) or if the conduct of the students has been unsatisfactory between the time of submission of his/her application form to the Registrar for admission to the examination and the date of commencement of the examination.

2.4 (a) An Ex-student shall submit his examination form in prescribed format on or before the last date notified by the University to the concerned HoI/ HoD who will forward it to the designated centre after verification.

(b) An Ex-student shall offer the subjects or optional papers which he/she had previously offered as a regular student unless on account of a change in the scheme of examination, the subject/ paper offered by him/her earlier cease to be a part of the scheme of the examination or syllabus for the examination and he/she is permitted by the University to offer instead, a different subject or paper.

(c) An Ex-student will be required to appear in the examination in accordance with the syllabus specifying the scope of studies in different subjects in force in the University, at the time of examination.

2.5 Every Ex-student shall appear at the examination centre at which the regular candidates from the institution in which he/she had pursued a regular course of study shall be appearing, provided that the Registrar/Head of Exam in action may, for sufficient reasons, require or allow a candidate to change his/her examination centre.

2.6 A regular candidate shall submit his/her application form with the form fees and examination fees, which shall be forwarded by the HoI/HoD or the

school of the Studies so as to reach the CoE on or before the last date prescribed for the purpose by the University authorities.

2.7 In case of each application, the HoI/ HoD shall certify that the candidate:

(a) Possesses the minimum qualification for appearing at the examination to which he seeks admission.

(b) He/she has displayed good conduct.

2.8 The Head of the Institute/School/Department shall send list of eligible candidates for examination, as per examination schedule declared by the University.

2.9 No Candidate shall be allowed to take the end semester/annual examination unless one has:

(a) Attended at least 75% of Lectures/ Practicals delivered. However, the VC can condone the attendance upto 5% on reasonable grounds.

(b) Paid all the due fees and;

(i) Obtained "No Dues" certificates from the concerned Department/Institution.

(ii) Submitted the Project Report/ Job Internship Certificate, as notified by the Director/ HoD/HoI;

(iii) Received 'in-plant training' as prescribed by the HoD/ HoI.

2.10 **Admission of Regular Candidate.** No regular candidate shall be admitted to an examination of the University unless he/she:

(a) Has been enrolled as a student in the School of Studies or Institutes in accordance with the provisions of the Ordinance.

(b) Possesses the minimum academic qualification for admission to the examination to which he seeks admission and has pursued a regular course of study for that examination.

(c) A regular candidate migrating from another University or Board of Secondary Education should submit his/her original migration certificate with his/her enrolment application form on the date prescribed in the Ordinance for enrolment of students and their admission to course of study together with the migration and immigration fees as prescribed by the University from time to time.

(d) The Controller of Examination (CoE) may on the specific recommendation of the HoD/HoI, and if he is satisfied that an admission card has been lost or destroyed, grant a duplicate admission card on payment of further fees as prescribed by the University. Such card shall show in a prominent place the word "Duplicate".

(e) Where a candidate offers additional subject paper for an Examination in accordance with the provisions of the Ordinance relating to the examination, the minimum attendance requirement shall apply equally in case of such additional subject/paper.

2.11 In computing the attendance for fulfillment of the conditions regarding pursuit of a regular course of study :

(a) Attendance at lectures delivered and practicals, if any, held during the academic session shall be counted.

(b) Attendance at any lecture delivered or practical class held within fourteen days preceding the first day of written examination which if treated as preparation leave, shall not be counted.

(c) Attendance at NCC/ACC/NSS/Amity Military Training Camps during the session shall be taken as full attendance at lectures/ practicals on each such day of the Camp and the day of journey to such Camp.

(d) Participation as a member of the University/ Institute team in any Inter-University or Inter-Collegiate Competition shall be taken as full attendance on the days of such competition and the days of journey for participating therein.

(e) For special reasons such as prolonged illness, deficiency in percentage of attendance not exceeding 5% in each subject may be condoned by the VC, provided that he is fully satisfied of the validity of the reasons.

2.12 Except as otherwise provided, a regular candidate for an examination shall on or before the last date notified by the University:

(a) Submit an application for admission to the examination in the prescribed form duly affixing his/her latest passport size photograph at the appropriate place, through the HoD/ HoI of the Institute/ School of Studies indicating the subject or subjects in which he/she desires to present himself /herself for the examination;

(b) Pay along with the application, the fee prescribed for the examination concerned;

(c) Application submitted by regular candidate together with the examination fee shall be forwarded by the HoD/HoI of the Institute/ School of Studies, so as to reach the University on or before the last date prescribed for the purpose by the University.

2.13 **Admission of Ex-Student Candidate to Examination of the University**
No ex-student candidate shall be admitted to an examination of the University unless he submits with his application for appearing in the examination:

(a) The statement of marks (in original) obtained by him at the said examination issued by the University together with an attested copy thereof, or

(b) In case he was duly admitted to the said examination as a regular candidate but could not appear therein, a certificate from the HoD/HoI of the Institute last attended by him showing the year, the roll number and the examination to which he was admitted as a regular candidate.

2.14 An ex-student candidate for an examination shall submit through the forwarding officer i.e. the HoD/ HoI where he/she has pursued a regular course of study, an application for admission to the examination in the prescribed form on or before the last date notified by Amity University, Madhya Pradesh and who should specify therein:

(a) Whether he/she is a candidate for the examination entitled.

(b) The subject paper or subjects/papers in which he/she desires to present himself/ herself for the examination.

(c) Submit with his/her application the evidence of having been admitted to the examination earlier as required in paragraph.

(d) Attach with his application for admission to the examination, his/her latest passport size photograph duly attested by the forwarding officer.

(e) Pay the fee prescribed for the examination. Fees shall be paid through a crossed bank draft drawn in favor of the University or in any other manner prescribed by the University.

(f) An Ex-student candidate shall offer the subjects/papers which he had previously offered as a regular candidate unless on account of a change in the scheme of examination, the subject/paper offered by him earlier ceases to be a part of the syllabus of the examination he has applied / appear in and he is permitted by the University to offer instead a different subject or paper.

(g) An ex-student candidate will be required to appear in the examination in accordance with the syllabus specifying the scope of studies in different subjects in force in the University.

2.15 Every ex-student candidate shall appear at the examination centre at which the regular candidates from the Institute in which he has pursued a regular course of study shall be appearing.

PART – III

GENERAL CONDITIONS

3. **General**

3.1 The Ordinance No. 4 specifies Regulations for Conduct of Examinations, Scheme of Examinations and Discipline among Students during Examinations as well as lays down conditions for appearing in an examination of the AMITY UNIVERSITY MADHYA PRADESH (AU MP) for a degree or a diploma, either generally or for a particular examination, unless there is anything, repugnant in the subject or context. The ordinance shall be applicable to all courses of AU MP.

3.2 The ordinance makes provisions for setting up of various Committees to facilitate organized conduct of examinations. The ordinance acts as guidelines for planning, coordinating and conduct of examinations in a fair manner without providing any undue advantage to any particular candidate /examinee. The Vice Chancellor will be assisted by Controller of Examinations (CoE) in implementing the guidelines in true letter and spirit.

3.3 Certain salient important aspects which need to be kept in mind are as amplified below:

(a) No candidate shall appear in more than one degree examination or for the Master's Degree in one and the same academic year.

(b) No candidate shall be permitted to appear in the AU MP examination unless he/ she is duly registered/enrolled with the AU MP and has paid all dues.

(c) A candidate who has passed a part of the Bachelor's degree examination or a part of Master's degree examination of another University may, on the recommendations of Chairman Board of studies concerned and Dean Academics/HoI concerned be admitted with the permission of the VC to the next higher examination of the University for the degree concerned provided the course offered by the candidate at such other University is equivalent to the course of the University for the corresponding examination.

(d) No person who has been expelled or rusticated from any Institute/ College or University or has been debarred in appearing at a University examination shall be admitted to any examination during the period for which the sentence is in operation.

(e) All the records of examinations and results (less the answer sheet which will be maintained for a period of 5 year) will be maintained by AU MP on a continuous basis. Usage of electronic means of storage in addition to hard copies will also be made for storage of such sensitive data.

PART – IV

COMMITTEES

4. **Examination Committee.**

4.1 **General.** There shall be an Examination Committee at the University level constituted by the Academic Council.

4.2 **Composition.** The composition of the Examination Committee shall be as under:

(a) Pro-VC/ Dean of Faculty/ Dean Academics - Chairperson

(b) Deans of Faculties/Heads of Constituent Units (not exceeding eight) nominated by the VC. - Members

(c) CoE. - Member Secretary

Note:

1. Tenure of the Examination Committee shall be of two years.
2. Two third members are a must to form the quorum of the meeting.
3. There will be at least one meeting of the Examination Committee in each semester.
4. All decisions of the Examination Committee shall be placed before the Academic Council for concurrence.

4.3 **Functions.** The functions of the Examination Committee shall be as follows:

(a) To frame detailed guidelines and procedures for an efficient, transparent and fair evaluation of student's performance and conduct of examinations as well as for tabulators/ programmers for preparing the results of the examination.

(b) To supervise generally all the examinations of the University and issue such directions as it may consider necessary for conduct of examinations.

(c) To review from time to time the results of the University examinations and submission of reports thereon to the Academic Council.

(d) To make recommendations to the Academic Council for the improvement of the examination system.

(e) To appoint such number of sub-committee as it may feel appropriate and may delegate to any one or more persons or sub-committee(s), its powers to deal with examination matters.

(f) To consider the complaints received against Officers and Staff engaged for conduct of examinations and recommend to the VC about the action to be taken against the concerned person(s).

(g) To consider and recommend the rates of remuneration for the Examiners, Superintendents of Examination Centre's and other staff engaged on examination duty, Tabulators and Collators etc. associated with the examination duty.

(h) To consider any written report/ representation/ complaints received within seven days after completion of the examination regarding setting up of question paper etc., along with specific recommendations of the Examination Sub-Committee of Departments/ Constituent Units and to recommend for consideration of the VC the action to be taken against any Examiner/ Paper-setter/ Moderator in cases of mistakes/ omissions/ negligence/ leakage in paper-setting/ moderation/ evaluation etc.

(i) To investigate the cases of understandable divergence in the results of any Course Unit. The Examination Committee for this purpose may itself scrutinize the answer books or may order their scrutiny by other person(s), and may also call an explanation from the examiner concerned for the divergence of marks. If after the investigation, the Committee is of the opinion that such divergence is due to leakage of paper, personal favoritism or animosity, it may recommend to the VC such action as it may deem fit, such as debarring the examiner/ evaluator from examiner ship permanently or for a specified period, a revaluation of the answer books etc.

5. **Examination Sub – Committee.**

5.1 **Constitution.** Each Department/ Constituent Unit will constitute an Examination Sub-Committee to oversee the examinations at the concerned Department/ Constituent Unit. The composition of the Sub-Committee shall be as under:

(a) Head of Department/ Constituent Unit - Chairperson

(b) Two senior faculty members of the Department/ Constituent Units - Members

5.2 **Functions of Examination Sub-Committee.** The Examination Sub – Committee shall have the following major functions:

(a) Prepare tentative Examination Schedule and submit the same to the CoE for approval and notification.

(b) Prepare panels of paper setters, examiners, evaluators and submit the same to the CoE for approval by the VC and also suggest names of external experts for moderation of question papers.

(c) Make arrangement for printing of Question Papers for internal class tests and other components of internal assessment.

(d) Keep the Question Papers received from the CoE in safe custody and keep proper record of the used and unused question paper.

(e) Arrange printing of Answer Books on standard format provided by the University and maintain record of used and unused answer books.

(f) Scrutinize the examination forms of the students and determine eligibility of students for taking examination. In case any student is found ineligible, it will record reasons of ineligibility against each student.

(g) Ensure compliance of provisions of Regulations and Guidelines relating to conduct of examinations.

(h) Make all necessary arrangements for conduct of examinations including display of examinations schedule, seating arrangements, security arrangements, if required, and for recording attendance of students.

(i) Appoint amanuensis for visually handicapped and disabled students who are unable to write with their own hands.

(j) Appoint Invigilators (minimum two in a room) and the supporting staff; and supervise their functioning.

(k) Ensure smooth conduct of Examinations.

(l) Report immediately, cases of use of unfair means by the students in the examination, if any, to the CoE for consideration by the Examination Discipline Committee of the University.

(m) Arrange spot evaluation of answer books from the Evaluators approved by the VC, if desired by the University.

6. **Moderation Board for Moderation of Question Papers.**

6.1 **Composition.** Moderation Board shall be constituted by the VC as under for one or more courses:

(a) Dean / Head of Department/ Centre/ Institution - Chairperson

(b) Senior most Professor/ Senior most teacher and teaching faculty of the discipline concerned. - Member

(c) Two experts in the discipline/ specialization (One shall be external) - Members

(d) CoE -Member Secretary

Notes:

1. At least three members shall constitute the quorum for meetings.

2. Tenure of the Moderation Board shall be two years.

6.2 **Functions.** The functions of the Moderation Board shall be:

(a) To ensure that question papers prepared are strictly in accordance with the course contents and the instructions, if any.

(b) To remove ambiguity if any, in the language of questions.

(c) To moderate/ reframe the questions so as to give opportunities to students of varying abilities.

(d) To ensure proper coverage of course contents and indicate weightage/ marks for each question or part/ parts thereof, time prescribed and to correct errors, if any.

7. **Examination Discipline Committee.**

7.1 **General.** There shall be an Examination Discipline Committee at the University level constituted by the VC to consider the cases of misconduct, misbehavior of students and their use of unfair means in examination and disorderly conduct of examinations.

7.2 **Composition.** The constitution of the Examination Discipline Committee will be as under:

(a) Pro-VC/Dean Academics/Dean of the Faculty	- Chairperson
(b) Two Heads of Departments/Constituent Units	- Members
(c) One Senior Officer of the University	- Member
(d) CoE	- Member Secretary

Notes:

1. The Chairperson may co-opt any Head of Department/ Constituent Unit for particular meeting of the Examination Discipline Committee.
2. The tenure of the nominated members of the Committee shall be two years.
3. At least three Members present shall constitute the quorum.

8. **Results Moderation Committee.**

8.1 **Composition.** The University will constitute a Results Moderation Committee for each Programme /Course as under:

(a) Pro-VC/Dean Academics/Dean of Faculty	-Chairperson
(b) HoD /Constituent Unit.	- Member
(c) One Senior Faculty member (from each broad discipline)	- Member
(d) CoE.	- Member Secretary

8.2 **Functions.** The functions of Results Moderation Committee are as under:

(a) The Committee shall scrutinize the statistics of results prepared by the CoE and if need be, moderate the same after satisfying itself that the results on the whole and in various subjects are in conformity with the usual standards before declaration of results.

(b) The Committee shall bring to the notice of the VC lapses or omissions on the part of the paper setter and/or the examiners, if any. It will also suggest steps to be taken by the University to rectify the same as well as the action to be taken in cases where the result is unbalanced.

8.3 **Moderation**

The provision of moderation of marks up to maximum of 5 marks in any one subject per semester on approval by the VC shall be permissible in borderline cases for upgrading "C" Grade to "C+" Grade, for improvement of SGPA, CGPA and also the Division.

8.4 Considering the time requirement for moderation of large number of programmes and students, on approval from the VC, where five marks are to be awarded in borderline cases, the results may be moderated by CoE and put up to the Result Moderation Committee.

8.5 The recommendations of the Moderation Committee shall be placed before the VC for approval.

9. **Appointments**

9.1 **Controller of Examination (CoE)**

9.1.1 **General**

The CoE shall be a whole time Officer of the University. All arrangements for the conduct of examination to be held by the University shall be made by CoE in accordance with directions of Academic Council/the VC.

9.1.2 **Functions**

The CoE shall be performing the following functions:

(a) He shall be responsible to publish programme for the conduct of examination specifying the dates of all related activities with respect to conduct of examinations for all courses. Subject to the superintendence of the Examination Committee, and Examination Sub-Committees, he shall conduct all the examinations of the University and shall make all other arrangements thereby and be responsible for the due execution of all processes connected therewith.

(b) He shall be ex-officio Member Secretary of the Examination Committee and such other Committee(s) as may be constituted by the University, but he shall not, by virtue of this sub-section, be entitled to vote. He shall be bound to place before such Committee(s) all such information as may be necessary for transaction of its business.

(c) He shall be responsible for the due custody of the records pertaining to evaluation, examinations and related activities.

(d) He shall collect information from the Departments/ Constituent Units of the University, as may be necessary, for the discharge of his duties.

(e) He shall also perform such other duties as may be prescribed in the Guidelines on Conduct of Examinations and Evaluation of Students Performance from time to time, by the Board of Management or Academic Council or other authorities of the University.

(f) When he, for any reason, is unable to act or the office of the CoE falls vacant, all the duties of the Office shall be performed by such person as may be appointed by the VC, until the CoE resumes his duties or the vacancy is filled.

9.2 **Examination Superintendent**

9.2.1 The VC shall in consultation with the HoI/ HoD and CoE appoint Exam Superintendent and Assistant Exam Superintendent (if any required), for the examination centre of their respective Institution for smooth conduct of examinations. The Exam Superintendent/Assistant Exam Superintendent will function under the guidance of CoE and shall be responsible for the following duties/tasks:

(a) The Superintendent shall be fully conversant with Examination Regulations of the University. He can take guidance of CoE as and when required.

(b) The Superintendent shall be personally responsible for the safe custody of question papers and answer books collected/ received from CoE. He shall render the complete account of used/unused question papers and answer books.

(c) The Superintendent shall detail Invigilators and supervise their work in conduct of examinations strictly as per Regulations.

(d) The Superintendent shall send the daily report of conduct of examinations, number of students attended the exams, absentees, any information related to conduct of examinations and report all cases of UFM to CoE.

(e) The Superintendent shall wherever necessary send a confidential report to CoE about the conduct of examinations mentioning therein the performance of the Invigilators and conduct of the examinees.

(f) The Superintendent shall have the power to expel an examinee from examination on any of the following grounds:

(i) The examinee has created nuisance or serious disturbance at the examination centre.

(ii) The examinee shows seriously aggressive attitude towards an invigilator or a member of staff entrusted with the examination work.

(g) Unless otherwise directed only Institute preferably faculty members and staff from the respective Institute shall be appointed as Invigilators.

(h) The Superintendent shall ensure on every day of exam that all examinees are in possession of their I - Card and Admit Card and signatures of all students are taken on the relevant form.

PART – V

EVALUATION

10. **Course Evaluation.**

10.1 The course structures and examinations shall normally be based on Semester System. However, the Academic Council may approve Annual System for specified programmes.

10.2 In addition to end term examinations, student shall be evaluated for his academic performance in a course through case discussions, presentations, analysis, practical's, home work assignments, term papers, projects, field work, seminars, quizzes, class tests or any other mode as may be prescribed in the syllabi. The basic structure of each course shall be prescribed by the Board of Studies and approved by the Academic Council.

10.3 Each course shall have a number of credits assigned to it depending upon the academic load of the course which shall be assessed on the basis of weekly contact hours of lecture, tutorial and laboratory classes, field study and/ or self study. The credits for the project and the dissertation shall be based on the quantum of work expected.

10.4 Depending upon the nature of the programme, the components of internal assessment may vary. However, the following suggestive table indicates the distribution of marks for various components in a semester: -

Component of Evaluation	Frequency	Code	Weightage (%)
Case Discussion/Presentations/Analysis	1-3	C	25%
Home Assignment	1-3	H	
Project	1	P	
Seminar	1-2	S	
Viva-Voce	1-2	V	
Quiz/Class Test(s)	1-3	Q/CT	
Attendance	100%	A	5%
End – Semester Examination	1	EE	70%
Total			**100%**

Notes:

1. The above components for continuous evaluation, in addition to the class test(s), attendance and their weightage shall be selected so as to have a combined weightage of 30 marks.
2. The total number of components for continuous evaluation, including class test(s) and attendance should be 4-5.

10.5 The distribution of weightage for each internal assessment component shall be decided by the concerned Board of Studies and approved by the Academic Council. Change in the weightage of the internal assessment and ESE, if required, will be carried out on approval of the Board of Management.

10.6 The Project and dissertation shall be evaluated by Board of Examiners through seminar(s), presentation(s), report submission(s) and the viva-voce examination.

11. **Audit Course.**

11.1 A student who registers for course(s) shall be eligible to take examinations provided the attendance requirement of the course unit is duly certified by the Head of Department/Constituent Unit to have been met.

11.2 The audit course(s) shall be shown in the final Grade sheets/Marks sheets under a distinct head of "Audit Course(s)". However, a student shall neither be entitled to any credits for such course(s), nor these shall be considered for the purpose of declaration of results.

PART – VI

ATTENDANCE

12. **Attendance.**

12.1 **Important Aspects.** The important points emphasized upon are as follows:

(a) Students are expected to have 100% attendance in all course units.

(b) Relaxation of maximum 25% may be allowed to cater for sickness or other valid reasons beyond the control of the students.

(c) A student whose attendance is less than 75%, whatever may be the reason for shortfall, will not be permitted to appear in the ESE.

(d) Under extreme special circumstances, in rarest of cases the VC may condone up to maximum of 5% attendance (In addition to 75%) provided that there are sufficient reasons with documentary proof and the cases are duly recommended by HoI/ HoD / Dean of the Faculty.

(e) Every teaching faculty member handling a class will take attendance till the last day of the class. The percentage of attendance up to this day will be calculated and forwarded to Examination Department by the HoI/HoD for issue of Admit Cards.

(f) If a student is continuously absent for a period of fifteen days without permission, a notice will be sent to the student and to his parents/guardian.

(g) If a student remains absent continuously for 30 days without permission, his name will be struck off. Such a student may apply for re-admission. The HoI/ HoD will examine his performance in all semesters and back log of papers and forward recommendations to the VC's office to decide as to whether he should be given re-admission or not. Based on the recommendations, decision for re-admission and the semester in which re-admission is to be given will be taken. The student granted re-admission will be required to pay the prescribed re-admission fee and will be governed by Academic Regulations given above. The attendance will be calculated as per the decision taken at the time of granting re-admission.

12.2 **Action in Cases of Shortfall of Attendance.**

(a) A student, whose attendance is below 75%, unless condoned by the VC will not be permitted to appear in the ESE and will be awarded 'DE/F' Grade in that paper.

(b) 'DE/F' Grade students (Debarred due to shortage of attendance or Fail in a course unit) are required to reappear in the examination of the course unit along-with the end semester examination in the next corresponding semester (i.e. even with even and odd with odd) i.e. 'DE/F' grade student of 3rd semester may reappear in that course unit in the 5th semester.

(c) 'DE/F' Grade students will have to apply to the HoI/HoD for re-appearing within the first week of the commencement of the corresponding semester. The HoI/ HoD will assign Guided Self Study Courses & Assignments under the faculty for the concerned subjects, of which, regular assessment records will be put up by the faculty to the HoI/HoD. The HoI/ HoD will forward the recommendations to the VC (Through CoE) for grant of permission to re-appear in that course unit. Only on grant of permission by the VC, a student will be allowed to re-appear.

(d) A student whose attendance is 75% or above but is unable to appear in a paper/papers due to valid unavoidable reasons and with proper written permission from HoI/HoD will be awarded 'I' (Incomplete) Grade.

(e) 'I' Grade students other than those of Final Semester should apply to the HoI within seven days after the last paper for re-appearing, for which the examination will be held within 30 days of the last paper and 'I' grade will be converted to appropriate letter grade.

(f) The final year students who have obtained 'F' grade may apply to re-appear in those Courses of final two semesters only in the Special Supplementary Examinations to be held within 30 days of the declaration of results.

(g) The final year students who have obtained 'I' grade may apply to re-appear in the subjects of Final Semester only in the Special Supplementary Examination to be held within 30 days of the declaration of results.

(h) In all cases of reappearing ('I' & 'F' grade students), the marks obtained by the student, who reappears, will be converted into the appropriate letter grade but not exceeding B+.

13. **Computation of Attendance.**

13.1 Attendance at lectures, tutorials, practical's, clinical, sessions, if any, held during the academic session shall be counted.

13.2 Attendance at NCC/NSS Camp/Amity Cadet Corps/Amity Military Training Camp/Seminars/Workshops organized by other Institutions/Universities as approved by the University or any such other training organized by the University during the session shall be taken as full attendance at lectures/practical's/tutorials on each such day of camp/training and the days of journey to such camp/training (excluding the period of holiday/vacations).

13.3 Participation as a member of the University/Constituent Unit team in any Inter-University competition games & sports and/or other extracurricular activities shall be taken as full attendance on the days of such competition and the days of journey for participating therein.

13.4 Participation as member of a recognized/approved team in any Competition shall be taken as full attendance. The period will also include the days of

actual coaching, competition and the days of journey for participating therein.

13.5 In determining the exact number of minimum requisite attendance in lectures, tutorials, seminars, moots, practical's, session's etc. fraction shall be ignored.

13.6 For re-admission of a student whose name was struck off from the rolls due to continuous absence from the classes without information, attendance in lectures, tutorials, practical etc. in that semester/year, prior to re-admission shall be counted.

14. **Making – Up of Deficiency in Attendance.**

14.1 Each Department/Constituent Unit of the University will prescribe "Guided Self Study Course" for the course units in which the students failed or are detained due to shortage of attendance in a semester and arrange counseling sessions for the students on weekends and holidays in the same odd or even semesters.

14.2 The students, who are detained due to shortage of attendance in any subject of semester, shall register with their Department/Constituent Unit for Guided Self Study Course in the beginning of next semester/year scheduled for next batch of students. They will be required to pay a fee per subject as prescribed by the Department/Constituent units.

14.3 Such students will have to attend contact classes as and when scheduled by the Department/Constituent Unit on weekends/holidays in the relevant semester to complete the package of study for the course designed by the Department/ Constituent Unit.

14.4 The Departments/Constituent Units may prescribe term papers/home assignments which the students will submit to their teachers subject-wise within the due dates.

14.5 The regularity in attending the classes and prompt submission of assignments by due date will determine whether a debarred or detained candidate is permitted to take the re-examination or not. The schedule for regular collection and submission of term paper/home assignments will be announced by the Department/ Constituent Unit.

14.6 Only those students who register for Guided Self Study Course and complete the requirements as prescribed by the Department/Constituent Units will be permitted to take the examination in the respective subject when the examinations of such Course Units are conducted in normal schedule along with the next batch of students. The scheme of re-examination will be announced by the University on receipt of report from the Department/Constituent Unit.

15. **Minimum & Maximum Duration of Academic Programmes.**

15.1 The minimum period required for completion of a programme shall be as specified in the Scheme of Teaching and Examination and Syllabi for concerned programme and approved by the Academic Council on the recommendations of the Board of Studies.

15.2 The maximum permissible period for completing a programmeup to two academic years shall be N+1 year (two semesters) and for the programmes of more than two academic years duration, the maximum permissible period shall be N+2 academic years (four semesters), where "N" represents the minimum duration of the programme.

PART – VII

EXAMINATION FEES

16. **Examination Fees.**

16.1 The examination fees, if any, approved by the Finance Committee shall be payable by the students of Departments/Constituent Units for various examinations.

16.2 A student, who due to sickness or otherwise is unable to present himself at an examination, shall not be entitled to receive a refund of his fee. Provided the VC, if he is satisfied about the genuineness, or merit of it, may order for adjustment of fee towards the immediate next examination.

16.3 Application for such adjustment from a candidate shall be accompanied by a Medical Certificate of illness, if applicable, not later than ten days from the date of commencement of the examination at which the candidate was to appear. Provided, however, that a candidate shall not be entitled to the adjustment of examination fee mentioned above if he changes the faculty or his course unit in case of any examination.

16.4 Examination and fees of a candidate whose application for appearing at an examination has been rejected for some reason, or who could not furnish his form within the prescribed date, necessary fees having been paid in University account, may be refunded after a deduction of a sum as specified by the University. Examination fee of a candidate who dies before appearing in the examination shall be refunded in full to his guardian or his successor.

16.5 The entire fees paid by a candidate, whose application for appearing at an examination is called on account of producing fraudulent documents or giving false particulars, or are debarred /detained from taking examination due to shortage of attendance or otherwise shall stand forfeited.

PART – VIII

ASSESSMENT SYSTEM

17. **Grading System.**

17.1 The level of students academic performance as the aggregate of continuous evaluation and end term examination shall be reflected by letter grades on a ten point scale according to the connotation as per **Table-A.**

TABLE - A

GRADE	QUALITATIVE MEANING	GRADE POINT ATTACHED
A+	Outstanding	10
A	Excellent	9
A-	Very Good	8
B+	Good	7
B	Above Average	6
B-	Average	5
C+	Satisfactory	4
C	Border Line	3
F	Fail	0

17.2 **Guidelines**. General guidelines for award of grades are as follows:

(a) Evaluation of different components of a Course Unit for each student shall be initially done in numerical marks.

(b) The marks of different components viz. Internal Continuous Assessment of course work, practical etc. and end term examinations shall be assigned relative weightage as prescribed in curriculum and scheme of a programme and added. The total marks obtained shall be out of 100 and the same would be converted into grades on a 10 point scale.

(c) A normal class with a range of scores should be graded by a convenient method and should usually produce a fairly normal distribution of grades.

(d) Grading will be done on raw score awarded by the evaluator in internal continuous assessment as well as in end term examination.

(e) The minimum percentage of marks for award of an A+ Grade will not be normally less than 80%.

(f) For award of C+ grade, the minimum percentage of marks shall not usually be less than 40% in the case of Post Graduate and Integrated level programmes and 35% in Under Graduate level programmes, or as specified by the Academic Council.

(g) 'C' grade shall be decided on a case basis keeping in view the consistency of performance, progressive improvement, exceptionally good performance in semester examination, regularity in attendance which may be up graded to C+ or downgraded to F grade.

(h) The results, if considered necessary, shall be moderated by a duly constituted Results Moderation Committee.

(i) The procedure for evaluation and award of grades for Project/ Training/ Seminar/ Comprehensive viva-voce shall be such as may be decided by the Board of Studies.

17.3 **Conversion of Numerical Marks into Letter Grades.**

(a) In order to arrive at the letter grades based on relative grading, the total marks in a particular course for all the students in the class of more than 30 students shall be tabulated in a descending order list (equivalently a histogram). The performance of the class analyzed in terms of average, highest and the lowest marks and dividing lines between the clusters of students. Gaps and dips between the clusters and the nature of the clusters will guide in drawing the dividing lines between the Grades. B and B- bands usually indicate the average mark.

(b) If the marks obtained by the student of a class of more than 30 students are close to perfectly distribution curve, the marks awarded to a student in a course unit shall be transformed into normal distribution curve by using statistical method in accordance with **Table B** to ensure the uniformity in spread of scores regardless of the nature of curricular areas.

TABLE - B

LOWER RANGE OF MARKS	GRADE	UPPER RANGE OF MARKS
	A+	$> \bar{X} + 1.5\,\sigma$
$\bar{X} + 1.0\,\sigma <$	A	$\leq \bar{X} + 1.5\,\sigma$
$\bar{X} + 0.5\,\sigma <$	A-	$\leq \bar{X} + 1.0\,\sigma$
$\bar{X} <$	B+	$\leq \bar{X} + 0.5\,\sigma$
$\bar{X} - 0.5\,\sigma <$	B	$\leq \bar{X}$
$\bar{X} - 1.0\,\sigma <$	B-	$\leq \bar{X} - 0.5\,\sigma$
$\bar{X} - 1.5\,\sigma <$	C+	$\leq \bar{X} - 1.0\,\sigma$
$\bar{X} - 2.0\,\sigma <$	C	$\leq \bar{X} - 1.5\,\sigma$
	F	$\leq \bar{X} - 2.0\,\sigma$

Note:

The mean ($\bar{X}$) and the standard deviation (σ) of marks obtained of all the students in a course shall be calculated and the grades shall be awarded to a student depending upon the marks and the mean and the standard deviation as per **Table B.**

(c) In a class of students up to 30, the minimum cut off for various grades shall be assessed as given in **Table C.**

TABLE – C

Grade	Qualitative Value of Grade	Minimum Percentage of Marks for Letter Grade for PG Programmes	Minimum Percentage of Marks for Letter Grade for UG Programmes	Remarks
A+	Outstanding	80	80	* Or as specified by the Academic Council from time to time
A	Excellent	75	70	
A-	Very Good	68	65	
B+	Good	60	55	
B	Above Average	52	50	
B-	Average	45	45	
C+	Satisfactory	40	35	
C	Border Line	35	30	
F	Fail	Less than 35*	Less than 30*	

(d) In case of non- credit and Audit Courses which are not reckoned for assessment of SGPA and CGPA, the students shall be awarded "S" Grade for satisfactory performance and "U" Grade for unsatisfactory performance.

17.4 The Semester performance of a student will be initiated as **"Semester Grade Point Average" (SGPA).** The SGPA will be weighted average of Grade Points of all grades received by a student for all the Course units in the semester. The formula for Computing SGPA is as given below:

$$SGPA = \frac{U_1G_1 + U_2G_2 + U_3G_3 + \ldots\ldots\ldots\ldots\ldots\ldots\ldots\ldots\ldots}{U_1 + U_2 + U_3 + \ldots\ldots\ldots\ldots\ldots\ldots\ldots\ldots\ldots\ldots}$$

Note:

1. Where U1,U2,U3 denote credits associated with courses taken by the Student
2. G1, G2, G3, are the Grade Point of the letter grades awarded in the respective Course.
3. An example of these calculations is given below:

I Semester

Course Code	Associated Course Unit Credits	Grade Awarded	Credits Earned	Grade Points	Point Secured
(1)	(2)	(3)	(4)	(5)	(6)
MAL 101	5	C (+)	5	4	20
CSL 102	4	C	0	3	12
PHP 103	4	A	4	9	36
PHP 104	3	B	3	6	18
MEL 105	4	F	0	0	00
AML 106	4	B (-)	4	5	20
Total	**24**		**16**		**106**

Total associated credits in the semester (Total of column 2) = 24

Earned credits in the semester (Total of column 4) = 16

Points secured in this semester (Total of column 6) = 106

$$\text{SGPA} = \frac{\text{Points secured in the semester} \quad 106}{\text{Credits Units in Courses appeared} \quad 24} = 4.42$$

CGPA is not applicable in first semester.

II Semester

Course Code	Associated Credits	Grade Awarded	Earned Credits	Grade Point	Point Secured
(1)	(2)	(3)	(4)	(5)	(6)
MAL 201	5	A (+)	5	10	50
EEL 202	5	B (+)	5	7	35
CYL 203	5	C (+)	5	4	20
CYP 204	4	A	4	9	36
MEL 205	4	B	4	6	24
AML 206	5	C	0	3	15
HUL 207	3	F	0	0	00
Total	**31**		**23**	**39**	**180**

Note:

1. Associated Credit Units in the semester (Total of Column 2) = 31
2. Earned Units in the semester (Total of Column 4) = 23

3. Cumulative Associated Credit Units (In previous semester 24 and current semester 31) = 55., Points secured in II semester (Total of column 6) = 180, Cumulative points secured (Total of points secured in 1st semester 106 and in Semester 180) = 286

$$\text{SGPA} = \frac{\text{Points secured in II Semester}}{\text{Credit Units of appeared courses in II semester}} \quad \frac{180}{31} = 5.806$$

$$\text{CGPA} = \frac{\text{Cumulative points secured in all passed course in I \&II Sem}}{\text{Cumulative Associated Credit Units in I \&II Semesters}} \quad \frac{286}{55} = 5.20$$

17.5 In the case of Tri-semester or Annual system of evaluation of students performance, Annual Grade Point Average (AGPA) shall be assessed as per above guidelines.

17.6 In final Grade Card will indicate Cumulative Grade Point Average (CGPA) which shall be calculated as given at Para 17.4 above and shall be based only on Grade Points obtained in courses for which units have been earned.

17.7 Conversions from Grade Point Averages to percentages of marks do not have rigor or rationale. However, an approximate and indicative equivalence between CGPA and percentage of marks can be assessed by simple mathematical calculation i.e. CGPA multiplied by 10.

18. **Passing Criteria.**

18.1 A student who has earned minimum number of credits prescribed for the concerned programme as per Structure, Curriculum and Scheme of Examinations, shall be declared to have passed the programme of study. Credit Units for each programme shall be decided by the Board of Studies of each Institution and shall normally be as follows:

		Minimum (Average per semester)	**Maximum** (Average per semester)
(a)	Under Graduate Programme	25	30
(b)	Post Graduate Programme	30	35
(c)	Integrated Programme	30	35

18.2 (a) The weightage of ESE will be 70% and that of Continuous Internal Assessment will be 30%, except in case of B.Arch which will be laid down by CoA.

(b) The condition for qualifying separately in Continuous Internal Assessment is not mandatory. However, usually a student will be required to secure minimum 30% marks separately in ESE. Minimum aggregate marks of 35% in UG Courses and 40% in PG Courses are to be considered 'PASS' in each Course Unit. These percentages may be modified by the Academic Council from time to time.

(c) The internal assessment will be completed within the semester and the result will be forwarded to Examination Centre before the commencement of the ESE.

(d) There will be no provision for appearing in any component of Internal Assessment in subsequent semesters. HoI's may conduct make up tests, if required, due to valid reasons, within the same semester.

(e) In Continuous Internal Assessment, Five marks are allotted for attendance as under:

Percentage of Attendance (%)	Marks
More than 95%	5
More than 90% and up to 95%	4
More than 85% and up to 90%	3
More than 80% and up to 85%	2
More than 75% and up to 80%	1
Up to 75%	0

Note: - There will be no negative marking for attendance below 75%.

18.3 However, a student must pass in summer training or project dissertation (wherever prescribed) separately.

18.4 Students of both UG and PG programmes should also pass in each term/ semester separately.

18.5 Successful completion of a programme by the student can only be attained by securing the minimum specified CGPA as approved by the Academic Council from time to time.

18.6 A student who has reappeared/repeated the examination of course unit(s), the higher marks obtained in the earlier or repeat attempt, shall be taken into consideration for calculating the SGPA and CGPA and eligibility for award of a degree.

18.7 Student who is promoted to next year by meeting the promotion criteria but is not meeting qualifying passing criteria for award of degree will be placed on Academic Probation (AP) for one year to improve his/her SGPA/CGPA.

18.8 A student who is not eligible for promotion will have the option to either Repeat the Year or Withdraw from the programme for which he/ she will apply to the HoI. The fee, if paid for the next semester will be refunded in case of withdrawal or adjusted in case of repeat year.

19. **Promotion**

19.1 A student will be registered for the next semester/year of a programme, if he has obtained:

(a) A minimum CGPA/AGPA as specified as the passing criteria.

(b) However, a student will be promoted to next year or may be placed under academic probation depending upon his CGPA / AGPA as laid down. The VC can make a deviation only in special cases.

19.2 A student will be registered to the next year of a programme provisionally subject to the fulfillment of conditions as mentioned at Para 18.1 above, if the result of previous end term examination has not been declared before commencement of next semester/academic session. If he fails to fulfill those requirements, his registration will automatically stand cancelled.

19.3 A student will be placed under Academic Probation as mentioned as amplified in subsequent para. During the period of his Academic Probation, he will make up the deficiency of minimum SGPA / CGPA/ AGPA as specified for under graduate/ post graduate programmes respectively.

19.4 If a student fails to secure the minimum specified SGPA in any of the semester of an academic year, he/ she will normally be asked to repeat the year or take an academic break and make up deficiency by re-appearing in the relevant examinations. However, in exceptional cases the HoI/HoD may recommend the case of a student to be placed on Academic Probation for the approval of VC that the student will be able to make up deficiency in academic requirements. If the student repeats a year, the grades secured by the students before repeating will be ignored and will not be carried forward.

20. **Academic Probation**

20.1 If a student fails to fulfill the Promotion Criteria as mentioned in Para 19.1(b) and 19.4 above then he /she will be placed under academic probation.

20.2 The student who does not clear the Promotion Criteria at the end of the Academic Probation will not be eligible for promotion to the subsequent years. He/she will have the option to repeat the year or take an Academic Break for one year.

20.3 A student who takes Academic Break has to make up through self guided studies assignments for all the previous years and fulfills the passing criteria by reappearing in the course units in which he/ she has obtained "F" or "I" grade. However the total period to qualify the course will not exceed the prescribed N+1 year for 2 year course and N+2 years for 3 years and above courses. It implies that a student of two years course can take one year Academic Break and a student of 3 years and above courses can take two Academic Breaks of one year each. A student who does not successfully complete and qualify in a course in the prescribed minimum duration may apply for continuation and qualify in the extended period within the prescribed maximum duration.

Academic Break

(a) On the recommendations of HoI's and for justifiable reasons to be recorded, a student can be granted academic break of one year only to the

students of two years program and two academic breaks of one year each to students of three years and above program, if approved by the VC, under the following circumstances:

(i) The performance of the student is very poor.

(ii) The student has been constantly ill.

(iii) Any other specified valid reasons.

(b) However the total period to qualify the program will not exceed the prescribed N+1 year for two years program and N+2 for three years programme. The student who is granted academic break shall be required to pay only examination fee of those papers in which he/ she is reappearing and will reappear as Ex- student.

(c) Students who have to repeat the year will be required to pay the prescribed Academic Fee of the Year. This will include Tuition fee for the programmes of studies, Library fee, Laboratory fee and other charges which will include Development Charges, Examination Charges, Cultural and Students Activity Charges, Sports and Medical Charges, Medical Insurance Charges as applicable vide Statute No. 25 (1)(a) & (b) respectively.

22. **Re-Appearing/ Improvement of Score**

22.1 A student who has fulfilled the attendance requirements and is eligible to appear in an Examination, if fails to appear in examination shall be required to subsequently appear in the examination when scheduled for next batch of students on payment of prescribed fee.

22.2 A student who has not fulfilled the minimum attendance requirement in any Course Unit but shall be allowed to subsequently appear the examination when scheduled for the next batch of students, on payment of prescribed examination fee and fulfillment of such eligibility conditions as prescribed in the Regulations.

22.3 A student who fails to secure minimum specified Grade in a course unit shall be eligible to re-appear/ repeat the examination of such course units with a view to secure minimum qualifying score.

22.4 A student who has failed to secure the required passing SGPA, in order to secure a passing SGPA, apart from fulfilling the requirements of Para 18 above has the option to repeat the end term examinations also of the concerned semester in which he desires to improve his performance, when these examinations are held on normal schedule.

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

22.6 A student who has to re-appear/ repeat an examination in terms of provisions made above shall be examined as per the syllabus in the scheme of Teaching & Examination and syllabus as applicable at the time of joining the concerned programme. However, in cases where only some

minor modifications have been made in the syllabus of the course(s) and the concerned HoI/ HoD so certifies, the examination be held in accordance with the revised syllabus.

22.7 Students who are eligible to re-appear in an examination/repeating the course(s) shall have to apply to the CoE to be allowed to re-appear in an examination or to repeat the course(s) and pay the fees prescribed by the University.

22.8 The Departments/ Constituent Units may at their discretion arrange for additional teaching for students and repeating the examination of course(s) during the breaks. The modus operandi of such instructions shall be as notified by the Department/Constituent Unit. Extra fee shall be charged from such students.

22.9 In case a student re-appears/repeats the examination, the higher of the old and new scores will be considered.

22.10 **Improvement of Score**

(a) If a student has poor performance in a number of courses in a particular term, he/ she may at their option take an academic break for one year and re-register for both the semesters of that academic year in the next academic year. Such a student may have the option of repeating any or all of the course(s) in the semester(s) and retain the credits already earned by him/ her in other course(s).

(b) A student shall be allowed two chances to improve his SGPA and CGPA by repeating the semester examinations in the course units of his choice when these examinations are held in normal schedule or in supplementary examination if any when scheduled, in which case his internal evaluations shall be carried forward. The students can alternatively be allowed to do so by repeating the course unit(s) of their choice when they are offered. The marks obtained in repeat course unit(s) shall be taken into consideration for calculating the SGPC /CGPA and eligibility for award of degree.

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

ORDINANCE No. 5

CONDUCT OF EXAMINATION

PART – I

APPOINTMENTS OF PAPER SETTERS

1. **Appointment of Paper Setters, Examiners & Evaluators**

1.1 On the recommendations of the Examination Sub-Committee, the HoD's of Constituent Units shall forward to the CoE the panels of Internal and External paper setters, Examiners for practical examinations, viva-voce examinations, workshops, etc., Evaluators of answer books, Head examiners and External experts for moderation of question papers.

1.2 The CoE shall prepare a consolidated panel of paper setters, examiners, evaluators, moderators, head examiners on the basis of names received from the Examination Sub-Committees of the Departments. He may at his discretion add or delete the name(s) from the panel recommended by the Examination Sub-Committee.

1.3 The VC on the recommendations of the CoE shall approve the panel of paper setters, examiners, evaluators, head examiners, moderators ordinarily from amongst persons recommended by the CoE. He may, however, appoint a person whose name is not included in the panel recommended by the CoE, if he is satisfied that the person in question possesses the minimum qualifications and experiences as prescribed in this ordinance.

1.4 The appointment of Paper Setter/ Examiner for Practical/Viva-Voce and Evaluators of answer books and Head Examiners etc. shall be made as per the provision of this ordinance as given below.

1.5 Ordinarily at least three paper-setters shall be appointed for every subject.

1.6 No one who is a paper-setter at any post graduation examination shall be appointed as an external viva-voce examiner at the examination.

1.7 **Qualifications** The qualifications of the Paper-setter/Examiners/Evaluators shall be as follows:

S. No.	Examination	Qualifications
(a)	All Post Graduate Examinations other than Law.	PhD/Experience of teaching the subject at the post graduate level for at least seven years; OR Experience of teaching the subjects at the under graduate level for at least seven years together with research/teaching experience at the degree and /post graduate level or seven years of industry experience.

(b)	LLM	PhD/Master's or higher degree in law and teaching experience at LLM level for at least five years; OR Experience as High Court Judge. OR Standing of at least ten years at the Bar.
(c)	Degree examinations in all faculties other than Engineering Technology, Law and Medicine.	PhD /Experience of teaching the subject at PG/UG level for at least 5 years OR Master's Degree or equivalent qualifications in concerned subject
(d)	Degree examinations in all faculties of Engineering & Technology.	Master's degree or equivalent qualification in the concerned subject OR Teaching experience at Under Graduate/ Post Graduate level and or Professional experience of at least seven years in relevant field.
(e)	Degree examination in the faculty of Medicine.	PG degree or equivalent in the concerned subject OR Teaching experience in the concerned subject at the degree and/or Post Graduate level for at least five years.
(f)	LLB and Integrated programmes	Teaching experience of LLB and/or LLM classes for at least five years. OR Judicial experience as District Judge for at least five years. OR Standing Council at Bar for at least five years.
(g)	Degree in Architecture/ Planning& Design	Master's Degree with five years teaching experience in the relevant area.
(h)	Post Graduate Diploma in Business Administration and equivalent.	Master's Degree with at least five years teaching experience at the degree level or Post Graduate classes in the subject.

(i)	Diploma examinations in all faculties other than those in Medicine, and Post Graduate Diploma examination in Business Administration.	Teaching experience of at least five years of Degree or Diploma or above classes.
(j)	Diploma examination in the faculty of Medicine/Pharmacy/ Nursing.	A Doctor's or Master's Degree or a Post Graduate Diploma of a recognized University or equivalent qualification in the subject and at least five years teaching experience in the subject in any University or College recognized by the Medical Council of India/ Pharmacy Council of India/ Nursing Council of India.

1.8 A viva-voce examination prescribed in a programme shall be conducted by a board of two examiners of whom one shall be an external examiner and the other internal examiner.

1.9 In case of practical and viva-voce examinations at the post graduate level, external examiner shall be a person not below the rank of an Assistant Professor and shall not ordinarily be a teacher of the Department/Constituent Unit. In case of practical and viva-voce examination at the under graduate programmes, the external examiner shall be a teacher of the subject with not less than three years experience of teaching the subject at the degree and/or post graduate level.

1.10 The internal examiners in case of practical examination both at the UG degree and the PG degree level shall be appointed from amongst the teachers of the University and its Constituent Units whose candidates are to be examined on the recommendation of the Examination Sub-Committee.

1.11 No external examiner shall ordinarily be made to examine more than two practical exams. The conditions may be relaxed for valid reasons by CoE.

1.12 In case of under graduate practical examinations, one external examiner shall not ordinarily examine more than 120 students.

1.13 In case of written examinations an examiner shall not ordinarily evaluate more than 250 scripts.

1.14 Any person, who has acted as an examiner/paper-setter for three consecutive years, shall ordinarily not be eligible for re-appointment until a period of one year has elapsed between the year in which he last acted as an examiner and the year in which he is re-appointed.

(a) Such gap will not be necessary in case of internal examiners if the number of available eligible examiners in the subject concerned is less than the number of internal examiners required.

(b) On the recommendations of the Exam Sub-Committee, a specialist or expert may be continued for two more years after the expiry of the three years period without a gap.

1.15 An examiner may be discontinued any time even before the expiry of the three year period if in the opinion of the CoE his work is found to be unsatisfactory.

1.16 An examiner's work shall be deemed to be unsatisfactory due to any of the following reasons:

(a) Mistakes of such a nature are found in his work in the course of checking and scrutiny that affect the result.

(b) He is found to have delayed the work without good cause.

(c) He has an adverse report from the Head Examiner.

(d) In the opinion of the Examination Committee and/ or the CoE or any Authority of the University, there are reasonable doubts about his integrity or suspicion that he is accessible to examinees or their relations.

(e) If there is serious complaints against his paper e.g. that the paper was much above or below the standard or contained questions outside the prescribed course or the breach of any such condition.

1.17 The paper-setter, while setting the question papers, shall draw a memorandum of instructions for the guidance of the examiner/ evaluators so that the evaluation of answer books may be in conformity/uniformity with the standard of the paper setter.

1.18 In the case of programmes where thesis is permissible in lieu of a paper or a project, there shall be a Board of two examiners for evaluation of the thesis/ project. The maximum number of marks for the thesis shall be equally divided between the two examiners each of whom shall mark the thesis independently. If the evaluation of these two examiners differs by 20%, the project report/ thesis shall be referred to the third examiner, (other than a teacher of the University). The average of two (of the three) awards nearest to each other and to the best advantage of the candidate shall be taken as the correct evaluation.

1.19 No person shall act as a paper-setter or examiner or moderator either in theory, viva-voce or practical examination, if any of his relations is taking the examination. However, this provision shall not debar a person from acting as an examiner for practical examination at a centre other than that at which his relation is appearing.

1.20 No person shall act as tabulator for any examination, if any of his relations is appearing or has appeared at that examination.

PART – II

EXAMINATION PROCEDURE

2. **University Examinations: Procedure for Various Categories.**

2.1 No candidate shall be permitted to appear in the University examination unless he/she is duly registered/ enrolled with the University for an Authorized Course & had paid all relevant dues.

2.2 HoI/HoDof the Institutions shall ensure examination form duly filled up along with admit card on the specified format of all eligible candidates with complete details of the course shall be forwarded (ON AMIZONE & HARD COPY) so as to reach to the Exam Department/CoE on or before the last date as prescribed for the purpose by the University. It shall also be the responsibility of the HoI/HoD to see that the candidate possesses required minimum academic qualifications for appearing in the examination and has fulfilled the laid down norms.

2.3 The CoEor HoI /HoD with due approval of VC can detain a student from appearing in an examination if he/she has not paid full dues of the University or does not return the Institution property or the Institute articles or if the conduct of the students has been unsatisfactory between the time of submission his/her application form to the Registrar for admission to the Institution and the date of commencement of the examination.

2.4 **Regular Student**

(a) A regular candidate will submit his/her application form with the form fees and examination fees as per required procedure and the form after being duly checked by HoD shall be forwarded to the HoI. The concerned HoI/ HoD will be responsible for getting the examination form and Admit Card with Photographs duly completed on the AMIZONE by the candidates for examination, and the hard copy of the same will be forwarded to Exam Department/CoE as per examination schedule declared by the University on or before the last date as prescribed for the purpose. In case of each application the HoI/ HoD will ensure that the candidate:

(i) Possesses the minimum qualification for appearing in the examination to which he seeks admission.

(ii) He/ She of good conduct.

(iii) No candidates shall be allowed to take the annual/ term-end/ semester examination unless one has attended at least 75% of lectures/ practical's delivered as per guide lines given in Regulations. In rarest of cases the VC may condone up to maximum of 5% attendance (In addition to 75%) provided that there are sufficient reasons with documentary proof and the cases are duly recommended by HoI/ HoD/ Dean of the Institution.

(b) The Registrar/Dean Academics/HoI/ HoD with the approval of VC may detain a regular candidate from taking an examination under following conditions:

(i) If the student does not pay outstanding dues or does not return the Institute property or the articles or the uniform issued for sports or NCC or does not pay the cost thereof in case of loss, by 15 days preceding the examination.

(ii) If the conduct of the student has been unsatisfactory between the time of submission of his Application Form to the University for admission and the date of commencement of the examination.

2.5 **Ex-Student**

(a) Admission of an Ex-Student candidate to an examination of the University.

(i) No ex-student candidate shall be admitted to an examination of the University unless he submits with his application of appearing in the examination along with the statement of marks (in original) obtained by him at the said examination issued by the University together with an attested copy thereof.

(ii) In case he was duly admitted to the said examination as a regular candidate but could not appear so, accordingly a certificate be submitted from the HoI /HoD or Registrar showing the year attended by him, the roll number and the examination to which he was admitted as a regular candidate.

(iii) Submit through the HoI /HoD of the Institute wherein he has pursued a regular course of study, an application for admission to the examination in the prescribed from on or before the last date notified by the University and specify therein:

(aa) Whether he is a candidate for the examination entitled.

(ab) The subject paper or subjects/ papers in which he desires to present himself for the examination.

(ac) Submit with his application evidence of having been admitted to the examination earlier as required above.

(ad) Attach with his application for admission to the examination, his/her latest passport size photograph duly attested by the forwarding officer.

(ae) Pay the fee prescribed for the examination. Fees shall be paid through crossed bank draft drawn in/ favour of the Registrar of the University or in any other manner prescribed by the University.

(b) An ex-student candidate shall offer the subjects/ papers which he had previously offered as a regular candidate unless on account of a change in the scheme of examination the subject/ paper offered by him earlier ceases to be a part of the scheme of examination or syllabus of the examination and he is permitted by the University to offer instead a different subject or paper. An ex-student candidate will be required to appear in the examination in accordance with the syllabus specifying the scope of studies in different subjects in force in the University.

(c) An Ex-student shall offer the subject's or optional papers which he/she had previously offered as a regular student unless on account of a change in the scheme of examination the subject/ paper offered by him/her earlier cases to be a part of the scheme of the examination or syllabus for the examination and he/she is permitted by the University to offer instead a different subject or paper.

(d) An Ex-student will be required to appear in the examination in accordance with the syllabus specifying the scope of studies in different subjects in force in the University.

(e) Every Ex-student shall appear at the examination centre at which the regular candidates from the institution in which he/she had pursued a regular course of study shall be appearing unless the CoE for sufficient & valid reasons permits a candidate to change his/her examination centre.

3. **Supplementary Examinations.**

(a) For the final year students, supplementary examinations for those who have not secured passing grades, or were debarred/detained from appearing in any examination and they made up the deficiency in attendance as per provisions of these Regulations, will normally be held along with the examinations of the next batch.

(b) The eligibility of a student for appearing in the supplementary examination shall be verified by the HoD's of Constituent Unit and a list of eligible students containing the details of course unit in which the students are recommended for appearing in the supplementary examination shall be forwarded to the COE.

4. **Examination Admit Card.**

4.1 Students appearing in any of the University Examination will fill up the Examination Form either "Online" on AMIZONE or/and in a form as specified.

4.2 Students who are eligible for any end semester examination/supplementary examination will be issued Admit Card by the Examination Department after checking correctness of the examination form.

4.3 **Form Filled on AMIZONE.**

(a) Student shall fill up the examination form online. Examination fees paid along with details of payment for back papers shall be entered by the student.

(b) HoI/HoD or officer nominated by him shall verify the attendance percentage and status of the student in respect of permitted/ debarred. Fees paid for back papers if any shall also be authenticated by the HoI/ HoD.

(c) CoE or an officer authorized by him shall take the printout of Examination Admit Card from the AMIZONE and check the eligibility of students. The Examination Admit Cards shall be forwarded to the Institution/Department for verifying and handing over to the students after HoI/ HoD's signature.

4.4 **Forms Filled on Hard Copy.**

(a) Students shall fill up all details clearly with blue/black ink and sign. The HoI/HoD or an officer nominated by him shall verify the eligibility of the student.

(b) Examination form duly signed by HoI/HoD along with proof of fees paid (in original) shall be forwarded to CoE.

(c) CoE or an officer authorized by him shall verify and authenticate eligibility of the student to appear in the course units, thereafter Examination Admit Card portion be detached and forwarded to Institution/ Department for handing over to the students.

4.5 Passed out student may request for deduction of examination fees from Academic Security Deposit as per procedure in vogue. Students shall fill up the under taking and submit it to finance department for their documentation. Only after authentication by finance department on undertaking, HoI/ HoD or officer nominated by him shall sign on Examination form and submit to CoE.

4.6 Examination Superintendents/ Invigilator/ Supervisory staff at examination centres shall ensure that no student is permitted to write any examination paper without Admit Card.

4.7 If a student looses Examination Admit Card before completion of examinations, he may apply to the CoE through his/her HoI/HoD. He/she will be required to pay fees as approved by the Finance Committee for issue of duplicate Examination Admit Card.

PART –III

CONDUCT OF EXAMINATIONS

5 **Conduct of Examinations**

5.1 The examinations shall be held for all such academic programmes as are approved by the Academic Council and as it may notify from time to time for awarding degree, diploma and certificates, as per the prescribed schemes of teaching & examinations and syllabi as approved by the Academic Council.

5.2 The Academic Council may allow any other category of candidates to take the University Examination for any specified academic programme subject to fulfillment of conditions as laid down by the Academic council from time to time.

5.3 The last date for receipt of examination forms/fees and the schedule of end semester examinations including practical will be notified by CoE through the Departments/Constituent Units.

5.4 A student may not be admitted into the examination hall, if he fails to present to the Examination Centre Superintendent/Invigilator of the examination his admit card or fails to satisfy the officer that it will be produced within a reasonable time.

5.5 The Centre Superintendent shall have the power to call upon any student appearing at an examination to give specimen signatures for the purpose of identification.

5.6 Permission to appear/re-appear at a University examination may be withdrawn before or during the course of the examination which, in the opinion of the VC, justifies the student's expulsion.

5.7 A student who is undergoing restrictions at the time of submitting the application form or during the period of examination or was expelled during the academic year just preceding the date of examination at which he intends to appear shall not be permitted to appear in the examination.

5.8 Detailed Guidelines relating to the conduct of examinations such as dates for submission of examination forms, issue of examination admit cards, issue of duplicate certificates, instructions to examiners, examination centre superintendents, invigilators other members of staff engaged in examination duty shall be approved by the VC.

5.9 The Examination Centre shall be advised through Guidelines to take all steps for proper conduct of examinations such as proper supervision and invigilation, effective security cordoning off of the examination centres from the range of loudspeakers and other interference and taking stern action in all cases involving copying and use of unfair means, misbehavior or misconduct of students during examinations. Guidelines for conduct of examinations will be issued by CoE from time to time.

6. **Appointment of Amanuensis for Writing Examination.**

6.1 Amanuensis shall be provided on request made by the student to the HoI/HoD or Constituent Unit on the recommendations of Examination Sub-Committee well in advance duly supported by a Medical Certificate from authorized Medical Officer under the following cases:

(a) Candidates having impairment of movement in arms and hands who can read independently but have problem in writing.

(b) Locomotors impaired and Cerebral Palsy students.

(c) Sudden illness rendering the candidate unable to write.

(d) An accident involving injury rendering the candidate unable to write.

6.2 The amanuensis must be a student of at least lower grade of education than that of the candidate.

6.3 The examination sub-committee shall select suitable amanuensis from an Institution as far as possible and forward to the CoE, the details of the person appointed as amanuensis and of the candidate for whom amanuensis has been appointed.

6.4 A separate room for such disable candidate and one separate invigilator to supervise his examination shall be provided.

6.5 The amanuensis shall be paid an honorarium as prescribed by the University from time to time.

6.6 No extra fee shall be charged from the student for providing the facility of amanuensis.

6.7 For a written examination of duration of one hour, twenty minutes extra time shall be provided. Similarly, for written examination involving more than one or less than one hour extra time shall be worked out on the basis of twenty minutes per one hour criteria.

PART – IV

DISCIPLINE

7. **Disciplinary Control of Students in Relation to University Examinations.**

7.1 The candidates during examinations shall be under the disciplinary control of the Examination Centre Superintendent, who will issue necessary instructions. If a candidate disobeys instructions or misbehaves with any member of the supervisory staff or University Observer or representative or the invigilators at the centre, he may be expelled from the examination for that session. The examination centre Superintendent shall immediately report the facts of such a case with full details of evidence to the CoE who will refer the matter to the Examination Discipline Committee. The said committee will make recommendations for disciplinary action as it may deem fit, to the VC.

7.2 The students shall maintain proper discipline and orderly conduct during the examinations. They shall not make use of any unfair or dishonest means or indulge in disorderly conduct in the examinations.

7.3 **Acts of Disorderly Conduct in the Examination.** Acts of disorderly conduct during practical/oral examination shall include the following:

(a) Misbehavior in the Examination Hall with the Centre Superintendent, Invigilator on duty, Examiner conducting a practical/oral examination, Members of Flying Squads, Observers, Representatives of the University, any other staff working at the Examination Centre, with any other candidate, in or around the Examination Centre or create threat to life of the Examination staff, Observers, Members of Flying Squads etc. before, during or after the examination hour.

(b) Intentionally tearing off the answer book(s) or a part thereof or a continuation sheet or any other specific response sheet used in the examination.

(c) Causing damage to laboratory equipments, books in library and other properties. Besides facing disciplinary action the student including in such activities will be required to pay ten times the cost of damaged/broken equipment.

(d) Disturbing or disrupting or instigating others to disturb/disrupt the examination.

(e) Instigating others to leave the examination room.

(f) Carrying any weapons into the examination centre.

(g) Non-surrender of previous Grade sheets as required.

(h) Any other act of omission or commission not specified above and as determined by the Academic Council.

7.4 **Acts of Unfair Means.** The following shall be deemed to be the act of unfair means:

(a) Talking to another candidate or any person, inside or outside the examination hall, during the examination without due permission of a member of the supervisory staff.

(b) Leaving the examination hall without handing over the answer book and or continuation sheet, if any, or any other specifically designed response sheet to the invigilator or supervisor concerned or centre superintendent or the concerned authorized officer of the University deputed to the examination centre, and taking away , tearing off or otherwise disposing off the same or any part thereof.

(c) Writing matter connected with or relating to a question or solving a question on anything (such as piece of paper or cloth, scribbling pad), other than the answer book, the continuation sheet, any other response sheet specifically provided by the University to the candidate.

(d) Writing or sketching abusive or obscene expressions on the answer book or the continuation sheet or any other response sheet.

(e) Deliberately disclosing one's identity or making any distinctive marks in the answer book for that purpose.

(f) Making appeal to the Examiner/Evaluator soliciting favour through the answer book or through any other mode.

(g) Possession by a candidate or having access to books, notes, paper or any other material, whether written, inscribed or engraved, or any other device, which could be of help or assistance to him in answering any part of the question paper.

(h) Concealing, destroying, disfiguring, swallowing, running away with, causing disappearance of or attempting to do any of these things in respect of any book, notes, paper or other material or device, used or attempted to be used by a student for assistance or help in answering a question or a part thereof.

(i) Passing on or attempting to pass on, during the examination hours, a copy of a question, or a part thereof, or solution to a question paper or a part thereof, to any other candidate or to any person.

(j) Smuggling into the examination hall and or receiving/attempting to receive an answer book or a continuation sheet, or any other form of response sheet or a solution to question paper or to a part thereof or taking out or arranging to send an answer book or continuation sheet, or replacing or attempting to get replaced the answer book or continuation sheet or any other response sheet during or after the examination with or without the help of or in connivance with any person connected with the examination, or through any other agency, whatsoever.

(k) Approaching or influencing directly or indirectly a paper setter, examiner, evaluator, moderator, tabulator or printer or any other person connected with the University examination with the object, directly or indirectly, of influencing him to leak out the question paper or any part thereof, or stealing/procuring the question paper from any source before the examination or to enhance marks, or favorably evaluate, or to change the award in favour of the candidate.

(l) Any attempt by a candidate or by any person on his behalf to influence, or interfere with, directly or indirectly, the discharge of the duties of a member of the supervisory or inspecting staff of an examination centre before, during or after the examination. Provided that without prejudice to the generality of the provision of the clause, this would include any such person who:

(i) Abuses, insults, intimidates, assaults any number of the supervisory or inspecting staff, or threatens to do so.

(ii) Abuses, insults, intimidate, assault any other candidate or threaten to do so, shall be deemed to have interfered with or influenced the discharge of the duties of the supervisory and the inspecting staff.

(m) Copying, attempting to copy, taking assistance or help from any book, notes, paper or any other material or device or from any other candidate, to do any of these thing or facilitating or rendering any assistance to any other candidate to do any of these things.

(n) Arranging to impersonate for any person, whosoever he may be, or for himself or impersonating for other candidate at the examination.

(o) Forging a document or using a forged document knowing it to be forged in any manner relating to the examination.

(p) Any other act of omission or commission declared by the Academic council/Board of Management to be unfair means in respect of any or all the examinations.

PART – V

UNFAIR MEANS

7.5 **Reporting of Cases of Unfair Means, Misbehaviour, Misconduct or Disorderly Conduct of Examinations.**

(a) A candidate who is suspected to have used unfair means or misbehaved or commits any of the acts mentioned in Paras 7.3 & 7.4 above during the course of the examinations is expected to give a statement about the facts of the incident. He shall, however, not be forced to give a statement, but the fact of his having refused to make a statement shall be recorded by the invigilator and the centre superintendent which shall be witnessed in writing by two other members of the supervisory staff on duty at the time of occurrence of the incident.

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

(c) All the cases relating to disorderly conduct of examinations, misbehavior/misconduct of students and their use of unfair means in the examinations and mass copying shall be reported by the concerned invigilator through the centre superintendent/examination sub-committee or by the examiner, paper-setter, evaluator, moderator, tabulator or the person connected with the University examinations as the case may be, with all the relevant material. The CoE shall place before the Examination Discipline Committee all those cases for consideration and decision in each individual case. The committee shall recommend penalties if any.

7.6 **Disciplinary Proceedings**

(a) The CoE or any person authorized by him in this behalf shall communicate to the candidate, in respect of whom a report has been received pursuant to Para7.5, the precise nature of allegations against him and shall require him to furnish his written explanation within a stipulated period under intimation to the Head of Department/ Constituent Unit.

(b) On receipt of the explanation from the candidate through the HoI/ HoD or on the expiry of the period stipulated for submitting explanation, if no explanation is received from the candidate, the CoE shall submit the case before the Examination Discipline Committee for consideration and make recommendations to the VC.

(c) After considering all the material on record including the explanation, if any, submitted by the candidate, the Examination Discipline Committee, if satisfied that the candidate is guilty of the use of dishonest or unfair means or disorderly conduct in the examination, will take a decision in each case and recommend to the VC the punishment that may be imposed on the candidate according to the nature of the offence.

(d) Ordinarily, all decisions shall be taken by the Examination Discipline Committee by simple majority. If the members are equally divided, the case shall be referred to the VC, whose decision shall be final.

(e) All decisions of the Examination Discipline Committee as approved by the VC shall be communicated to the student through the HoI/HoD by the CoE.

(f) Notwithstanding anything contained expressly or impliedly in these Regulations, the VC, may on being satisfied after such an enquiry as he may deem fit for the contingencies as given below may withdraw retrospectively, prior to the publication of the final results of a student in a course, the permission granted to such candidate to pursue that course or to appear at a University examination in relation thereto:

(i) The student was ineligible for admission to the course but was wrongly admitted.

(ii) The student was ineligible to take the examination on account of shortage of attendance but was permitted to do so by some mistake or some other unavoidable reason.

(iii) A discrepancy was found in the attendance record on account of which the candidate who had taken the examination was in fact ineligible.

(iv) A discrepancy was discovered in the award of marks etc. which rendered that result of the student liable to be cancelled to his disadvantage.

(v) Provided, that no such action shall be taken by the VC without giving an opportunity to the concerned student to show cause against the proposed action and provided further that such action shall require the confirmation of the Academic council.

(vi) If a student is found guilty of having impersonated for any candidate not otherwise covered by these provisions or of having got the answer book written by anyone outside the examination hall and his answer book is smuggled into the examination hall for his benefit, or of having managed otherwise to replace the answer book or its any page of the candidate after the examination, disciplinary proceedings

shall be instituted against the student and the candidate in the manner prescribed.

7.7 **Mass Scale Copying or Use of Unfair Means**

(a) If the invigilator in charge is satisfied that 33% or more students were involved in using unfair means or copying in a particular examination hall, it shall be deemed to be a case of mass copying. A report to this effect shall be sent to the CoE by the Superintendent of the examination centre without any delay and on the day of the occurrence, if possible, each case where use of unfair means in the examination is suspected or discovered with full details of the evidence in support thereof and the statement of the candidate(s) concerned, if any, on the prescribed form supplied by the University for the purpose.

(b) Where the Evaluator/Examiner is satisfied that 33% or more of the answer books evaluated by him have identical response in a particular examination, it shall be deemed to be a case of mass copying and detailed report to this effect with documentary evidence shall be prepared by the concerned Evaluator/Examiner and sent to the CoE separately in a sealed cover. The answer books of copying cases shall be separately sealed before transmission to the CoE.

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

7.8 **Penalties**

(a) The Examination Discipline Committee may recommend penalties as under:

S. No.	Ordinance No 5, Sub-Para 7.3 & 7.4, Acts of Students	Penalties to be recommended by Examination Discipline Committee
1	Sub para7.3	The entire examinations of the Candidate in respect of which he is found to have committed an act of disorderly conduct during conduct of examinations be cancelled.
2	Sub para 7.4(a) & (b)	The examination for the session or course unit in respect of which a candidate is found to have used unfair means be cancelled.
3	Sub para 7.4(c),(d),(e)&(f)	The examination for the session or course unit or the entire examination of a candidate in respect of which he is found to have used unfair means be cancelled.

4	Sub para 7.4 (g), (h), (i), (j), (k),(l),(m),(n),(o) & (p)	The entire examination of the candidate in respect of which he is found to have used unfair means be cancelled and he shall further be disqualified from appearing at any University examination for a period to be specified by the committee.

(b) A candidate against whom an enquiry is pending about his allegedly having resorted to the use of dishonest or unfair means, or disorderly conduct in the examination or against whom action is initiated under the provisions of the preceding clause shall, if he takes or has taken any subsequent examination, be deemed to have been only provisionally admitted to that subsequent examination. That subsequent examination will stand cancelled and his result hereof shall not be declared if on account of the punishment imposed on him as result of the said enquiry or action, he would not have been entitled to take that examination but for his provisional admission thereto.

7.9 **Appeals and Review.**

(a) A student, on whom any punishment has been imposed, may within 7 days from the date of the receipt of the communication in that behalf may make a representation to the VC for review of his case. The VC, if he deems it necessary may refer it back to Examination Discipline Committee for review. The recommendations of the Examination Discipline Committee on the Appeal shall be placed before the VC, who will thereupon review the case and pass such orders as he may consider fit or refer it to the Academic Council for advice.

(b) In the case of a candidate who has been expelled from the University in terms of provisions of these Regulations, the Academic Council on the recommendation of the VC, on the expiry of three years or such period as specified after such expulsion exempt a candidate from further operation of the punishment awarded.

(c) If within four months of the publication of the results, it is brought to the notice of the CoE that a candidate was guilty of the use of dishonest or unfair means at the examination in respect of which his result was declared, the provisions of these regulations shall apply mutatis mutandis to the case of such a candidate provided that before imposing any penalty including the penalty of cancellation of his result, he shall be given another opportunity to show cause against the proposed punishment and his explanation, if any, shall be considered by the Academic council.

PART – VI

MISCELLANEOUS ASPECTS

8. **Inspection of Examination Centre.**

8.1 Every examination centre shall be open to inspection by the Chancellor, the VC, Pro-Vice Chancellor or CoE and such other officers so authorized by the VC or CoE in his behalf.

8.2 There shall be the Observers/Flying Squads who shall be required to visit centres allotted to them during the course of examination and check that the examinations are being conducted properly according to the Regulations. Every Observer/member of Flying Squad shall submit his inspection report on the same day to the CoE by name.

9. **Re-Examination/Quashing/Revision of Results.**

9.1 If the VC is satisfied that a situation did arise or has arisen which calls for re-examination in particular course units, he may issue necessary directions to that effect.

9.2 Notwithstanding anything contrary to these Regulations, the VC shall have the powers to:

(a) Order for holding a special examination for any reason.

(b) Cancel the paper/entire examination(s) held at a particular examination centre/all examination centre, if he is satisfied that the examination has not been held under proper conditions and make necessary arrangements of affected candidates in the same year or when it deems fit.

9.3 The VC shall have the powers to quash the result of a candidate wholly or partially after it has been declared, if:

(a) Any error (such as error in recording of score in result, ineligibility of student for admission due to falsification of documents etc.) or mistake is found in his result.

(b) It is found that he was not eligible to appear in the examination.

(c) There is any other reason which may be determined by the VC.

9.4 If in quashing the result, a candidate declared as failed who was previously declared to have passed in an examination, the University may, after considering the circumstances of the case give to the candidate the benefit of any privilege which he may have acquired by studying in the next higher class in a Department/Constituent Unit or taking an examination conducted by the University.

9.5 The University shall have the powers to revise the result of the candidate(s) in a particular subject(s), if it is satisfied that a mala fide has been shown by the examiner or any other concerned person. In such a case the revision will be made on the recommendations of the examiner/ examiners appointed by the VC for this purpose.

10. **Loss of Answer Book(s).**

10.1 If any answer book of student(s) is lost at the Examination Centre after having been received by the Centre Superintendent of the examination or by any of the invigilator or during transmission to concerned person and if he passes in all other subjects of the examination, he may be required to re-appear in that particular paper in which the answer book was lost, on a date fixed by the VC and if he obtains pass marks, he shall be deemed to have passed the examination.

10.2 If an answer book of a student received by the CoE or the Officer authorized in his behalf or by an examiner is lost, the VC shall have the power to decide:

(a) Whether the student be given in missing paper, the average of marks earned by him in other papers as per formula given in **Para 10.3** below.

(b) Whether the student is required to appear again in that paper on a date to be fixed by the VC.

10.3 The following formula shall be applicable for determining the average of missing paper(s).

(a) Compulsory paper(s) : Average of other compulsory papers.

(b) Elective paper(s) : Average of other elective papers.

(c) Practical paper(s) : Average of other practical papers.

10.4 In case of loss of Project/Summer Placement Report/Dissertation of student, the student will be required to submit duplicate copy thereof.

10.5 In case of a dispute whether answer book(s) of students was/were duly received or not, the decision of the VC shall be final.

11. **Issue of Grade Sheets.**

11.1 In the Grade Sheets, the marks of internal continuous evaluation and end term examination shall be shown separately. The total marks obtained in internal continuous evaluation and end term examination of a course unit shall be converted into letter grades as per Para 17 above. The letter Grade so assessed shall also be shown along with its equivalent grade point in the Grade Sheets. An over-all AGPA/SGPA and CGPA is also shown.

11.2 Duplicate grade sheet shall be issued against payment of fee as may be prescribed.

12. **Rechecking/ Re-Evaluation of Answer Books/ Project Reports and Examination Results.**

12.1 After the publication of the results of the University examinations, if a candidate, whether passed or failed, has strong grounds and belief that some mistake has been made in connection with his results, he may apply to the CoE through HoI/ HoD on prescribed application form along with attested copy of his Grade sheet for re-checking or revaluation of his

answer book in one or more papers as the case may be on payment of prescribed fee within two weeks of the date of declaration of results.

12.2 The CoE may accept the application for rechecking or revaluation of answer books up to 15 days from the expiry of the date in exceptional cases.

12.3 Whereas, the re-checking does not mean reassessment or re-evaluation of the answer book, the CoE may appoint any Officer to see that:

(a) There is no mistake in the grand total on the title page of the answer book.

(b) The total of various parts of a question has been correctly made at the end of each question.

(c) All totals have been correctly brought forward on the title page of the answer book.

(d) No portion of any answer has been left un-evaluated;

(e) Total marks in the answer book tally with the marks sheet;

(f) The answer book or any part thereof has not been changed/detached;

(g) The handwriting of the candidate in supplementary answer sheet tallies with the main answer book.

12.4 In the event of detection of any omission or mistake in the script or in the compilation of the result of student, the matter shall be reported to the CoE who will get the omission rectified by referring the answer book to the concerned examiner.

12.5 If the re-checking reveals subject to the provisions made under Para 8 above, any discrepancy by virtue of which the marks of the student are revised, the record shall be corrected accordingly and revised grade sheet shall be issued after the previous grade sheet is surrendered.

12.6 If any such student refuses to surrender his previous grade sheet required under **Para 7** above shall be treated to have misbehaved and shall be dealt with by the Examination Discipline Committee under the relevant provisions of this Ordinance.

12.7 The VC shall also have the powers to affect the recovery of the Grade Sheet by force through any of the law enforcing agencies.

12.8 (a) Where a candidate applies for revaluation, the answer book in which revaluation is sought will be sent for valuation by Controller of Examinations to two Examiners (other than the one who initially valued it)

(b) The average of the nearest two of the three valuations (one initial and two revaluations) shall be taken as corrected marks.

(c) If the revaluation marks deviate 20% or more from the initial valuation, a fourth examiner shall be appointed by the Vice Chancellor. In such cases the marks awarded by the fourth examiner shall be final.

13. **Refund of Examination Fee.**

13.1 Examination fee, if any, once paid shall not be refunded or transferred to a subsequent examination even if the candidate fails to present himself for the examination, except in the following cases:

(a) If the name of the candidate has been submitted by the HoD/Constituent Unit but later on his attendance is found to be short of the required percentage and his name has been withdrawn at least 10 days before the commencement of examination, 90% of the fee so deposited will be refunded.

(b) If a student is declared pass in the subject(s) and on rechecking resulted into correction in result (even enrolment is allotted), 90% of the fee deposited meant for examination shall be refunded.

(c) If the student expires before appearing in the examination, 100% of the fee shall be refunded to the legal heirs.

13.2 The claim for refund of any fee, if admissible under this ordinance, must be made within one year after the fee is deposited. No claim shall be entertained thereafter.

14. **Remuneration to The Examiners, Moderators, Invigilators, Tabulators and Other Staff Engaged on Examination Duty.** The examiners, evaluators, moderators, external experts invited for examination work, centre superintendent, invigilators, observers, member of flying squads, examination staff shall be paid remuneration as recommended by the Finance Committee and approved by the Academic Council/Board of Management from time to time.

15. **Award of Degrees, Diplomas, Certificates and Other Academic Distinctions.**

15.1 The text and the format of the degree and diploma documents, certificates, citations and other documents of academic distinctions shall be as approved by the Academic Council. The nomenclature of Degree, Diploma, and Certificate etc. shall be same as specified by the UGC, AICTE, NCTE, MCI, Pharmacy Council of India and such other Statutory Bodies.

15.2 The degree, diploma, certificate, citations and other documents relating to other academic distinctions shall be signed by the Registrar and countersigned by the VC. Provisional Certificates shall be signed by the CoE.

15.3 A student shall be awarded a degree/diploma, if:

(a) He has registered himself, has undergone the course of studies, completed the project report/ dissertation/ training report as specified in the curriculum of his programme within the stipulated time, and secured the minimum Grades prescribed for award of the concerned degree/diploma/certificate.

(b) There are no dues outstanding in his/her name to the University/Department/Constituent Unit; and.

(c) No disciplinary action is pending against him.

15.4 The Registrar shall place the particulars of all the successful and eligible students for the award of certificate, diploma, or degree before the Academic Council after declaration of results.

15.5 Approval accorded by the Academic Council for award of the respective degrees, diplomas, certificates etc. shall be placed before the Board of Management for its concurrence. On being concurred by the Board of Management, the degree shall be awarded to the successful candidates at convocation.

15.6 In extreme emergency, the degrees, diplomas, certificates shall be awarded to the successful students before the convocation with the approval of the VC and the matter be reported to the Academic Council.

16. **Withholding Conferment of any Degree/ Diploma or Award of any Certificate.**

16.1 Notwithstanding anything contained in this ordinance, the Academic Council may, on the recommendations of the VC, withhold for such period as they may deem fit, conferment of any Degree/Diploma or Award of any certificate to any successful candidate at an examination of the University, for reasons, which, in their opinion, justify such withholding e.g. unruly or disorderly conduct, or violence on the campus or in a Constituent Unit or conviction for an offence involving violence or moral turpitude.

17. **Withdrawal of Degree, Diplomas and Other Academic Distinctions.**

17.1 If any student has secured admission by falsification of documents or concealment of material facts or conviction for an offence involving violence and moral turpitude, or for such other serious offence, the degree/diploma/certificate/other academic distinction awarded to him shall be withdrawn by the University with the approval of the Board of Management.

17.2 In order to take action under Para 17 of the Ordinance for the withdrawal of any degree/diploma/certificate/other academic distinction conferred or granted by the University, the Registrar shall frame charges against the person concerned which shall be approved by the VC. The charge sheet along with the list of witnesses and documents on the basis of which the charges are relied upon shall be communicated by him by registered post or by hand. The person concerned shall be required to submit his explanation of the charges within a period of fifteen days or such time as may be granted in the notice of the receipt of charges.

17.3 If the concerned person fails to submit his reply within the stipulated time, the matter shall be placed before the VC for a decision on the basis of facts and documents on record. If the concerned person submits his reply to the charges, the same shall be considered by the Board of Management.

17.4 Every proposal for the withdrawal of an honorary degree shall require prior approval of the Chancellor.

18. **Official Transcripts to Students.**

18.1 The University will issue Official Transcript to a student for seeking admission to pursue higher studies in foreign Universities/Institutions as per the guidelines.

19. **Residual Provisions.**

19.1 The Academic Council may under this ordinance in exceptional cases, may grant exemption from the operation of any of the Regulations governing migration, the courses to be pursued by the students, attendance at lectures or sessions or other work or the examination of candidates and authorize what is proper to be done instead in such cases, provided that no such exemption and authority shall be deemed to have been granted unless not less than two-thirds of the members of the Academic Council present voted in favour of the motion for such exemption and authority made by, or with the written authority of the VC.

19.2 Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, or not covered by this Ordinance or in the event of differences of interpretation, the VC may take a decision, with the approval of the representative of the Sponsoring Body.

ORDINANCE NO. 6

Payments/Remuneration for Examination Work

1. The rates of remuneration for all purposes for paper-setters/examiners/ staff shall be as per decision of Board of Management of the University.

2. The actual freight, postal or courier charges and other expenses incurred by the examiner will be paid by the University.

3. In case of a work for which no remuneration has been prescribed in the University Rules, the same shall be determined by the Vice-Chancellor from time to time.

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

ORDINANCE NO. 7

Award of Scholarships, Fellowships, Stipends, Medals, Merit Certificates and Prizes

1. The University shall award merit based and merit-cum-means scholarships to deserving students seeking admission to various programmes advertised in the newspapers. The amount of scholarships and the percentage of qualification marks shall be decided by the University, prior to commencement of admission and shall be advertised in newspapers. The scholarship awarded at the time of admission will remain in force for a period of one academic year and the subsequent continuation will be based on the CGPA (as specified by the University in its Regulation) obtained at the Semester/Annual Examination.

2. In addition, the University may also award Research Scholarships/Fellowships to promote academic excellence among the students. These will be awarded, based on the results of examinations, the criteria for which will be fixed by the Board of Management at the beginning of each Academic Year, subject to provisions herein. The duration and value of the Research Scholarships/Fellowships shall be decided by the Board of Management based on the recommendations of the Academic Council subject to following conditions: -

   (a) The fellow/ scholar will do whole time research work under an approved guide on subjects approved by the University.

   (b) The fellow/scholar shall not accept or hold any appointment paid or otherwise or receive any emoluments, salary etc. from any other source during the tenure of the award nor shall he engage himself in any profession or trade during the period. He may, however, undertake teaching assignments of not more than ten hours a week in the institution, where he is working without accepting any remuneration.

   (c) The leave conditions for the fellows/scholars will be decided by the Board of Management of the University.

   (d) The scholar shall not join any other course or appear in any examination after commencing work under the scholarships.

   (e) Provided that on the recommendation of the guide, the Vice-Chancellor may permit a scholar to join any other course and appear in an examination thereafter.

   (f) Provided further that exemption could be provided for those also who wish to appear in an examination or a subject relevant to the problem of research without supplicating for a degree.

   (g) Unless permitted by the guide to work for a specified period at some other place the scholar shall be required to attend the institution, where he is to work, on all working days.

   (h) If any information submitted by the scholar in his application is found to be incorrect, incomplete or misleading, the award may be terminated by the Board of Management after giving him an opportunity of being heard.

(i) If at any time it should appear to the University that the progress or conduct of the scholar has not been satisfactory, the scholarship/fellowship may be suspended or withdrawn.

(j) The scholar/ fellow shall be required to pay the fees prescribed by the University.

(k) If two or more candidates are eligible for the award of scholarship/, the scholarship shall be divided equally between the candidates concerned.

(l) The scholarship shall be tenable from the 1st of July if the scholarship holder joins the institution within one month of date of opening of the session after the summer vacation and has paid the tuition fee from the commencement of the session. In any other case, it shall be tenable from the date on which the candidate joins the Institutions.

(m) A scholarship holder shall not combine any other course of study with the course for which the award is made.

(n) The payment of scholarship shall be made only on receipt of scholar's receipted bills duly countersigned by the Head of the Institutions where he studies. No scholarship shall be drawn for a month, unless the scholarship holder has attended the institution regularly in that month.

(o) The withdrawal of scholarship shall be done in accordance with the procedure that may be laid down by the University.

(p) A scholarship shall be cancelled in the Final Year if the Scholarship holder fails to secure at least 65% marks in the previous examination of the concerned Master's Degree of Engineering, Technology, Architecture, Sciences, Life Sciences, Commerce, Management, Law, Journalism/ Mass Communication, Physical Education and Humanities.

(q) If scholarship holder is unable to appear at the previous examination on account of sickness or any other reasonable cause, the scholarship for the month of March and April shall be paid only if the Head of the institution certifies that the scholar diligently studied for the examination, but was unable to take the examination for reasons beyond his control. Such a scholar shall not receive scholarship during the next session, but shall be entitled to the scholarship during the studies for the final examination, if the scholar passes the previous examination with the requisite marks in the succeeding year in the first attempt.

3. A scholarship holder shall at all times be of good behavior and observe all rules of discipline.

4. A scholarship shall be liable to termination if:

(a) The scholarship-holder discontinues studies during the middle of a session; or

(b) The scholarship holder, after he has been given a reasonable opportunity to explain his conduct, is in the opinion of the Board of Management guilty of a breach of this ordinance, and if the Board of Management so directs, the scholarship- holder shall also be liable to refund the amount of scholarship drawn by him.

(c) The order of termination by the Board of Management shall be final.

5. University Gold & Silver medals shall be awarded only on the basis of the results of semester/annual examinations or sport/extra-curricular activities of participants or representing the University or wining inter institution/department sports competitions or winning in inter Amity University competitions or any such competitions organized by Amity Education Group. Merit certificates and other prize may also be awarded to deserving students for academics, sports or extra-curricular activities.

6. University shall institute medals and prizes through endowment and donations received from individuals and trusts as may be approved by the Board of Management from time to time.

7. Any dispute arising out of the provisions of this Ordinance or any of the matters requiring an interpretation on various decisions shall be referred to the following committee. The committee will send its recommendations to Chancellor for approval. Chancellor has power to approve or reject the recommendations of the committee.

(a) The Vice Chancellor- Chairman

(b) One Nominated Member of Board of Management.

(c) One Nominated Member of Chancellor.

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

ORDINANCE NO. 8

Disciplinary Action against the Students

1. Every student in the University shall at all times be of good behavior, show diligence in studies, maintain decorum and dignity, take proper interest in co-curricular activities and observe all rules of discipline of the institutions of which he/she is a student.

2. (a) When a student has been found guilty of breach of discipline within or outside the premises of University or an Institution, or persistent idleness or has been guilty of misconduct, the Head of the Institution, at which such student is studying, should inform the Chief Proctor/Registrar/VC. Depending upon the nature/gravity of the offence the HoD/HoI may:

   (i) Suspend such a student from attending classes for not more than two week at a time, or

   (ii) Expel such a student from his institution;

   (iii) Disqualify such a student from appearing at the next ensuing examination; or

   (iv) Rusticate such a student.

   (b) Before Inflicting any punishment as aforesaid, the HoI/Registrar/VC shall give the student concerned an opportunity of personal hearing and record the reasons of inflicting the punishment in writing.

   (c) The HoI/Registrar/VC shall have power to suspend for such time as may be necessary, a student temporarily from the institution pending inquiry into his conduct in connection with an alleged offence.

   (d) The period during which a student remains suspended for completion of an enquiry shall be reckoned in the calculation of his attendance for appearing at an examination provided he is found innocent.

   (e) The rustication of a student from an institution shall entail the removal of his name from the register of enrolled students.

3. All students pursuing a course of studies at the Departments/Schools/Institutes shall observe a code of conduct as may be laid down by the Board of Management and also abide by all rules and regulations of the University framed and notified from time to time.

4. Any violation of the code of conduct or breach of any rule or regulation of the University by any student shall constitute an act of indiscipline and shall make him liable for disciplinary action against him.

5. The following acts, in particular, shall constitute acts of gross indiscipline and any student indulging in any of them shall render himself liable for disciplinary action against him:

(a) Disobeying the teacher or misbehaving in the class;

(b) Quarrelling or fighting in any University building or in the campus among themselves;

(c) Quarrelling or fighting with a University employee or any employee of the University canteen, mess or any other public utility functioning in the campus;

(d) Writing of slogans or any material, making of skeletons or figures on any wall or portions of any building within the campus which is not authorized by the University administration.

(e) Behaving in the University campus or outside in a manner which is indecent or which is meant to annoy or hurt the teachers; officers or employees of the University.

(f) Any other act which the discipline committee may determine and Vice-Chancellor may accept as an act of gross indiscipline.

(g) However, all cases of indiscipline within hostel premises shall initially be dealt by the warden concerned. To deal with such incidents the warden shall have all the powers prescribed for the Proctor in this Ordinance. Any act of indiscipline should invariably be reported to the Proctorial Board.

6. Proctorial Board will consist of Chief Proctor as Chairperson, Proctor, Joint/Assistant Proctor and faculty members as members of the Board and shall be duly constituted by the Vice- Chancellor.

7. The Chief Proctor, Proctor, Joint/Assistant Proctor and Members shall be appointed by Vice-Chancellor from amongst the faculties of the University ordinarily for a period not exceeding two years at a time.

8. **Power and Duties of Chief Proctor.** The Chief Proctor shall take action in all matters which are referred to him by the Proctor for disciplinary action, or by any responsible person or constituted authority of the University. He may also take action in matters which come to his knowledge and which in his opinion call for disciplinary action.

9. The Chief Proctor may delegate any of his powers to Proctors. In the absence of Chief Proctor the Proctor/Senior most Joint Proctor shall act as Chief Proctor.

10. If in the opinion of Chief Proctor, the act of indiscipline requiring action is not of a serious nature, he may hold a summary inquiry and shall have powers to impose the penalties.

11. If in the opinion of Chief Proctor, the breach of discipline is of a serious nature he may refer the case for investigation to the Proctorial Board. Chief Proctor, Proctor and Joint/Asstt. Proctor or Proctor and two Joint/Asstt. Proctors shall constitute the quorum for sittings of such investigations.

12. There shall be a Discipline Committee consisting of the following:

(a) Chief Proctor- Chairman

(b) Proctor- Secretary

(c) Dean Student Welfare

(d) A Professor

(e) Joint/Assistant Proctor(s)

(f) Chief Warden and Wardens of the Hostels

13. The Discipline Committee shall ordinarily hold meeting once in each semester of the academic year and it shall review general situation regarding discipline in the University and make suggestions in this regard. Any specific cases of indiscipline may also be referred to the Discipline committee for giving its opinion regarding the action to be taken.

14. All punishments awarded to the students shall be recorded in a register to be maintained by the Chief Proctor. The Register shall be a permanent record of the University and shall contain such details as may be prescribed and approved by Board of Management.

15. Certificate regarding Character and Conduct of students of the Departments / Schools/ Institutes may be issued to them by the Chief Proctor/ Proctor. However, in the case of a student who has been awarded punishment three or more times by the Chief Proctor/ Proctors such cases shall be mentioned in the certificates of character and conduct to be issued by the Chief Proctor/Proctor. The Certificate of Character and Conduct issued by the Chief Proctor/Proctor shall be the only valid Certificate of the University in that regard.

16. If the Proctorial Board finds that in any incident of disturbance or breach of peace, certain persons who are not in the rolls of the University are involved or are likely to be involved, the board may send recommendations to the Vice-Chancellor that the University campus be declared out of bounds for such persons. If the recommendation is accepted by the Vice-Chancellor a notification shall be sent to the District Magistrate and the other administrative authorities as the Vice-Chancellor may deem fit. After such a notification has been issued, any person(s) trying to force their entry into the campus, will be treated as criminal trespass and shall be dealt accordingly.

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

ORDINANCE NO.9

Co-Operation and Collaboration with other Universities and Institutions

1. The Amity University Madhya Pradesh, shall be signing MOUs with National and international level Institutes and Universities for Co-operation/Collaboration for higher education/research.

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

ORDINANCE NO. 10

Residence of Students (Hostel)

The University Premises has Hostel facility for students. The, Condition for providing residence facility are as under –

General

1. These rules may be called the rules for Hostels of the Amity University, Madhya Pradesh.

2. These rules shall be applicable to all the Hostels of the University

Admission

3. Application for admission to hostel shall be made on the prescribed form to be obtained from hostel office/office of the Admission cell on payment of fees as prescribed. The application form duly filled should reach Admission cell office before the prescribed date.

4. Incomplete or wrongly filled application forms shall not be considered.

5 Each applicant for admission shall furnish a character certificate from the Head of the institution last attended, along with application.

6. After an applicant has been admitted or readmitted he/she may be allotted a bed in a room by the warden.

7. Old hostellers seeking readmission must also apply for admission ensuring clearance of 'No Dues' of previous year (if any) and then deposit their readmission dues.

8. No student, who has failed or dropped out in the examination or warned for any disciplinary action shall be readmitted to the hostel expect with explicit permission by the Vice Chancellor.

9. The parents of the students shall submit a pass-port size coloured photograph of the local guardian, duly signed by both (parent and guardian), to the hostel warden at the beginning of the semester/admission to the hostel to enable the hostel warden to identify the person when he/she comes to meet the ward in the hostel, or makes a request for taking the ward home.

10. No student shall be allowed to reside in any hostel after completion of his/her degree for which he/she was admitted. In the event of taking admission in a different course in the University his/her admission in the hostel shall be considered afresh.

11. Initially a bona-fide student may be considered for admission for one year only and incase of unsatisfactory conduct, re-admission in the University shall not be considered.

12 Hostel rooms shall have to be vacated during vacations for maintenance. In exceptional cases student may be permitted to stay on payment of special charges to be decided by the Hostel Management Committee.

13 Students shall not be allowed to keep any furniture other than that provided by the hostel in their rooms without prior permission of the warden.

14. Music systems/Radio/T.V. are not allowed in the rooms, however it may be permitted with earphone attachment.

15. Students shall cooperate in keeping the Hostels and their surroundings clean by not disposing of garbage and waste materials here and there but in dustbins at designated places.

16. Hostellers shall be responsible for the security of their own property. They must not leave their room/box unlocked in their absence. Luxury items are strongly discouraged and the management is not responsible for security/safety problems arising out of this.

17. In case of any emergency during the night, the hostellers shall contact the hostel warden for help. Girls may contact the warden through, the Ayah/Chowkidar of the hostel. Local guardians/ parents of girl hosteller may contact the hostel warden and not the girls directly after 7: 00 pm in case of emergency.

Fees, Rents & Other Charges

18. Hostellers shall pay yearly rent as prescribed by the University. Late fees shall be charged after the date fixed to deposit the fees notified by the University. A student, if admitted after beginning of the session, shall pay the admission fee and University dues and hostel fee from the commencement of academic year up to and including the fee for the month in which he has been admitted (not less than one year).

19. Every students admitted or readmitted to the hostel shall pay caution money refundable at the time of leaving the hostel on completion of the course/degree.

20. In case, the study course is not completed within the stipulated period and the hosteller is required to extend his/her stay in the hostel for completing the course he/she may be allowed to continue his/her stay in the hostel on the recommendations of the course coordinator and concerned warden with payment of hostel fee in multiples of a semester. This facility however may not be provided to the students who are required to prolong their stay on account of repeat examination.

Canteen

21. The facility of mess /canteen shall be provided by the University on payment basis, cooking is strictly prohibited in the hostel rooms.

22. Every hosteller shall be required to pay monthly mess charges in advance as notified by the Hostel Committee.

Hostel Rooms and Allotment

23. The following priority is fixed for providing accommodation in the University Hostel:

(a) Undergraduate boys/girls and whose parents are residing in rural areas and students belonging to economically weaker sections of the society shall be given preference over other boys/girls.

(b) Physically Handicapped Students.

(c) SCs/STs/OBC Students.

(d) Students pursuing professional courses that require longer hour practical or fieldwork shall have priority over others.

(e) Local students (staying within 15 kilometers from the campus), research scholars and married students may not be allowed due to space limitation in the hostel.

(f) All Hostel students residing in the hostel shall be required to submit an undertaking as per proforma as per University Regulations.

Attendance

24. Attendance shall be taken in hostel every evening at an appointed time. Absence without prior information to warden, at the time of attendance is an offence. The warden shall strictly deal with any attempt of proxy or wrong entry in the attendance register. The roll call hours will be as follows-

25. Attendance time for girls 2130 hours.

26. Attendance time for boys 2200 hours.

Hostel Management Committees

27. There shall be Hostel Management Committee and Standing Committee for Hostellers Discipline and a hostel Committee appointed by the Vice-Chancellor for the help of the warden for smooth running of the hostel. The term of the committee shall be one year which may be extended by the Vice Chancellor for another year.

(a) **Hostel Management Committee.**

The Committee shall comprise

(i)	A Dean nominated by the Vice Chancellor	-Chairman
(ii)	Director Administration/ Director Hostel	-Member
(iii)	Chief Warden and all Wardens	-Member
(iv)	One Student's representative from each Hostel	-Member

(b) **Hostel Disciplinary Committee.**

There shall be a Hostellers Disciplinary Committee to deal with student's indiscipline and misconduct defined in this Ordinance.

(i)	Director Administration/Director Hostel	- Chairman
(ii)	One Faculty member nominated by the Vice Chancellor	- Member
(iii)	Warden of concerned Hostel	- Member

(c) **Hostel Committees.**

There shall be a Hostel Committee in every hostel nominated/elected by the warden with the consent of hostellers for smooth running of day-to-day affairs of the hostel. The Committee shall consist of the following:

(i) Chief Warden - Chairman

(ii) Hostel. Students. Representatives one each - Members

For approx 20-25 members

(iii) Hostel Prefects and Associate Prefects for various functions like food, health and extracurricular activities. - Members

Misconduct & Indiscipline

28. Gambling of any kind and use of liquor and smoking etc is prohibited in the hostel and campus.

29. Guests of the opposite sex shall not be entertained in the hostel. The hostellers however may be permitted to meet their relatives at a pre designated place during timings as per rules.

30. Pornographic literature and exotic posters/displays etc. are not permitted in the hostels.

31. No hosteller shall be allowed to change the room allotted in the hostel without prior permission of the warden. The warden may order at any time change of rooms or mutual exchange of rooms without assigning any reasons.

32. Use of electric heater &iron etc. are not allowed in the hostel. Heavy fine may be imposed for violation of this rule.

33. Hostellers are strictly prohibited to keep firearms with them. No pets such as dog etc. are permitted to be kept in the hostel by the hostellers.

34. In exigencies all hostellers shall vacate their room at given order/time by the Vice Chancellor/Registrar/ Director Administration for any reason whatsoever and hand over the charges of their rooms to the warden failing which warden shall be authorized to break open the locked room. The University shall accept no responsibility for the private property of the concerned students found in the rooms.

35. Hostellers shall not give shelter to any outsider. Anyone found guilty on this account shall be severely punished including removal from the hostel.

36. No meeting shall be held in the hostel premises without the prior permission of the warden.

37. No notice is allowed to be exhibited on a Notice Board or circulated to the hostellers unless it has been signed or countersigned by the warden /D.S.W./Registrar/Director Administration/ Director Hostel/ VC.

38. Hostellers shall not cause damage or interfere in any manner with the Notice Board of the hostel. A breach of this rule shall be severely dealt with.

Note: For notification or communication to the hostellers a notice by the warden

on the hostel Notice Board shall be considered adequate. Hostellers should watch the Notice Board regularly and follow general or specific Instructions given from time to time. For matters common to all, the hostellers and other students, the display shall be on the Notice Board of the University. No separate notice would be sent to the hostellers.

Disciplinary Action

39. Every hosteller shall maintain a high standard of discipline, have respect for: the traditions of the University and conduct in a dignified manner within and outside the hostel. They should do nothing, which may cause noise, disturbance or distraction in studies or may be deemed irregular in any way.

40. The warden shall keep a conduct register exclusively for recording the misconduct of the students along with details of punishment, warnings etc. While the register will have one page for one student for noting misconduct, it should have another page to note down good conducts/acts in the nature of good Samaritan.

41. Resorting to any form of strike by the hostellers without following the provided channels and procedures shall be deemed as a serious breach of discipline and the student shall ipso facto stand expelled from the hostel/University.

42. Any indiscipline or misconduct committed by the hosteller or group of hostellers shall be brought to the notice of Hostel Disciplinary Committee for taking appropriate action.

43. Depending upon the gravity of the misconduct committed by the hosteller, matter can be brought to the notice of the Chief Proctor or Registrar or Vice-Chancellor who may pass order in writing for taking appropriate action.

44. In case the situation in the hostel deteriorates to a level that requires protection, the Chief Proctor in consultation with DSW/Warden may call the security to get the Hostel vacated by the Hostellers. Such action taken, however, shall be brought to the notice of the Registrar/ Vice-Chancellor in writing.

45 Any hosteller found guilty of indiscipline, defiance of orders, rowdy behavior or any other misconduct is liable to be fined up to Rs. 1000/- and/or instant removal or expulsion or rustication from the hostel/University.

46 No Student shall be permitted to appeal against the decision of the warden to any authority other than Hostel Management Committee. If the appeal is against the decision of the Hostel Management committee, it should be made to the Vice-Chancellor.

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

ORDINANCE NO. 11

DOCTOR OF SCIENCE (D. Sc.), DOCTOR OF LITERATURE (D. Litt.), DOCTOR OF LAWS (LL. D.)

These Ordinances shall be called the Doctor of Science (D.Sc.), Doctor of Literature (D. Litt.), Doctor of Laws (LL. D.) Ordinances 2012. The degrees of D.Sc./ D.Litt./ LL.D. of the Amity University Madhya Pradesh, Gwalior shall be conferred on the candidates who fulfill the requirements as specified in these Ordinances.

1. The Degrees of Doctor of Letters/ Doctor of Science/Doctor of Laws are the highest Post-Doctoral degrees of this University in respective disciplines which are awarded to a candidate who has earlier acquired a Ph.D. degree. This Post-Doctoral degree is awarded on the basis of original and independent research in a particular discipline that has made distinct contributions to the advancement of knowledge, as evidenced by publications in reviewed journals and are recognized by peers. The research work of the candidate must have been characterized either by the discovery of facts or by a fresh approach towards interpretation of facts or theories, or formulating a new theory/hypothesis and evince his capacity for original thinking, critical examination and sound judgment.

2. **Administration of the Programme**

   (a) The Programme leading to Post-Doctoral degrees will be offered at the Departments / Schools/ Institutes /Constituent Units;

   (b) Subject to the general guidance of the Academic Council, research work in the University leading to Post-Doctoral degrees shall be overseen by the University Research Council.

   (c) The Programme shall be offered on full time and also on part-time basis.

3. **Duration of the Programme**

   The duration of the Programme is **three years** from the date of enrolment. Provided, however, that the University Research Council may on the recommendations of DRC, permit a post doctoral degree thesis to be submitted in less than three years from the date of enrolment.

4. **Eligibility Conditions**

   The applicant for enrolment must have

   (a) A Doctoral degree from a recognized Indian or foreign University in the relevant discipline and

   (b) At least three years teaching/research experience after the award of the Ph.D. degree and active engagement in research work.

5. **Enrolment for the Programme**

(a) An applicant for enrolment under this Programme shall submit his application in the prescribed form to the concerned Department/Constituent Unit. Non Resident Indians (NRI), Persons of Indian Origin (PIO) and Foreign Nationals will, however, apply for admission to the Programme in accordance with the policy guidelines laid down by the Government of India.

(b) The applicant for enrolment to Post-Doctoral Programme shall submit the following:

(i) a list of his publications in standard format;

(ii) reprints of his three best papers;

(iii) a copy of his Ph.D. thesis

(iv) The research proposal recording an outline of the proposed research work, why it is important, the methodology to be used and the expected outcome of the research, specifically highlighting in what respect the research will advance the knowledge in the particular field of his Post-Doctoral work.

(c) The DRC concerned shall constitute for each candidate an Academic Expert Committee (AEC) of four members including the HOD who shall chair the Committee. The remaining three members shall be reputed scholars in the relevant area, at least one of whom shall be from outside. The Academic Expert Committee shall consider and recommend the suitability of the applicant.

(d) The Academic Expert Committee, while considering the proposal shall invite the applicant for detailed discussion, and make a recommendation with a provisional date of registration for starting of the Post Doctoral Programme.

(e) The HOD after considering the recommendations of the Academic Expert Committee, shall recommend to the University Research Council for approval of the applicant for registration to the Post Doctoral Research Degree Programme.

(f) The date of registration for the Programme will be finalized by the DRC after the approval of the candidature by the URC.

6. **Preparation & Submission of Thesis**

(a) Post-Doctoral candidates will not have guides and will do research on self-guidance basis.

(b) The candidate shall submit his thesis which must be on one main theme and should not be derived from a series of unconnected papers of the candidate.

(c) The thesis shall comprise a holistic document to include in a self-contained manner the research done for the award of the post-doctoral degree. Publication of papers in reviewed journals is essential. Reprints of published papers and manuscripts of the communicated papers shall be

appended in the thesis volume. The thesis shall be submitted in a format as prescribed in the guidelines.

(d) The thesis shall be accompanied by a declaration signed by the candidate that the thesis has been composed by him independently and a certificate that the contents of the thesis have not previously formed the basis for the award of any other Degree or Diploma or Associateship, Fellowship or other similar title.

7. **Seminar**

The candidate, before submitting his thesis and its long abstract, will present his work in a Seminar in which DRC, members of Academic Expert Committee and other faculty members, Ph.D. Scholars and Post-graduate students are expected to be present.

8. **Long Abstract**

(a) On completion of research work, the candidate shall submit to DRC four copies of the long abstract normally within two months after the presentation in the Seminar and also suggest the title of the thesis.

(b) The candidate shall prepare a critique on his thesis and submit four copies along with the long abstract. The critique is an assessment by the candidate of his post-doctoral work to present the high points of his research, their significance in terms of original contribution and advancement of knowledge, and opening up of a new area, if any.

(c) The HOD will convene a meeting of the Academic Expert Committee in which the candidate shall be required to be present. The Academic Expert Committee will scrutinize the long abstract for approval, study the critique, and approve the title of the thesis after its revision, if necessary.

(d) The Academic Expert Committee shall recommend a panel of at least three Indian and three foreign examiners. The HOD shall forward the panel of Examiners to the COE.

(e) The COE shall get the panel approved by the Vice-Chancellor.

9. **Evaluation of Thesis**

(a) The candidate shall submit four copies of his thesis which shall contain its long abstract.

(b) The COE shall obtain consent from three examiners from the approved panels, one of whom shall be a foreigner, for evaluation of the thesis. The thesis shall be sent to the Examiners by him for evaluation.

(c) If two or all the three examiners declare that the work submitted by the candidate is not a distinguished and significant contribution to knowledge and does not merit the award of the Degree of Doctor of Letters/ Doctor of Science/ Doctor of Laws, the thesis will be rejected.

(d) In case one of the examiners out of the three, declares that the work submitted by the candidate is not a distinguished and significant contribution to knowledge, the COE will appoint a fourth Examiner Indian or foreigner, as the case may be and will forward the thesis to the fourth

Examiner for evaluation. The recommendation of the fourth examiner shall be treated as final for award of degree.

(e) The COE shall place the recommendations of all the examiners before the University Research Council. The Council, after considering the reports of the examiners may recommend that the candidate is worthy of the award of the Post-Doctoral degree. If the University Research Council recommends that the candidate be asked to improve the thesis, the candidate shall be permitted to resubmit his thesis not earlier than six months and not later than one year, from the date notified by the COE.

(f) The recommendations of the University Research Council shall be placed before the Academic Council for information.

(g) The candidate shall, if he publishes the thesis shall state on the title page that it was a thesis approved for the award of the D.Sc., D.Litt., LLD of the Amity University Madhya Pradesh.

10. **General Provisions for Research Degree Programmes**

10.1 **Issuance of Provisional Certificates:**

After the endorsement of the Academic Council for the award of Ph.D./ Post-Doctoral degree, the candidate shall be issued a Provisional Certificate for having completed the requirement of the degree on the condition that the candidate has submitted two hard-bound copies of the final version of his thesis and has cleared all the dues.

10.2 **Residual Clause:**

(a) Notwithstanding anything contained in these Regulations, all categories of candidates shall be governed by the Regulations and Guidelines.

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

11. **Composition of Committees and their Functions**

11.1 **Departmental Research Committee (DRC)**

(a) The composition of the Departmental Research Committee will be as under:

(i) The Head of the Department/ Constituent Unit - Chairperson

(ii) Maximum three Professors and three other faculty members of the Department by rotation

(iii) Maximum three external experts including those from other Departments/Constituent Units, nominated by the Vice-Chancellor.

Provided, however, the total number of internal and external members shall not exceed six.

(b) The functions of Departmental Research Committee shall be as under:

(i) Invite and scrutinize applications and make admissions in Ph.D. Programmes

(ii) Constitute Student Research Committee for each student.

(iii) Perform such functions as are required for operationalization of the research degree Programmes subject to the overall supervision and guidance of the University Research Council (URC)

(iv) Consider the recommendations of SRC for action as required.

(c) The Departmental Research Committee shall meet as and when necessary.

(d) Fifty percent of the membership shall form the quorum for the meeting.

(e) The tenure of members of the DRC other than the Heads of Departments/ Constituent Units shall be two years. A member can be re-nominated for another term.

11.2 **University Research Council (URC)**

11.2.1 **Role**

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

11.2.2 **Composition:**

(a) The composition of the University Research Council shall be as follows:

(i) The VC or his nominee - Chairperson

(ii) The Pro-Vice Chancellors

(iii) Four external experts nominated as under - Members

- By the Chancellor - one
- By the Vice-Chancellor – one
- By the Academic Council - two

(iv) Three Deans/ Heads of Departments/ Constituent Units to be nominated by the Vice-Chancellor

(v) Two teachers of Departments/ Constituent Units to be nominated by the Vice-Chancellor

(vi) COE - Member Secretary

(b) The term of office of the members (other than ex-officio members) will be two years from the date of nomination.

(c) The University Research Council shall meet at least once a quarter.

(d) Fifty percent of the total membership shall form the quorum for any meeting.

11.2.3 **Functions**

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

(a) To formulate policies related to and oversee research for Ph.D. and post-doctoral degree Programmes;

(b) To formulate guidelines for registration of students, thesis supervision, Programme design, and thesis evaluation;

(c) To monitor research indicators for such evaluation;

(d) To review and recommend areas/themes/topics for research;

(e) To consider evaluation reports of Examiners for award of Ph.D. and Post-Doctoral degrees.

(f) To consider and approve the recommendations of DRCs including waivers of and exemptions from any of these Regulations.

(g) To prepare the consolidated reports on research efforts of the University

(h) It may delegate any one of its functions to the concerned DRC and may carry out any other work related to research development and coordination.

12. **Residual Provisions**

(a) The Academic Council may grant exemption in exceptional cases, from the operation of any of the Regulations, where necessary in special cases with valid reasons and without diluting academic standards.

(b) Notwithstanding anything stated in these Regulations, for any unforeseen issues arising, and not covered by these Regulations or in the event of differences of interpretation, the Vice-Chancellor may take a decision, after obtaining, if necessary the opinion/advice of a Committee consisting of any or all the Heads of Departments/ Heads of Constituent Units. The decision of the Vice-Chancellor shall be final.

ORDINANCE NO. 12

DOCTOR OF PHILOSOPHY (Ph.D.)
(Ordinance as per UGC Regulation 2009)

The Ordinance shall be called Ordinance Governing Doctor of Philosophy (Ph.D.) Degree. The ordinance will be governed by rules and regulations as per approval from Board of Management of the University framed in accordance of regulations /norms laid by UGC from time to time.

1. **Administration of the Programme**

   (a) Programmes leading to the Degree of Doctor of Philosophy will be offered at the Departments/ Constituent Units.

   (b) Subject to the general guidance of the Academic Council, research studies in the University leading to the Degree of Doctor of Philosophy (Ph.D.) shall be overseen by the University Research Council.

   (c) The Ph.D. Programme shall be organized on full time and part time basis.

2. **Classification of Applicants**

   An applicant for admission to the Ph.D. Programme shall be classified under any one of the following categories:

   (a) Corporate Research Scholar: Candidates working with reputed organizations in India and abroad having at least five years experience and possessing minimum prescribed academic qualifications;

   (b) Regular Academic Staff of the University: Regular academic staff of Department/ Constituent Units who are allowed to register for Ph.D. on part time basis

   (c) Working Teachers: Faculty members on regular roll (strength) of other Universities and recognized/ approved institutions in India and abroad, possessing minimum prescribed academic qualifications.

   (d) Non-academic Staff of University/ Constituent Units : A regular member of non-academic staff of the University and its Departments/Constituent Units who satisfies eligibility qualifications and is allowed to be registered for a part-time Ph.D. Programme.

   (e) Sponsored Candidates: Sponsored candidate getting Government/ Semi-Govt. or other Scholarships/ Fellowships/ Stipends, who applies for admission through the sponsoring organization.

   (f) Self-financed Indian Candidates satisfying eligibility qualifications.

   (g) Self-financed Foreign Candidates satisfying eligibility qualifications.

3. **Minimum Qualifications for Admission:**

   (a) The required minimum qualification for admission to a Ph.D. Programme shall normally be a Master's Degree in the relevant field with a minimum of 55% marks or equivalent grade.

(b) Applicants with B. Tech/ B. Arch degree or equivalent in respective discipline with excellent academic record (with minimum CGPA of 6.0 on a 10 point scale or equivalent or 55% marks) may be considered eligible for admission in Ph.D. Programmes in Engineering and Technology.

(c) For Ph.D. in Law, the applicants should possess a Master's degree in Law or with a minimum of 55% marks or equivalent grade or M.Phil in law or L.L.B. Degree with a minimum of 55% marks with at least 15 years of legal practice or experience in a judicial/ legal job with published professional work or otherwise proven research interest. These candidates will be treated as Corporate Research Scholar.

(d) If considered necessary, DRC may propose other qualifications/ requirements in specific areas, consistent with the norms of UGC, AICTE and other statutory bodies, to URC for its recommendation to the Academic Council for approval.

(e) Applicants with M.B.B.S. degree or equivalent in respective discipline with excellent academic record with minimum CGPA of 5.5 on a 10 point scale or equivalent or 55% marks may be considered eligible for admission in Ph.D. programmes in the relevant field.

(f) Applicants with Chartered Accountancy (CA) qualifications from 'The Institute of Chartered Accountants of India' (ICAI) with a minimum 55% marks or equivalent grade may be considered eligible for admission to Ph.D. programmes in the field of Commerce and other related areas of Ph.D. in Management.

4. **Eligibility Conditions for Admission**

(a) It is desirable that the applicants, who possess minimum prescribed qualifications for admission to Ph.D. Programme, should also have an excellent academic/ professional attainment in the relevant discipline.

(b) The applicant for Part-time Ph.D. should:

(i) Prove to the satisfaction of DRC that his official duties permit him to devote sufficient time to research.

(ii) Ensure that facilities for pursuing research are available at his place of work in the chosen field of research, where required.

(c) A candidate who has completed M. Phil may be given exemption from the course work in the Ph.D. Programme, on merit of each individual case, provided candidate has done the relevant course work in M. Phil and is pursuing research in the same field, on the recommendation of DRC, subject to the approval of the Vice Chancellor, as per UGC Regulations.

5. **Application for Admissions**

(a) Applications for admission to the Ph.D. Programme shall be invited by the Department/Constituent Unit in the prescribed form as per Guidelines prescribed by the University.

(b) Applications shall be screened by DRC and candidates shall be short listed. If necessary, a screening test shall be conducted by the Department/Constituent Unit for short listing.

(c) Non Resident Indian (NRI), Persons of Indian Origin (PIO) and Foreign Nationals may be admitted to the Programme in accordance with the policy guidelines laid down by the Government of India.

(d) DRC shall prepare a tentative list of guides depending on the specific areas of research indicated by the short-listed applicants.

(e) DRC shall for each applicant, constitute a Student Research Committee (SRC).

(f) HOD shall invite each selected candidate to submit the synopsis of his proposed research in consultation with a teacher from the tentative list of guides. The synopsis shall be scrutinized by the Student Research Committee.

(g) The HOD after considering the recommendations of the Student Research Committee and the Departmental Research Committee shall recommend to the University for approval of the applicant for registration to the Ph.D. Programme.

6. **Constitution & Functions of Student Research Committee**

(a) The Student Research Committee shall comprise Guide(s), two other teachers in the related area and HOD as the Chairman.

(b) SRC shall perform the following functions:

(i) Invite the candidate for scrutinizing his research proposal to ensure that the proposal is suitable.

(ii) Ascertain the availability of facilities required for the proposed research.

(iii) Prescribe the Course Units to be taken by the candidate, subject to a minimum of two, or in exceptional cases, recommend exemption from the requirement with justification.

(iv) Recommend to DRC about the suitability or otherwise of the candidate and his proposal along with relevant details and documents.

(v) Periodically monitor the performance of the work of the candidate and provide advice to candidate, where necessary.

(vi) Approve the long abstract of the thesis on its completion and the final title of the thesis.

(vii) Recommend the panel of examiners.

7. **Registration**

(a) The University after considering the recommendations of the HOD, shall approve or otherwise, the registration of the candidate.

(b) The University HQrs, will convey the approval for registration of the candidate to the HoI, who will convey the approval of the candidate as per the guidelines issued by the University.

(c) A summary report of the candidates registered for Ph.D. shall be duly sent to the Registrar of the University for enrolment of the candidate.

8. **Registration Period**

The date of regular registration of the candidate shall be the date approved by DRC and will end on the date of submission of Ph.D. thesis.

9. **Renewal of Registration**

Candidates will be required to renew their registration every Semester by the specified date till the submission of their theses. A Candidate who fails to renew his registration will cease to be a candidate with immediate effect.

10. **Time Period Requirement for submission of the Ph.D. Thesis**

(a) **Minimum Time Period**

(i) The minimum period of registration for full time Ph.D. candidate shall be two years.

(ii) The minimum period of registration for part-time Ph.D. candidate shall be three years.

(iii) The minimum period of three years for Part-time Corporate Research Scholars having rich experience while working with reputed organizations in India and abroad may, on the recommendations of DRC, be reduced to two years.

(b) **Maximum Period**

The candidates registered for full time Ph.D. Programme shall be allowed to submit their theses within five years of the date of their registration and part-time candidates within seven years. Thereafter, the registration shall stand cancelled automatically unless, for valid reasons, an extension is granted by the Vice-Chancellor.

11. **Re-Registration**

After the expiry of the maximum period of Ph.D. registration, a candidate will be allowed to re-register only if an extension of registration is approved by the Vice-Chancellor

12. **Residency Period**

The minimum Residency Period for full-time as well as part-time Ph.D. candidates in the Department/Constituent Unit shall ordinarily be one year. This period, in exceptional circumstances, can be reduced to not less than six months by URC on the recommendations of DRC.

13. **Change of Registration**

(a) A candidate may be allowed for valid reasons to change his status from part-time to full-time or vice-versa on the recommendations of DRC and with the approval of the University.

(b) If a full time candidate changes his status to a part-time candidate, the minimum period requirement shall be three years and maximum will be seven years. However, one and a half time of the period spent as a full-time candidate shall be counted.

(c) In case a candidate is registered as a part-time candidate and applies for registration as a full time candidate, the minimum period requirement shall be two years and maximum will be five years. However, only two-third of the period already spent as a part-time candidate shall be counted.

14. **Course Credit Requirements and Registration for Courses:**

(a) Departments/Constituent Units shall draw a list of post graduate Course Units which can be offered to Ph.D. candidates.

(b) Each candidate will be required to take Course Units of minimum 12 credits, including compulsory paper on Research Methodology (including Quantitative Methods and Computer Applications) and specific Courses prescribed by the SRC and approved by DRC.

(c) A candidate will earn credits for a Course Unit only if he obtains a minimum of Grade B+. Further, if a candidate fails to get qualifying Grade B+ i.e., he will be given second opportunity to improve his minimum qualifying Grade B+, failing which his registration will be liable to be terminated.

(d) The candidates registered for Ph.D. Programmes in Departments/ Constituent Units can be allowed to complete the Course Unit requirements, if considered necessary, through outside department courses.

15. **Comprehensive Examination**

(a) Each candidate, normally after one semester, shall be required to take a comprehensive examination which will test his comprehension or knowledge in his broad field of research and his academic preparation and potential to carry out the research work. The comprehensive examination shall be a combination of both written and oral examination and shall be conducted by the Department/Constituent Unit. The candidate should secure at least Grade B+ i.e. 60% marks in comprehensive examination.

(b) Unsuccessful candidates shall be allowed a second opportunity to clear the comprehensive examination. If a candidate is unsuccessful again, his Ph.D. registration shall be cancelled.

16. **Thesis Guide(s)**

(a) The Guide(s) can be

(i) Any full-time faculty member of the University/ Constituent Unit with a Ph.D. degree and with at least three years of teaching experience.

(ii) An external person with proven merit and experience in the subject area may be appointed as Co-Guide.

(b) No person who himself is registered for Ph.D. degree at the University or any other Institution would be eligible to act as a Guide.

(c) Those without a Ph.D. degree appointed as Guides would cease to be the guide(s), if they themselves register for Ph.D.

(d) The maximum number of Ph.D. candidates who can be supervised by a faculty member at any time at the University will be six. However, in special circumstances, the Vice Chancellor may allow relaxation in the ceiling of six.

(e) A faculty member who is due to retire within the next two years can be appointed as a Guide and can continue to be the Guide even after his retirement provided the DRC is convinced of his availability for continued guidance to the candidate. In other cases, a faculty member on retirement may continue as a Guide, if re-employed or appointed Emeritus Fellow; or, if the long abstract of the thesis has been submitted by the candidate. Appointment of another Guide, if necessary, will be as per provisions made in these regulations.

(f) In case the Guide proceeds on leave for twelve months or more, resigns or expires, an arrangement shall be made as provided in the Guidelines of the Research Degree Programmes.

17. **Appointment of Guide(s) / Co-Guide(s)**

(a) The DRC may appoint more than one Guide(s) not exceeding a total of three to guide a candidate. Normally, there should not be more than two Guides from within the Department/Constituent Unit.

(b) A faculty member appointed as a Ph.D. Guide is normally expected to be available to a research candidate in the University Department/ Constituent Unit till the thesis is submitted.

18. **Performance Monitoring**

The academic/research progress of each candidate shall be monitored by DRC. For this purpose each candidate shall submit a progress report at the end of each Semester to the Chairman, DRC through his Guide(s). DRC shall evaluate the work of the candidate and award **S** (Satisfactory) or **U** (Unsatisfactory) grade.

(a) If the progress is "unsatisfactory", on the first appearance of "U" grade, a warning would be issued to the candidate.

(b) If a candidate gets three "Us" or two successive "Us", his registration will be liable to be terminated.

19. **Seminar**

The student before submitting the long abstract of his/her Ph.D. thesis must have published minimum of two research papers of which at least one paper must be published in refereed journal and the second paper in refereed/renowned Journal for adjudication and produce evidence in the form of acceptance letter or print.

20. **Long Abstract (Synopsis)**

(a) On completion of research work, the candidate shall submit to DRC through Guide(s), eight copies of the long abstract of his thesis.

(b) The long abstract will be submitted by the candidate normally within two months after the presentation in Seminar.

(c) DRC shall, in a meeting in which the candidate shall be required to be present, scrutinize the long abstract for approval and approve the title of the thesis after its revision, if necessary. The candidate shall then be excused and DRC shall prepare panel(s) of examiners as specified in the Guidelines for Research Degree Programmes.

(d) The DRC will forward the long abstract with its recommendations to the University Research Council for appointment of the thesis examiners.

(e) If a candidate fails to submit his thesis within four months of the approval of long abstract, he shall be required to submit a fresh abstract. However, in case a candidate fails to submit his thesis within the stipulated time and has proper justification for the delay, the Head of Department/ Constituent Unit may, on the recommendations made by the DRC and on individual merits of each case, grant him an extension of not more than two months.

21. **Panel of Examiners for Ph.D.**

(a) A Ph.D. thesis shall be evaluated by three examiners, two of whom shall be external and the third shall be guide or guides (to be counted as one examiner). DRC shall decide for each discipline if

(i) Both the external examiners should be Indian or

(ii) One of the external examiners be Indian and the other a foreigner.

In the first case (i), DRC shall prepare a panel of at least five Indian examiners and in the second case (ii), DRC shall prepare two panels one of at least three Indian examiners and the other of at least three foreign examiners.

(b) The HOD shall submit the panel(s) of examiners to Controller of Examinations for seeking approval by the Vice-Chancellor.

22. **Thesis Preparation and Submission:**

(a) The thesis shall be written in English or in any other language as approved by DRC in the format and style in accordance with the guidelines for Research Degree Programmes.

(b) No part of thesis shall have been submitted for the award of any other degree or diploma.

(c) The thesis shall involve in depth study and critical review of the area of his topic and creation of new knowledge in the area. It should bear evidence of the candidate's capacity for analysis and judgment as well as his ability to carry out independent investigation, design or development. It should be characterized by discovery of facts or fresh approach towards interpretation of facts and theories or significant contribution to knowledge or development or a combination of these.

(d) After clearing the viva-voce examination, two copies of the thesis in maroon colour hard cover binding must be submitted. These hard bound copies shall include supplements if required in viva-voce examination, with

a covering certificate of guides in prescribed proforma. Additional copies of the supplement shall be provided by the candidate for the external examiners and guides.

(e) The format of the thesis document shall be in the format prescribed in the guidelines for Research Degree Programmes.

23. **Thesis Evaluation**

Detailed procedure for evaluation of thesis shall be prescribed in the Guidelines for Research Degree Programmes.

(a) Each examiner shall be requested to send a detailed evaluation report and his recommendations on the prescribed proforma within six weeks of the date of receiving the thesis.

(b) If the thesis report is not received from an examiner in six weeks, a reminder will be sent to the examiner. If no response is received from the examiner in two weeks thereafter, another examiner shall be appointed from the approved panel.

(c) Each examiner will examine the thesis to judge that the thesis is a piece of research work characterized by:

(i) The discovery of facts, or

(ii) A fresh approach towards interpretation and application of facts or theories, and creation of new knowledge, and give his opinion on the candidate's capacity for critical examination and sound judgment.

(d) All examiners will submit the reports on the prescribed form clearly stating one of the following:

(i) The thesis is recommended for the award of Ph.D., or

(ii) The thesis is recommended for the award of Ph.D. Degree subject to the candidate giving satisfactory answers to queries specifically mentioned in the report, at the time of Viva Voce examination, or

(iii) The candidate be allowed to resubmit his thesis in a revised form, or

(iv) The thesis be rejected.

(e) The examiners reports shall be forwarded to the Guide(s) who will inform the candidate eligible for oral defense only those comments and queries in the reports which require explanation and answers without disclosing the identities of the examiners.

(f) The reports of all internal examiners shall be counted as one report.

(g) If all the three reports recommend acceptance of the thesis, the candidate shall be eligible for oral defense.

(h) In case one of the reports recommends revision of the thesis, Sub-Clause (d)(iii) of Clause 4.23 shall be applicable, and the candidate will have the option to revise the thesis within one year. The revised version of the thesis would be sent to all the examiners for their recommendations. If the candidate does not agree for revision, he may ask for appointment of a fresh examiner, under the provision (j) below.

(i) If two of the three reports recommend revision of the thesis, the candidate will be given opportunity to revise the thesis accordingly and resubmit it normally within a period of one year for the evaluation by the same set of examiners.

(j) If one of the reports recommends rejection, the comments and queries in the report, shall be communicated to the candidate, and the candidate shall be given an opportunity to give replies to the comments made in the report. Such reply of the candidate and his thesis shall be sent to the next examiner on the panel for evaluation. If the report of the next examiner also recommends rejection, the thesis shall be rejected.

(k) If two of the three reports recommend rejection, the thesis shall be rejected. The candidate may, however, be allowed to re-submit the thesis normally after one year, provided the title of the thesis remains unchanged. Normal procedure will be followed for the evaluation of the resubmitted thesis.

(l) The new examiner, when appointed, shall be Indian or Foreign depending on whether the thesis was rejected by the Indian or the Foreign examiner in the first instance. The reports of all the examiners will be sent to him without revealing the identity of the examiners along with the response of the candidate, if any, to these. The thesis shall be deemed to be acceptable if three out of four examiners recommend acceptance.

(m) If the fourth examiner recommends revision, the thesis would be suitably revised and resubmitted normally after three months and sent for examination to all the examiners except to the one in whose place the fourth examiner was appointed. In case the fourth examiner recommends rejection or his recommendation for revision is not accepted by the candidate, the thesis shall be rejected.

(n) Any doubt arising out of the procedure laid down in these regulations shall be referred to the Vice-Chancellor for a decision.

(o) In case of ambiguous recommendations by the examiner, the HOD will approach the examiner for a clear recommendation. In case, a clear recommendation is not forthcoming, the matter may be referred to the Vice-Chancellor for his decision.

24. **Re-submission of Thesis**

(a) In case of resubmission of a thesis after revision, an additional fee for the re-evaluation of the thesis shall be payable by the candidate;

(b) The revised thesis may be submitted normally in one year from the date of intimation for resubmission.

25. **Oral Defence Examination (Viva-Voce)**

(a) If the thesis is recommended for award of degree, the candidate shall be required to defend his work/thesis orally (viva-voce examination) before a duly constituted Committee hereinafter referred to as the Oral Defence Committee (ODC). The date and time of the viva-voce shall be duly notified by HOD to enable the interested faculty members, staff members and students to attend it.

(b) **Composition of ODC**

(i) For the candidates who get unqualified recommendations of acceptance in three reports in the first instance, the composition of the ODC shall be

(i) HOD - Chairman

(ii) Guide(s)

(iii) One External Examination

(iv) Two faculty members with specialization in the related area to be appointed by HOD with the approval of the Vice Chancellor.

(ii) For candidates who do not get unqualified recommendations of acceptance in three reports in the first instance, the composition of the ODC shall be

(i) HOD - Chairman

(ii) Guide(s)

(iii) Indian External Examiner

(iii) In case of non-availability of the Indian External Examiner for conducting the Viva voce examination, the next person on the approved panel of examiners shall be appointed to be on ODC.

(c) HOD shall convene a meeting of ODC on an appropriate date. The date of viva-voce shall be communicated to the candidate at least fifteen days in advance.

(d) In the viva-voce examination, the candidate shall be required to give his response to comments and questions arising out of the examiners reports apart from the queries and questions raised by members of ODC and, with permission of HOD, questions asked by others who are present.

(e) The ODC shall give its recommendations in the prescribed proforma. The ODC shall have the following options for its recommendations:

(i) Ph.D. degree be awarded for the reasons to be recorded.

(ii) Ph.D. degree be awarded. However, the candidate should prepare a supplement to be added to the thesis document as specified in the report of ODC and or textural corrections, if needed.

(iii) Ph.D. degree be not awarded for the reasons to be recorded in the report.

(f) In case of difference of opinion among the members of ODC, separate reports shall be submitted.

(g) HOD shall forward the report(s) of ODC to COE in a folder which shall also contain

(i) A copy of the thesis along with the Supplement, if required, in the report of ODC and

(ii) All the reports of the examiners of the thesis.

(h) COE shall obtain the recommendations of the Standing Committee of URC on the report of ODC and its accompanying documents.

(i) The recommendations of the Standing Committee shall be submitted to the Vice- Chancellor for final decision, which shall be reported to URC and the Academic Council.

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

26. **Attendance**

For Ph.D. students, the minimum requirement of attendance for completing the Course Units, prescribed by Student Research Committee, shall be the same as laid down in the Attendance Regulations for other students.

27. **Passing Grades**

For Ph.D. students, the minimum passing grade in each Course Units on ten point scale is B + i.e. Point 7.

28. **Cancellation of Registration**

Registration of a candidate shall be cancelled in any one of the following eventualities, after due approval of the Vice-Chancellor:

(a) If his academic progress is found unsatisfactory in three consecutive monitoring reports.

(b) If he absents himself for a continuous period of six weeks without sanction of leave.

(c) If he withdraws from the Ph.D. Programme and his request is duly forwarded by HOD

29. **Disciplinary Regulations**

If a Ph.D. candidate is found to be involved in an act of misconduct, misbehaviour and/or indiscipline, disciplinary action will be taken by the University as per Regulations relating to maintenance of Discipline by students.

30. **Award of Ph.D Degree**

(a) A Ph.D. candidate shall be eligible for award of Ph.D. degree at Convocation, after the Vice-Chancellor has, on the recommendations of the Standing Committee of URC, approved that the degree be awarded and the approval has been subsequently endorsed by the Academic Council.

(b) On successful completion of the evaluation process announcements of the award of the Ph.D., the Head of the Institution shall submit a soft copy of the Ph.D. thesis to the University within a period of 30 days for onwards transmission to UGC for hosting the same in INFLIBNET, accessible to all authorities/University. Hard copy of the same will be placed in Central Library.

ORDINANCE No.13

Master of Philosophy (M. Phil.)

This Ordinance shall be applicable to candidates admitted to Master of Philosophy (M. Phil.)

1. The one and half year degree courses at post graduate level, except those for which the University has separate ordinances, will run on semester system. The course shall be divided in three semesters covering two academic sessions.

   (a) The Degree of Master of Philosophy in the concerned Subject and Faculty shall be considered an intermediate Degree between the Masters Degree and the Doctorate Degree (Ph.D.). However, M. Phil. shall not be considered a prerequisite for any student seeking registration as a Ph.D. student. Moreover, it shall be an integrated course covering advance courses and a dissertation in the subject.

   (b) The candidate registered for M. Phil. Programme shall not be permitted to join any other programme/course of this or any other University.

   (c) This degree of M. Phil. shall include the branches of Life Sciences, Physics, Chemistry, Mathematics, Statistics, Humanities, Social Sciences and Arts. More degree Programmes can also be offered under the Ordinance on the recommendation of the Board of Management of the University as per norms.

2. **Eligibility Criteria for Admissions**

   A candidate who satisfies the following conditions can register for the M. Phil. Programme:

   (a) He/ She must have obtained Masters Degree (P.G) in the concerned subject with at least 55% marks and must have passed the M. Phil. Entrance Test.

   (b) In case of foreign students, the condition of 55% at Masters Degree (P.G.) Level shall remain mandatory, whether he/she has obtained P.G Degree from this University or any other University in India.

   (c) In case of foreign students who have obtained P.G. Degree from any University outside India, grade points equivalent to 2nd class shall be considered eligible for registration.

   (d) Candidates who have qualified Master's Degree (M.Sc. Or equivalent) from various universities or equivalent shall also be eligible for admission in M. Phil. Courses.

   (e) The admissions to the M. Phil. course shall be governed by the rules of the University, the Government and /or any other competent authority.

   (f) Candidates who have passed CSIR/NET/SLET/GATE shall not be required to appear for the qualifying Entrance Test.

3. **Course Work**

The course work for M. Phil. programme shall be conducted from the month of July to April every year. The candidate shall be required to pass the written and dissertation examinations (thesis & viva-voce), which shall be based on components specified below:

(a) Research Methodology

(b) Dissertation Phase-1

(Basic/foundational field/ experimental work)

(c) Contemporary Issues/Specialization

(d) Any Advance Course on the subject

(e) Dissertation Phase-2

(Final analysis & report writing)

4. **Allocation of Supervisor (Guide)**

(a) Eligible candidates shall be interviewed by the Departmental M. Phil. Committee of the concerned subject.

(b) The Departmental M. Phil. Committee shall consist of the following:

(i) Head of the Department shall be the Chairman of the Committee.

(ii) All teachers, teaching the M. Phil. courses in the Department shall be members of the said Committee.

(c) The Committee shall perform the following functions:

(i) It shall approve the Admission (Registration) of the students.

(ii) It shall assign supervisor/ guide to the admitted students.

(iii) It shall assign course/papers to the concerned teachers.

5. **Evaluation, Assessment Method and Submission of Dissertation**

(a) Every student of M. Phil. Programme shall pass the theory Course Work examinations at the end of each semester as per the provisions of the Examination Department. The student shall submit his/her dissertation by the end of the Third Semester as per the provisions of the Examination Department.

(b) The Dissertation based on research work shall be evaluated separately by (i) the Guide and (ii) an External Examiner.

(c) For the assessment of the Dissertation, the Guide shall suggest a panel of four external examiners who are M. Phil. /Ph.D. guides (of which preferably at least one should be out of the State), out of which, the Vice Chancellor will appoint one External Examiner.

(d) After receiving the External Examiner's report, the guide and the Departmental M. Phil Committee shall conduct the viva-voce examination. The average of marks awarded by the Committee members shall be

awarded as marks of the viva-voce. Marks given by the external examiner shall be awarded as the Dissertation marks.

(e) No External Examiner shall be given more than five dissertations for assessment in each academic year.

(f) Every candidate shall submit 04 bound copies of Dissertation along with a soft copy C.D. in PDF format.

(g) The dissertation shall be presented as per University specifications.

6. **Eligibility of M. Phil. Teacher and/or Guide**

For teaching and/or guiding the Dissertation at the M. Phil. Level, the concerned teacher must be

(a) A recognized guide/supervisor for the Ph.D. degree in the same subject.

Or

(b) A directly appointed teacher in the University Department with a Ph. D. degree after the successful completion of his/her probation period.

Or

(c) A Ph.D. degree holder with seven years of P.G. teaching in the same subject and three research articles published in national/international refereed journals.

Or

(d) A P.G. Teacher having 10 years experience and five research papers published in National/international refereed journals.

7. **Standards of Passing.**

The minimum requirement for passing shall be at least 50% of marks in each Course/Paper and in the Dissertation (including viva-voce on Dissertation).

8. **Validity of Registration.**

(a) Admission under these courses will be made as follows:

(i) The eligible candidates secure a place in merit list prepared by the University by conducting its own entrance examination for admission to its PG Science courses.

(ii) The students may also secure direct admissions in M. Phil. based on their M. Sc. score.(typically 80% and Above)

9. **Duration of Course**

(a) There shall be at least 90 Days of teaching in every semester.

(b) One hour of conduct of Lecture/Tutorial/Practical shall normally be equal to one credit as shown in the schemes.

(c) A candidate may provisionally continue to attend next higher year, even if the result of qualifying year/semester has not been declared. However, subsequently if he/she is not able to clear qualifying semester examination,

the candidate cannot claim any right on the basis of his/her provisional admission

(d) The candidate once registered for M. Phil. Programme shall be allowed maximum extension of six months for submission of Dissertation after his/her successful completion of stipulated two semesters. After that his/her admission along with registration shall be canceled. However, for one mercy attempt can be granted to student by Vice- Chancellor which should be not more than six months on satisfactory reasons.

10. **Attendance** Candidates appearing as regular students for any semester examination are required to attend 75% of the lectures delivered and the practical classes held separately in each subject of the course of study, provided that a short fall in attendance up to a maximum of 5% can be condoned by the Vice-Chancellor of the University, for satisfactory reasons.

11. **Medium of Instruction (For Teaching and Examination)**

(a) The medium of instruction for teaching and examination shall be English throughout the course of study.

(b) The subjects to be studied in different semesters of M.Phil. shall be as per the schemes, approved by Board of Studies of the University.

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

ORDINANCE NO.14

Master of Technology (M. Tech.)

2 Year Masters Degree Course

This Ordinance shall be applicable to candidates admitted to Master of Technology Degree Course.

1. The ordinance shall be applicable to candidates admitted to Master Degree courses in Engineering and Technology. The Post Graduate course in Engineering /Technology leads to the degree of Master of Technology (M. Tech) of the University. The course will be in the following major subjects:

   Biotechnology, Food Technology, Computer Science & Engineering, Civil Engineering, Water Resources Engineering, Structural Engineering, Information Technology, Electronics and Communication Engineering, Mechanical and Automation Engineering, Industrial Engineering & Management, Automobile Engineering, Control Systems, Mechatronics, Power Systems, VLSI, Wireless Communication, Embedded Systems Technology and Chemical Engineering.

   The courses shall be offered as per the AICTE norms.

   The above courses shall be divided in to four semesters for full time candidates. Each semester would be approximately of six months duration including vacation/ preparatory leave/ examination/ industrial training etc.

2. **Eligibility Criteria for Admissions**

   Following the norms of AICTE, admission to various degree programmes shall be provided as per the Ordinance No. 2.

   Every applicant for admission to M. Tech.:

   (a) Shall have passed B.E/ B. Tech or equivalent examination approved by various universities and statutory bodies in appropriate branch.

   (b) Applicants possessing valid GATE score shall be given preference over those candidates who do not possess GATE score for full time course.

   (c) Applicants possessing M.Sc. (Mathematics/Physics/Electronics/Computer Science/ Information Technology/MCA) will be eligible for admission in M.Tech degree in Computer Science /Electronics/Information Technology.

   (d) Applicants possessing M.Sc. (Food Science/ Dairy Science/Life Sciences/Allied Sciences) will be eligible for admission in M. Tech degree in Biotechnology/Food Technology.

   (e) The admission for these courses will be made as follows:

      (i) The University will issue admission notification in the news papers, on the University web site, notice board of the University etc. before the start of the academic year.

(ii) The candidates provisionally selected for admission will be informed of their admission by the Admission Cell directly. The results of the admission test will also be uploaded on the individual microsites of all the candidates, successful or unsuccessful.

(iii) The candidates whose results of the qualifying examination are awaited can also apply for provisional admission. Such candidates, however, must produce previous year's mark sheet, school/college leaving certificates as proof required for eligibility. The candidates shall have to present the mark sheet of the qualifying examination within stipulated due date after admission, otherwise the provisional admission granted to him/her will be liable to be cancelled.

3. **Duration of Course**

(a) There shall be at least 90 Days of teaching in every semester.

(b) One hour of conduct of Lecture/Tutorial and two hours Practical shall normally be equal to one credit as shown in the schemes.

(c) A candidate may provisionally continue to attend next higher year/semester, even if the result of qualifying year/semester has not been declared. However, subsequently if he/she is not able to clear qualifying semester examination, the candidate cannot claim any right on the basis of his/her provisional admission.

(d) The maximum duration of the course shall be three years. However, one mercy attempt can be granted to student by Vice Chancellor which should be not more than one year and based on sufficient and satisfactory reasons.

4. **Attendance**

Candidates appearing as regular students for any semester examination are required to attend 75% of the lectures delivered and the practical classes held separately in each subject of the course of study, provided that a short fall in attendance up to a maximum of 5% can be condoned by the Vice- Chancellor of the University, for satisfactory reasons.

5. **Medium of Instruction (For Teaching and Examination)**

(a) The medium of instruction for teaching and examination shall be English throughout the course of study.

(b) The subjects to be studied in different semesters of Master of Technology shall be as per the schemes, approved by Board of Studies of the University.

(c) During fourth semester, the candidates shall devote themselves for the research work in connection with any of the aspects of technology relevant to the course selected and assigned to them by the concerned HoD/HoI of the University. At the end of the semester the candidate shall submit three typed or printed copies of the major project reports written by them, to the University through the HoD/ HoI of the school, accompanied by the certificate from the HoD/ HoI and the project supervisor to the effect that it embodies actual work done by the candidate and that the work has not been submitted earlier in part or full for the award of any other degree of any other University.

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

ORDINANCE NO.14-A

Five Years Dual Degree Programmes

This Ordinance shall be applicable to candidates admitted to Dual Degree in Engineering and Technology or Engineering or Post Graduate Degree with Business Administration Programme.

1. This Integrated Post Graduate Engineering Programmes or Engineering with Business Administration Programmes shall be designated as Master of Technology Dual Degree Programme/Master of Administration Dual Degree Programme or other relevant dual degree programmes, shall be offered in various branches, as per AICTE norms.

2. The branches of study for 5 year programmes shall be 'B. Tech.+ M. Tech. Biotechnology/Food Technology/Mechanical& Automation Engineering/ Automobile Engineering/Civil Engineering/Computer Science and Engineering/Electronics & Communication Engineering/ Electrical & Electronics Engineering/ Environmental Engineering and B. Tech.+ M.B.A. in various branches of Engineering/Technology + Management studies. Additional Dual Degree Programmes, may also be offered under the Ordinance on the recommendations of the Board of Management, as per norms.

3. **Eligibility Criteria for Admissions**

In addition to the details listed in the Ordinance No. 2, following norms for Dual Degree Programme shall be followed:

(a) Minimum qualification for admission to the 1st year of Dual Degree Programme shall be the qualifying higher secondary school certificate examination(10+2)scheme in 1st division (PCM/PCB with minimum 60% Marks) conducted by any Board of Secondary Education or an equivalent examination from a recognized Board/University.

(b) Eligible candidates as specified in clause 2(above), shall be admitted in this programme only on the basis of an entrance examination conducted by this University. For this purpose, the details of which shall be notified on the website of the University.

(c) Lateral entry of a student shall not be permitted at any stage of the program.

(a) The admission to dual degree shall be governed by the rules and the criteria set by the Academic Council or empowered committee or the relevant statutory body.

(d) Admission for these courses will be made as follows:

(i) Eligible candidates will be admitted on the basis of the results of the entrance examination conducted by the University for admission to Dual Degree Programme.

(ii) The students may also secure direct admissions based on the higher score in PCM/PCB of higher secondary certificate examination (10+2) or equivalent, as laid down by the University.

4. **Duration of Course**

(a) There shall be at least 90 days of teaching in every semester.

(b) One hour of conduct of Lecture/Tutorial and two hours Practical shall normally be equal to one credit as shown in the schemes.

(c) A candidate may provisionally continue to attend next higher year/semester, even if the result of qualifying year/semester has not been declared. However, subsequently if he/she is not able to clear qualifying semester examination, the candidate cannot claim any right on the basis of his/her provisional admission.

(d) The maximum duration of the course shall be seven years. However, one mercy attempt can be granted to a student by Vice Chancellor which should be not more than one year on satisfactory reasons.

5. **Attendance**

Candidates appearing as regular students for any semester examination are required to attend 75% of the lectures delivered and the practical classes held separately in each subject of the course of study, provided that a short fall in attendance of up to a maximum of 5% can be condoned by the Vice- Chancellor of the University, for satisfactory reasons.

6. **Medium of Instruction (For Teaching and Examination)**

(a) The medium of instruction for teaching and examination shall be English throughout the course of study.

(b) The subjects to be studied in different semesters of Dual Degree Programme shall be as per the schemes, approved by Board of Studies of the University.

(c) During tenth semester of M. Tech., the candidates shall devote themselves for the research work in connection with any of the aspects of technology relevant to the course selected and assigned to them by the concerned HoD/HoI of the University. At the end of the semester the candidate shall submit three typed or printed copies of the major project reports written by them, to the University through the HoD/ HoI of the school, accompanied by the certificate from the HoD/HoI and the project supervisor to the effect that it embodies actual work done by the candidate and that the work has not been submitted earlier in part or full for the award of any other degree of any other University.

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

ORDINANCE NO.15

Bachelor of Technology (B. Tech.)

4 Years Degree Course

This Ordinance shall be applicable to candidates admitted to Bachelor of Technology Degree Engineering Course.

1. The first degree in Engineering of four years (eight semesters) course of six months each, shall be designated as Bachelor of Technology, in the respective Branch.

2. This degree of Bachelor of Technology (hereinafter called B. Tech.) shall include the branches of Biotechnology, Computer Science & Engineering, Electronics & Communication Engineering, Mechanical & Automation Engineering, Civil Engineering, Information Technology, Nanotechnology, Environmental Engineering, Electrical & Electronics Engineering and Chemical Engineering. More engineering/technology degree Programmes under the Ordinance on the recommendations of the Board of Management of the University as per norms laid down by AICTE.

3. **Eligibility Criteria for Admissions**

Following the norms of AICTE, admission to various degree Programmes shall be provided as per the Ordinance No. 2.

(a) Minimum qualification for admission to the B. Tech, shall be qualifying higher secondary school certificate examination (10+2) scheme with Physics, Chemistry and Mathematics/ Biology (PCM/PCB), with minimum 60% marks.

(b) Candidates who have qualified three years diploma course after 10+2 in related branch of engineering from various state boards of technical education or equivalent shall also be eligible for admission to 3rd Semester of the B. Tech. course provided the candidate has secured minimum 60% marks in aggregate in the diploma course in the related branch of Engineering.

(c) The minimum qualification for direct admission to 2nd year B.Tech course termed as lateral entry shall be subject to approval by the Equivalence Committee constituted for the purpose, as per prevalent norms.

(d) The admissions to the B. Tech courses shall be governed by the rules and the criteria set by the Academic Council or empowered committee or the relevant statutory body.

(e) Admission under these courses will be made as follows:

(i) The eligible candidates secure a place in merit list prepared by the University by conducting its own entrance examination for admission to its engineering courses.

(iii) The students may also secure direct admissions based on the Higher PCM/PCB score of higher secondary certificate examination (10+2) or equivalent, as laid down by the University.

4. **Duration of Course**

(a) There shall be at least 90 days of teaching in every semester.

(b) One hour of conduct of Lecture/Tutorial and two hours Practical shall normally be equal to one credit as shown in the schemes.

(c) A candidate may provisionally continue to attend next higher year/semester, even if the result of qualifying year/semester has not been declared. However, subsequently if he/she is not able to clear qualifying semester examination, the candidate cannot claim any right on the basis of his/her provisional admission.

(d) The maximum duration of the course shall be six years. However, one mercy attempt can be granted to a student by Vice Chancellor which should be not more than one year on satisfactory reasons.

5. **Attendance**

Candidates appearing as regular students for any semester examination are required to attend 75% of the lectures delivered and the practical classes held separately in each subject of the course of study, provided that a short fall in attendance up to a maximum of 5% can be condoned by the Vice- Chancellor of the University, for satisfactory reasons.

6. **Medium of Instruction (For Teaching and Examination)**

(a) The medium of instruction for teaching and examination shall be English throughout the course of study.

(b) The subjects to be studied in different semesters of Bachelor of Technology shall be as per the schemes, approved by Board of Studies of the University.

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

ORDINANCE NO.16

Master of Architecture (M. Arch.)

2 Years Degree Course

This Ordinance shall be applicable to candidates admitted to Master of Architecture Degree Course.

1. The ordinance shall be applicable to candidates admitted to Master Degree course in Architecture. The course shall be offered as per the Council of Architecture (CoA) norms. The course shall be divided into four semesters for full time candidates. Each semester would be approximately of six months duration including vacation/ preparatory leave/ examination/ industrial training etc.

2. **Eligibility Criteria for Admissions**

Following the norms of CoA, admission to M. Arch programme shall be provided as per the Ordinance No. 2.

Every applicant for admission to M.Arch.in first semester:

(a) Should have passed B. Arch or equivalent examination approved by various universities and statutory bodies in appropriate branch with at least 50% marks.

(b) Applicants possessing valid GATE score shall be given preference over those candidates who do not possess GATE score for full time course.

(c) The admission for these courses will be made as follows:

(i) The University will issue admission notification in the news papers, on the University web site, notice board of the University etc. before the start of the academic year.

(ii) The candidates provisionally selected for admission will be informed of their admission by the Admission Cell directly. The results of the admission test will also be uploaded on the individual microsites of all the candidates, successful or unsuccessful.

(iii) The candidates whose results of the qualifying examination are awaited can also apply for provisional admission. Such candidates, however, must produce previous year's mark sheet, school/ college leaving certificates as proof required for eligibility. The candidates shall have to present the marks-sheet of the qualifying examination with in stipulated due date after admission, otherwise the provisional admission granted to him/her will be liable to be cancelled.

3. **Duration of Course**

(a) There shall be at least 90 days of teaching in every semester.

(b) One hour of conduct of Lecture/Tutorial and two hours Practical shall normally be equal to one credit as shown in the schemes.

(c) A candidate may provisionally continue to attend next higher year/semester, even if the result of qualifying year/semester has not been declared. However, subsequently if he/she is not able to clear qualifying semester examination, the candidate cannot claim any right on the basis of his/her provisional admission

(d) The maximum duration of the course shall be three years. However, one mercy attempt can be granted to student by Vice Chancellor which should be not more than one year on satisfactory reasons.

4. **Attendance**

Candidates appearing as regular students for any semester examination are required to attend 75% of the lectures delivered and the practical classes held separately in each subject of the course of study, provided that a short fall in attendance up to a maximum of 5% can be condoned by the Vice- Chancellor of the University, for satisfactory reasons.

5. **Medium of Instruction (For Teaching and Examination)**

(a) The medium of instructions for teaching and examination shall be English throughout the course of study.

(b) The subjects to be studied in different semesters of Master of Architecture shall be as per the schemes, approved by Board of Studies of the University.

(c) During fourth semester, the candidates shall devote themselves for the research work in connection with any of the aspects of Architecture relevant to the course selected and assigned to them by the concerned HoD/ HoI of the University. At the end of the semester the candidate shall submit three typed or printed copies of the major project reports written by them, to the University through the HoD/ HoI of the school, accompanied by the certificate from the HoD/ HoI and the project supervisor to the effect that it embodies actual work done by the candidate and that the work has not been submitted earlier in part or full for the award of any other degree of any other University.

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

ORDINANCE NO. 17

Bachelor of Architecture(B.Arch.)

5 Years Degree Course

This Ordinance shall be applicable to candidates admitted to Bachelor of Architecture Degree Course. The degree in Architecture consisting of Five years (Ten Semesters) course will be designated as Bachelor of Architecture (B.Arch.).

1. **Eligibility Criteria for Admission**

Following the norms of Council of Architecture (CoA) admission to B. Arch shall be provided as per Ordinance No. 2

(a) The University shall admit only such students who have qualified National Aptitude Test in Architecture (NATA) as per guidelines of CoA.

(b) No lateral admission at any stage/semester of the 5-years degree course in Architecture shall be made.

(c) The minimum qualification for admission shall be the passing of Higher Secondary Certificate Examination (10+2) or any equivalent examination (with Mathematics) with 50% marks.

(d) The University may also conduct its own entrance examination for admission to its Architecture courses.

3. **Duration and Stages of the Course**

(a) There shall be at least 90 days of teaching in every semester.

(b) One hour of conduct of Lecture /Tutorial and two hours Practical shall normally be equal to one credit.

(c) The B.Arch. course shall be of minimum duration of 5 academic years/10 semesters of approximately six months each, inclusive of one year of practical training after the first stage in a professional's office.

(d) The 5 years B.Arch. course may be conducted in two stages.

(i) The First stage of the course shall be the first 3 academic years or 6 semesters (each of approximately six months) of institutional academic studies. The First stage shall be completed within 5 years of admission to the B.Arch. Course.

(ii) The Second stage of the course shall be of 2 academic years/ 4 semesters including one year of practical training.

(e) The maximum duration of the course shall be seven years. However, for one mercy attempt can be granted to student by Vice Chancellor which should be not more than one year on satisfactory reasons.

(f) A candidate may provisionally continue to attend next higher year, even if the result of qualifying year/semester has not been declared, however, subsequently if he/she is not able to clear qualifying semester examination, the candidate cannot claim any right on the basis of his/her provisional admission.

4. **Attendance**

Candidates appearing as regular students for any semester examination are required to attend 75% of the lectures delivered and the practical classes held separately in each subject of the course of study, provided that a short fall in attendance up to a maximum of 5% can be condoned by the Vice- Chancellor of the University, for satisfactory reasons.

5. **Medium of Instruction Course Structure Examination**

(a) The medium of instruction and examination shall be English throughout the course of study.

(b) The subjects to be studied in different semester of Bachelor of Architecture shall be as per the schemes, approved by Board of Studies of the University.

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

ORDINANCE NO. 18

MASTER OF SCIENCE (M.Sc.)

2 YEARS MASTERS DEGREE COURSE

This Ordinance shall be applicable to candidates admitted to Master of Science (M.Sc.) Degree Course.

1 The two years Masters Degree Courses will run on semester system. The course shall be divided in four semesters of approximately six months each, covering two academic sessions.

(a) This degree of Master of Science (hereinafter called M.Sc.) shall include the branches of Applied Physics, Nuclear Physics, Applied Chemistry, Applied Mathematics, Statistics, Computer Science, Information Technology, Botany, Zoology, Biochemistry, Medical Biochemistry, Biotechnology, Microbiology, Medical Microbiology, Food Technology, Food & Nutrition, Hotel Management, Forensic Science, Environmental Science, Earth Science/Geology/Remote Sensing, Anthropology, Fashion Design & Technology and more degree programmes may also be offered under the Ordinance on the recommendations of the Board of Management of the University as per norms laid down by UGC.

(b) The post graduate courses in semester system shall consist of:

(i) Theory Papers as prescribed by the faculties of Science & Technology, Life Sciences and Computer Science & Technology of Amity University Madhya Pradesh.

(ii) Job internship/lab work/practical/projects etc. as prescribed by Amity School of Pure and Applied Sciences, Amity University Madhya Pradesh.

2. **Eligibility Criteria for Admissions**

(a) Admission to various masters degree programmes shall be provided as per the Ordinance No. 2.

(b) For admission in M.Sc., the minimum eligibility shall be Bachelor's degree examination (B.Sc.) from UGC recognized universities or equivalent

(c) The admissions to the M.Sc. course shall be governed by the rules and the criteria set by the Academic Council or empowered committee or the relevant statutory body.

3. **Duration of Course**

(a) There shall be at least 90 days of teaching in every semester.

(b) One hour of conduct of Lecture/Tutorial/Practical shall normally be equal to one credit as shown in the schemes.

(c) A candidate may provisionally continue to attend next higher year/semester, even if the result of qualifying year/semester has not been

declared. However, subsequently if he/she is not able to clear qualifying semester examination, the candidate cannot claim any right on the basis of his/her provisional admission

(d) The maximum duration of the course shall be three years. However, one mercy attempt can be granted to student by Vice Chancellor which should be not more than one year on satisfactory reasons.

4. **Attendance**

Candidates appearing as regular students for any semester examination are required to attend 75% of the lectures delivered and the practical classes held separately in each subject of the course of study, provided that a short fall in attendance up to a maximum of 5% can be condoned by the Vice- Chancellor of the University, for satisfactory reasons.

5. **Medium of Instructions (For Teaching and Examination)**

(a) The medium of instruction for teaching and examination shall be English throughout the course of study.

(b) The subjects to be studied in different semesters of M.Sc. programmes shall be as per the schemes, approved by Board of Studies of the University.

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

ORDINANCE NO.19

Bachelor of Science(B.Sc.)-Hons.

3 Years Degree Course

This Ordinance shall be applicable to candidates admitted to Bachelor of Science (Hons.) Degree Course.

1. This degree of Bachelor of Science (Honours) hereinafter called B.Sc. (Hons.), shall include Biotechnology, Microbiology, Hotel Management, Anthropology, Computer Science, Information Technology, Statistics, Fashion Design & Technology, and Interior Design(ID) as a major subject. More honours degree programmes will also be offered under the Ordinance on the recommendation of the Board of Management of the University.

2. **Eligibility Criteria for Admissions**

Admission to various degree programmes shall be provided as per the Ordinance No. 2.

(a) For admission in B. Sc (Hons.) minimum eligibility is passing Higher Secondary School Certificate Examination (10+2) scheme.

(b) The admissions to the B.Sc. (Hons.) shall be governed by the rules and the criteria set by the Academic Council or empowered committee or the relevant statutory body.

(c) Admission under these courses will be made as follows:

(i) The eligible candidates secure a place in merit list prepared by the University by conducting its own entrance examination for admission to the B.Sc. (Hons.) courses.

(ii) The students may also secure direct admissions based on the Higher PCM/PCB score of higher secondary certificate examination (10+2) or equivalent, as laid down by the University.

3. **Duration of Course**

(a) There shall be at least 90 days of teaching in every semester.

(b) One hour of conduct of Lecture/Tutorial and two hours Practical shall normally be equal to one credit as shown in the schemes.

(c) A candidate may provisionally continue to attend next higher year/semester, even if the result of qualifying year/semester has not been declared. However, subsequently if he/she is not able to clear qualifying semester examination, the candidate cannot claim any right on the basis of his/her provisional admission.

(d) The maximum duration of the course shall be five years. However, one mercy attempt can be granted to a student by Vice Chancellor which should be not more than one year on satisfactory reasons.

4. **Attendance**

Candidates appearing as regular students for any semester examination are required to attend 75% of the lectures delivered and the practical classes held separately in each subject of the course of study, provided that a short fall in attendance up to a maximum of 5% can be condoned by the Vice- Chancellor of the University, for satisfactory reasons.

5. **Medium of Instruction (For Teaching and Examination)**

(a) The medium of instruction for teaching and examination shall be English throughout the course of study.

(b) The subjects to be studied in different semesters of Bachelor of Science shall be as per the schemes, approved by Board of Studies of the University.

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

ORDINANCE NO.20

Bachelor of Science (B.Sc.)

3 Years Degree Course

This Ordinance shall be applicable to candidates admitted to Bachelor of Science Degree Course.

1. The three year degree courses at undergraduate level, will run on semester system. The course shall be divided in six semesters of approximately six months each, covering three academic sessions.

   (a) The degree in science of three years (six semesters) course, hereinafter designated as Bachelor of Science (B.Sc.), shall include Physics, Chemistry, Mathematics, Statistics, Computer Science, Botany, Zoology and other relevant subjects. Student will opt for the subjects as per combination decided by the University.

   (b) The provisions of this ordinance will be applicable to all the undergraduate courses being taught in Faculties of Science & Technology, Life Sciences, and Computer Science & Technology of AU MP.

   (c) The undergraduate courses in semester system shall consist of:

      (i) Theory and Practical as prescribed by Academic Council of AU MP.

      (ii) Job internship/projects etc. as prescribed by the University.

2. **Eligibility Criteria for Admissions**

   Following the norms of AICTE, admission to various degree programmes shall be provided as per the Ordinance No. 2.

   (a) For admission in B.Sc., the minimum eligibility is to pass the qualifying higher secondary school certificate examination (10+2) scheme or equivalent examination with Physics, Chemistry and Mathematics/Biology.

   (b) Candidates who have qualified the examinations from various state boards or equivalent shall also be eligible for admission in B. Sc. Courses.

   (c) The admissions to the B.Sc. course shall be governed by the rules and the criteria set by the Academic Council or empowered committee or the relevant statutory body.

   (d) Admission under these courses will be made as follows:-

      (i) The eligible candidates secure a place in merit list prepared by the University by conducting its own entrance examination for admission to the course.

      (ii) The students may also secure direct admissions based on the Higher PCM/PCB score of higher secondary certificate examination (10+2) or equivalent, as laid down by the University.

3. **Duration of Course**

(a) There shall be at least 90 days of teaching in every semester.

(b) One hour of conduct of Lecture/Tutorial/and two hours Practical shall normally be equal to one credit as shown in the schemes.

(c) A candidate may provisionally continue to attend next higher year, even if the result of qualifying year/semester has not been declared. However, subsequently if he/she is not able to clear qualifying semester examination, the candidate cannot claim any right on the basis of his/her provisional admission

(d) The maximum duration of the course shall be five years. However, one mercy attempt can be granted to student by Vice Chancellor which should be not more than one year on satisfactory reasons.

4. **Attendance**

Candidates appearing as regular students for any semester examination are required to attend 75% of the lectures delivered and the practical classes held separately in each subject of the course of study, provided that a short fall in attendance up to a maximum of 5% can be condoned by the Vice- Chancellor of the University, for satisfactory reasons.

5. **Medium of Instruction (For Teaching and Examination)**

(a) The medium of instruction for teaching and examination shall be English throughout the course of study.

(b) The subjects to be studied in different semester of Bachelor of Science shall be as per the schemes, approved by Board of Studies of the University.

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

ORDINANCE NO.21

Master of Computer Application (M.C.A)

3 Years Degree Course

This Ordinance shall be applicable to candidates admitted to Master of Computer Application Degree Course.

1. The Master of Computer Application (MCA) programme shall be distributed over two semesters, approximately six months in each year during the period of three years as prescribed by AICTE/UGC.

2. **Eligibility Criteria for Admissions**

   (a) Admission to MCA programme shall be provided as per Ordinance No. 2.

   (b) For Admission to MCA programmes, the candidate should have passed either BCA or higher secondary examination on the pattern of 10+2 with Mathematics as main subject and graduation from recognized board of education or equivalent examination recognized as equivalent thereto by the University, provided that:-

      (i) The eligible candidates secure a place in merit list prepared by the University by conducting its own entrance examination for admission to the course.

      (ii) The students may also secure direct admissions based on the Higher score obtained in the qualifying examination, as laid down by the University.

3. **Duration of Course**

   (a) There shall be at least 90 days of teaching in every semester.

   (b) One hour of conducted of Lecture/Tutorial and two hours Practical shall normally be equal to one credit as shown in the schemes.

   (c) A candidate may provisionally continue to attend next higher year/semester, even if the result of qualifying year/semester has not been declared. However, subsequently if he/she is not able to clear qualifying semester examination, the candidate cannot claim any right on the basis of his/her provisional admission.

   (d) The maximum duration of the course shall be five years. However, one mercy attempt can be granted by Vice Chancellor which should be not more than one year on satisfactory reasons.

4. **Attendance**

Candidates appearing as regular students for any semester examination are required to attend 75% of the lectures delivered and the practical classes held separately in each subject of the course of study, provided that a short fall in attendance up to a maximum of 5% can be condoned by the Vice- Chancellor of the University, for satisfactory reasons.

5. **Medium of Instruction (For Teaching and Examination)**

(a) The medium of instruction for teaching and examination shall be English throughout the course of study.

(b) The subjects to be studied in different semesters of Master of Computer Application shall be as per the schemes, approved by Board of Studies of the University.

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

ORDINANCE NO. 22

Bachelor of Computer Application (BCA)

3 Years Degree Course

This Ordinance shall be applicable to candidates admitted to Bachelor of Computer Application (BCA) Degree Course.

1. The Bachelor of Computer Application (BCA) programme shall be distributed over two Semesters of approximately six months, in each year during the period of three years.

2. **Eligibility Criteria for Admissions**

   (a) Admission to BCA programme shall be provided as per Ordinance No. 2.

   (b) For Admission to BCA programme, the candidate should have passed higher secondary examination on the pattern of 10+2 with Mathematics as main subject from recognized board of education or equivalent examination recognized as equivalent thereto by the University, provided that:

      (i) The eligible candidates secure a place in merit list prepared by the University by conducting its own entrance examination for admission to the course.

      (ii) The students may also secure direct admissions based on the Higher PCM/PCB score of higher secondary certificate examination (10+2) or equivalent, as laid down by the University.

3. **Duration of Course**

   (a) There shall be at least 90 days of teaching in every semester.

   (b) One hour of conducted of Lecture/Tutorial and two hours Practical shall normally be equal to one credit as shown in the schemes.

   (c) A candidate may provisionally continue to attend next higher year/semester, even if the result of qualifying year/semester has not been declared. However, subsequently if he/she is not able to clear qualifying semester examination, the candidate cannot claim any right on the basis of his/her provisional admission

   (d) The maximum duration of the course shall be five years. However, one mercy attempt can be granted to student by Vice Chancellor which should be not more than one year on satisfactory reasons.

4. **Attendance**

   Candidates appearing as regular students for any semester examination are required to attend 75% of the lectures delivered and the practical classes held separately in each subject of the course of study, provided that a short fall in attendance up to a maximum of 5% can be condoned by the Vice- Chancellor of the University, for satisfactory reasons.

5. **Medium of Instruction (For Teaching and Examination)**

(a) The medium of instruction for teaching and examination shall be English throughout the course of study.

(b) The subjects to be studied in different semesters of Bachelor of Computer Application shall be as per the schemes, approved by Board of Studies of the University.

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

ORDINANCE NO. 23

Master of Business Administration (MBA)

2 Years Masters Degree Course

This Ordinance shall be applicable to candidates admitted to Master of Business Administration (MBA) Degree Course.

1. (a) The degree of Master of Business Administration (hereinafter called MBA) shall include the specializations of Marketing & Sales, International Business, Human Resources, and Finance with combinations of any two specializations. More specializations may also be offered under the Ordinance on the recommendation of the Board of Management of the University as per norms laid down by AICTE /UGC.

(b) This course shall be distributed over four semesters of approximately six months each for two years duration.

2. **Eligibility Criteria for Admissions**

(a) Following the norms of AICTE/UGC, admission to various MBA programmes shall be provided as per the Ordinance No. 2.

(b) For admission in MBA, minimum eligibility shall be at least 50% marks in aggregate in Graduation degree from any UGC recognized University. provided that:

(i) The eligible candidates secure a place in merit list prepared by the University by conducting its own entrance examination for admission to the course.

(ii) The students having valid CAT/MAT/GMAT score may be exempted from the admissions test, as per the laid down norms by the University.

3. **Duration of Course**

(a) There shall be at least 90 days of teaching in every semester.

(b) One hour of conduct of Lecture/Tutorial shall normally be equal to one credit as shown in the schemes.

(c) A candidate may provisionally continue to attend next higher year/semester, even if the result of qualifying year/semester has not been declared. However, subsequently if he/she is not able to clear qualifying semester examination, the candidate cannot claim any right on the basis of his/her provisional admission.

(d) The maximum duration of the course shall be four years. However, one mercy attempt can be granted to student by Vice Chancellor which should be not more than one year on satisfactory reasons.

4. **Attendance**

Candidates appearing as regular students for any semester examination are required to attend 75% of the lectures delivered and the practical classes held separately in each subject of the course of study, provided that a short fall in attendance up to a maximum of 5% can be condoned by the Vice- Chancellor of the University, for satisfactory reasons

5. **Medium of Instruction**

(a) The medium of instruction and examination shall be English throughout the course of study.

(b) The subjects to be studied in different semesters of MBA shall be as per the schemes, approved by Board of Studies of the University.

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

ORDINANCE NO. 24

Bachelor of Business Administration (BBA)

3 Years Degree Course

This Ordinance shall be applicable to candidates admitted to Bachelor of Business Administration Degree Course.

1. This degree of Bachelor of Business Administration shall be of three years duration spread over six semesters of approximately six months each. The degree of Bachelor of Business Administration (hereinafter called BBA) shall include the specializations of Marketing & Sales, International Business, Human Resources, Finance and combinations of any two specializations. More specializations may also be offered under the Ordinance on the recommendation of the Board of Management of the University as per norms laid down by AICTE/UGC.

2. **Eligibility Criteria for Admissions**

   (a) Admission to BBA degree programmes shall be provided as per the Ordinance No. 2.

   (b) For admission in BBA minimum eligibility shall be at least 55% marks in aggregate in the Higher Secondary Certificate Examination (10+2) or any equivalent examination of any recognized Board of Secondary Education.

3. **Duration of Course**

   (a) There shall be at least 90 days of teaching in every semester.

   (b) One hour of conduct of Lecture/Tutorial shall normally be equal to one credit as shown in the schemes.

   (c) A candidate may provisionally continue to attend next higher year/semester, even if the result of qualifying year/semester has not been declared. However, subsequently if he/she is not able to clear qualifying semester examination, the candidate cannot claim any right on the basis of his/her provisional admission.

   (d) The maximum duration of the course shall be Five years. However, one mercy attempt can be granted to student by the Vice Chancellor which should be not more than one year on satisfactory reasons.

4. **Attendance**

   Candidates appearing as regular students for any semester examination are required to attend 75% of the lectures delivered and the practical classes held separately in each subject of the course of study, provided that a short fall in attendance up to a maximum of 5% can be condoned by the Vice- Chancellor of the University, for satisfactory reasons.

5. **Medium of Instruction**

   (a) The medium of instruction and examination shall be English throughout the course of study.

   (b) The subjects to be studied in different semesters of B.B.A. shall be as per the schemes, approved by Board of Studies of the University.

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

ORDINANCE NO. 25

Master of Commerce (M.Com.)

2 Years Degree Course

This Ordinance shall be applicable to candidates admitted to Master of Commerce (M.Com.) Degree Course.

1. This degree of two years duration will spread over four semesters of six months each. The degree of Master of Commerce (hereinafter called M.Com.) shall include the specializations of Marketing & Sales, International Business, Entrepreneurship & Leadership, Finance & Accounting, Human Resources and Finance with combinations of any two specializations. More specializations may also be offered under the Ordinance on the recommendation of the Board of Management of the University as per norms.

2. **Eligibility Criteria for Admissions**

   (a) Admission to M.Com. degree programme shall be provided as per the Ordinance No. 2.

   (b) For admission in M.Com. minimum eligibility shall be at least 50% marks in aggregate in three years B.Com./B.Com.(H)/B.A. (Economics)/BBA from any UGC recognized University. The eligible candidates must secure a place in merit list prepared by the University by conducting its own entrance examination for admission to the course.

3. **Duration of Course**

   (a) There shall be at least 90 Days of teaching in every semester.

   (b) One hour of conduct of Lecture/Tutorial shall normally be equal to one credit as shown in the schemes.

   (c) A candidate may provisionally continue to attend next higher year/semester, even if the result of qualifying year/semester has not been declared. However, subsequently if he/she is not able to clear qualifying semester examination, the candidate cannot claim any right on the basis of his/her provisional admission

   (d) The maximum duration of the course shall be three years. However, one mercy attempt can be granted to student by Vice Chancellor which should be not more than one year on satisfactory reasons.

4. **Attendance**

   Candidates appearing as regular students for any semester examination are required to attend 75% of the lectures delivered and the practical classes held separately in each subject of the course of study, provided that a short fall in attendance up to a maximum of 5% can be condoned by the Vice- Chancellor of the University, for satisfactory reasons.

5. **Medium of Instruction**

   (a) The medium of instruction and examination shall be English throughout the course of study.

   (b) The subjects to be studied in different semesters of M.Com. shall be as per the schemes, approved by Board of Studies of the University.

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

ORDINANCE NO.26

Bachelor of Commerce - B. Com.(Hons.)

3 Years Degree Course

This Ordinance shall be applicable to candidates admitted to Bachelor of Commerce (Hons.) Degree Course.

1. The degree of Bachelor of Commerce (Hons.) of three years duration spread over six semesters of six months each shall include the specialization of Finance, Human Resource Management, Marketing and Accounting and Taxation. More specialization programmes can also be offered under the Ordinance on the recommendation of the Board of Management of the University, as per norms laid down by UGC.

2. **Eligibility Criteria for Admissions**

   (a) Following the norms of UGC admission to B.Com.(Hons.) degree programme shall be provided as per the Ordinance No. 2.

   (b) For admission in B.Com.(Hons) minimum eligibility shall be passing of Higher Secondary Examination or Intermediate Examination under 10+2pattern with commerce group or any other examination recognized by the University or any equivalent board of secondary education, with minimum 55% marks.

3. **Duration of Course**

   (a) There shall be at least 90 Days of teaching in every semester.

   (b) One hour of conduct of Lecture/Tutorial/shall normally be equal to one credit as shown in the schemes.

   (c) A candidate may provisionally continue to attend next higher year/semester, even if the result of qualifying year/semester has not been declared, however, subsequently if he/she is not able to clear qualifying semester examination, the candidate cannot claim any right on the basis of his/her provisional admission

   (d) The maximum duration of the course shall be five years. However, one mercy attempt can be granted to student by Vice- Chancellor which should be not more than one year on satisfactory reasons.

4. **Attendance**

   Candidates appearing as regular students for any semester examination are required to attend 75% of the lectures delivered and the practical classes held separately in each subject of the course of study, provided that a short fall in attendance up to a maximum of 5% can be condoned by the Vice- Chancellor of the University, for satisfactory reasons

5. **Medium of Instruction**

   (a) The medium of instruction and examination shall be English throughout the course of study.

   (b) The subjects to be studied in different semesters of B.Com.(Hons.) shall be as per the schemes, approved by Board of Studies of the University.

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

ORDINANCE NO. 27

MASTER OF LAWS (LL.M.)

Two Years Masters Degree Course

This Ordinance shall be applicable to candidates admitted to Master of Laws (LL.M.), a two years postgraduate course in Law.

1. The degree in Master of Laws of two years duration will be spread over four semesters of six month each. This course designated as Master of Laws (LL.M.) in respective specializations of Constitutional Law, Business Law, Family Law, and Human Rights. More specializations may be offered under the Ordinance on the recommendation of the Board of Management of the University as laid down by Bar Council of India.

2. **Eligibility Criteria for Admissions**

   (a) Following the norms of BCI, admission to various degree programmes shall be provided as per the Ordinance No. 2.

   (b) For admission in the above courses, the candidate shall have qualified in LL.B. examination or equivalent examination of a recognized University. The admission will be on the basis of merit in the test and interview conducted by the University and other qualifications as decided by the Board of Management of the University.

3. **Duration of the Course**

   (a) There shall be at least 90 Days of teaching in every semester.

   (b) One hour of conduct of Lecture/Tutorial shall normally be equal to one credit as shown in the schemes.

   (c) A candidate may provisionally continue to attend next higher year/semester, even if the result of qualifying year/semester has not been declared. However, subsequently if he/she is not able to clear qualifying semester examination, the candidate cannot claim any right on the basis of his/her provisional admission.

   (d) The maximum duration of the course shall be three years. However, one mercy attempt can be granted to student by Vice Chancellor which should be not more than one year on satisfactory reasons.

4. **Attendance**

   Candidates appearing as regular students for any semester examination are required to attend 75% of the lectures delivered including the moot court sessions, provided that a short fall in attendance up to a maximum of 5% can be condoned by the Vice- Chancellor of the University, for satisfactory reasons.

5. **Medium of Instruction (For Teaching and Examination)**

   The medium of instruction for teaching and examination shall be English throughout the course of study.

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

ORDINANCE NO. 28

B.A.LL.B (Hons.)/B. Com., LL.B. (Hons.)/ B.B.A. LL.B.(Hons.)

5 Years Integrated Degree Courses

This Ordinance shall be applicable to candidates admitted to B.A., LL.B.(Hons.), B.Com., LL.B. (Hons.) and B.B.A., LL.B.(Hons.) Degree Courses.

1. The degree in B.A., LL.B. (Hons.), B.Com., LL.B.(Hons.) and B.B.A., LL.B.(Hons.) of 5 years is spread over 10 semesters of six months each. These courses hereinafter called 5 years integrated degree courses shall be designated as B.A.,LL.B.(Hons.), B. Com., LL.B.(Hons.) and B.B.A., LL.B. (Hons.).

   These degrees are offered under the Ordinance on the recommendation of the Board of Management of the University as per the norms.

2. **Eligibility Criteria for Admissions**

   (a) Following norms of BCI, admission to various law degree programmes shall be provided as per the Ordinance No. 2.

   (b) For admission to B.A.,LL.B (Hons.), B. Com., LL.B. (Hons.) and B.B.A., LL.B. (Hons.), 5 Year Integrated Courses, the candidate should have obtained a minimum percentage of marks, laid down by the University, in the higher secondary school certificate (10+2), or equivalent Board Examination.

   (c) The admission will be on the basis of merit in the test on the day of interview and other qualifications as decided by the Board of Management of the University.

3. **Duration of Course**

   (a) There shall be at least 90 Days of teaching in every semester.

   (b) One hour of conduct of Lecture/Tutorial shall normally be equal to one credit as in the schemes.

   (c) A candidate may provisionally continue to attend next higher year/semester, even if the result of qualifying year/semester has not been declared. However, subsequently if he/she is not able to clear qualifying semester examination, the candidate cannot claim shown any right on the basis of his/her provisional admission.

   (d) The maximum duration of the course shall be seven years. However, one mercy attempt can be granted to student by Vice Chancellor which should be not more than one year on satisfactory reasons.

4. **Attendance**

Candidates appearing as regular students for any semester examination are required to attend 75% of the lectures delivered including moot court provided that a short fall in attendance up to a maximum of 5% can be condoned by the Vice-Chancellor of the University, for satisfactory reasons.

5. **Medium of Instruction (For Teaching and Examination)**

The medium of instruction for teaching and examination shall be English throughout the course of study.

(a) The subjects to be studied in different semesters, shall be as per the schemes, approved by Board of Studies of the University.

(b) The University shall follow the outline of the minimum number of law subjects both theoretical and practical, or compulsory and optional, as the case may be.

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

ORDINANCE NO.29

Master of Arts (M.A.)

2 Years Masters Degree Course

This Ordinance shall be applicable to candidates admitted to Master of Arts Degree Course.

1. The Masters degree in Arts of two years (four semesters) course shall be designated as Master of Arts. This degree of Master of Arts, hereinafter called M.A., shall include subjects of History, Geography, Political Science, Sociology, Anthropology, Economics, Psychology, Philosophy, English, French, German, Spanish, Japanese, Chinese, Sanskrit and Hindi. More subjects/specializations may also be offered under the Ordinance on the recommendations of the Board of Management of the University as per norms laid down by UGC.

2. **Eligibility Criteria for Admissions**

   (a) Admission to various M.A. degree programmes shall be provided as per the Ordinance No. 2.

   (b) For admission in M.A. minimum eligibility shall be a minimum percentage of marks in graduation degree, from any UGC recognized University.

3. **Duration of Course**

   (a) There shall be at least 90 days of teaching in every semester.

   (b) One hour of conduct of Lecture/Tutorial shall normally be equal to one credit as shown in the schemes.

   (c) A candidate may provisionally continue to attend next higher year/semester, even if the result of qualifying year/semester has not been declared. However, subsequently if he/she is not able to clear qualifying semester examination, the candidate cannot claim any right on the basis of his/her provisional admission.

   (d) The maximum duration of the course shall be three years. However, one mercy attempt can be granted to student by Vice- Chancellor which should be not more than one year on satisfactory reasons.

4. **Attendance**

   Candidates appearing as regular students for any semester examination are required to attend 75% of the lectures delivered and the practical classes held separately in each subject of the course of study, provided that a short fall in attendance up to a maximum of 5% can be condoned by the Vice- Chancellor of the University, for satisfactory reasons.

5. **Medium of Instruction**

   (a) The medium of instruction and examination shall be English throughout the course of study except for language courses.

   (b) The subjects to be studied in different semesters of M.A. shall be as per the schemes, approved by Board of Studies of the University.

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

ORDINANCE NO.29

Master of Arts (M.A.)

2 Years Masters Degree Course

This Ordinance shall be applicable to candidates admitted to Master of Arts Degree Course.

1. The Masters degree in Arts of two years (four semesters) course shall be designated as Master of Arts. This degree of Master of Arts, hereinafter called M.A., shall include subjects of History, Geography, Political Science, Sociology, Anthropology, Economics, Psychology, Philosophy, English, French, German, Spanish, Japanese, Chinese, Sanskrit and Hindi. More subjects/specializations may also be offered under the Ordinance on the recommendations of the Board of Management of the University as per norms laid down by UGC.

2. **Eligibility Criteria for Admissions**

   (a) Admission to various M.A. degree programmes shall be provided as per the Ordinance No. 2.

   (b) For admission in M.A. minimum eligibility shall be a minimum percentage of marks in graduation degree, from any UGC recognized University.

3. **Duration of Course**

   (a) There shall be at least 90 days of teaching in every semester.

   (b) One hour of conduct of Lecture/Tutorial shall normally be equal to one credit as shown in the schemes.

   (c) A candidate may provisionally continue to attend next higher year/semester, even if the result of qualifying year/semester has not been declared. However, subsequently if he/she is not able to clear qualifying semester examination, the candidate cannot claim any right on the basis of his/her provisional admission.

   (d) The maximum duration of the course shall be three years. However, one mercy attempt can be granted to student by Vice- Chancellor which should be not more than one year on satisfactory reasons.

4. **Attendance**

   Candidates appearing as regular students for any semester examination are required to attend 75% of the lectures delivered and the practical classes held separately in each subject of the course of study, provided that a short fall in attendance up to a maximum of 5% can be condoned by the Vice- Chancellor of the University, for satisfactory reasons.

5. **Medium of Instruction**

   (a) The medium of instruction and examination shall be English except for Languages throughout the course of study.

   (b) The subjects to be studied in different semesters of B.A. (Hons) shall be as per the schemes, approved by Board of Studies of the University.

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

ORDINANCE NO. 31

Master of Journalism and Mass Communication (MJMC)

2 Years Masters Degree Course

This Ordinance shall be applicable to candidates admitted to Master of Journalism and Mass Communication Degree Course.

1. Master of Journalism & Mass Communication shall be of two years duration and is spread over four semesters of approximately six months each. This course hereinafter, shall be designated as Master of Journalism and Mass Communication (MJMC).

2. **Eligibility Criteria for Admissions**

   (a) Admission to various degree programmes shall be provided as per the Ordinance No. 2.

   (b) For admission in MJMC minimum eligibility shall be a Bachelors Degree in any discipline from a recognized University.

3. **Duration of Course**

   (a) There shall be at least 90 Days of teaching in every semester.

   (b) One hour of conduct of Lecture/Tutorial and two hours Practical shall normally be equal to one credit as shown in the schemes.

   (c) A candidate may provisionally continue to attend next higher year/semester, even if the result of qualifying year/semester has not been declared. However, subsequently if he/she is not able to clear qualifying semester examination, the candidate cannot claim any right on the basis of his/her provisional admission.

   (d) The maximum duration of the course shall be three years. However, one mercy attempt can be granted to student by Vice Chancellor which should be not more than one year on satisfactory reasons.

4. **Attendance** Candidates appearing as regular students for any semester examination are required to attend 75% of the lectures delivered and the practical classes held separately in each subject of the course of study, provided that a short fall in attendance up to 5% can be condoned by the Vice- Chancellor of the University, for satisfactory reasons.

5. **Medium of Instruction**

   (a) The medium of instruction and examination shall be English throughout the course of study.

   (b) The subjects to be studied in different semester of Master of Journalism & Mass Communication shall be as per the schemes, approved by Board of Studies of the University.

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

ORDINANCE NO.32

Bachelor of Journalism and Mass Communication (BJMC)

3 Years Degree Course

This Ordinance shall be applicable to candidates admitted to Bachelor of Journalism and Mass Communication Degree Course.

1. Bachelor of Journalism & Mass Communication shall be of three years duration spread over six semesters of approximately six month each. This course shall be designated as Bachelor of Journalism and Mass Communication and hereinafter called BJMC.

2. **Eligibility Criteria for Admissions**

   (a) Admission to BJMC programme shall be provided as per the Ordinance No. 2.

   (b) For admission in BJMC programme minimum eligibility is passing in Higher Secondary School Certificate (10 + 2) or equivalent Examination Board.

3. **Duration of Course**

   (a) There shall be at least 90 Days of teaching in every semester.

   (b) One hour of conduct of Lecture/Tutorial and two hours Practical (P) shall normally be equal to one credit as shown in the schemes.

   (c) A candidate may provisionally continue to attend next higher year/semester, even if the result of qualifying year/semester has not been declared. However, subsequently if he/she is not able to clear qualifying semester examination, the candidate cannot claim any right on the basis of his/her provisional admission.

   (d) The maximum duration of the course shall be Five years. However, one mercy attempt can be granted to student by Vice Chancellor which should be not more than one year on satisfactory reasons.

4. **Attendance** Candidates appearing as regular students for any semester examination are required to attend 75% of the lectures delivered and the practical classes held separately in each subject of the course of study, provided that a short fall in attendance up to 5% can be condoned by the Vice- Chancellor of the University, for satisfactory reasons.

5. **Medium of Instruction**

   (a) The medium of instruction and examination shall be English throughout the course of study.

   (b) The subjects to be studied in different semesters of Bachelor of Journalism & Mass Communication shall be as per the scheme approved by Board of Studies of the University.

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

ORDINANCE NO. 33

Bachelor of Mass Communication (BMC)

3 Years Degree Course

This Ordinance shall be applicable to candidates admitted to Bachelor of Mass Communication Degree Course.

1. Bachelor of Mass Communication shall be of three years duration spread over six semesters of approximately six months each. This course of Mass Communication shall be designated as Bachelor of Mass Communication (BMC).

2. **Eligibility Criteria for Admissions**

   (a) Admission to BMC programme shall be provided as per the Ordinance No. 2.

   (b) For admission in BMC minimum eligibility is passing in Higher Secondary School Certificate (10+2) or equivalent Examination Board.

3. **Duration of Course**

   (a) There shall be at least 90 Days of teaching in every semester.

   (b) One hour of conduct of Lecture/Tutorial and two hours Practical shall normally be equal to one credit as shown in the schemes.

   (c) A candidate may provisionally continue to attend next higher year/semester, even if the result of qualifying year/semester has not been declared, however, subsequently if he/she is not able to clear qualifying semester examination, the candidate cannot claim any right on the basis of his/her provisional admission.

   (d) The maximum duration of the course shall be five years. However, one mercy attempt can be granted to student by Vice Chancellor which should be not more than one year on satisfactory reasons.

4. **Attendance** Candidates appearing as regular students for any semester examination are required to attend 75% of the lectures delivered and the practical classes held separately in each subject of the course of study, provided that a short fall in attendance up to 5% can be condoned by the Vice- Chancellor of the University, for satisfactory reasons.

5. **Medium of Instruction**

   (a) The medium of instruction and examination shall be English throughout the course of study.

   (b) The subjects to be studied in different semesters of Bachelor of Mass Communication shall be as per the schemes, approved by Board of Studies of the University.

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

ORDINANCE NO.34

Master of Education (M.Ed.)

1 Year Degree Course

This Ordinance shall be applicable to candidates admitted to Master of Education Degree Course.

1. The Master of Education shall be of one year duration spread over two semesters of approximately six months each. This course shall be designated as Master of Education, hereinafter called M.Ed., shall include the specializations under the Ordinance on the recommendation of the Board of Management of the University as per norms laid down by NCTE.

2. **Eligibility Criteria for Admissions**

   (a) Following the norms of NCTE, admission to M.Ed. degree programme shall be provided as per the Ordinance No. 2.

   (b) For admission to M.Ed. minimum eligibility shall be at least 55% marks in B.Ed. from any UGC recognized University.

   (c) The admission will be on the basis of merit in the test & interview and other qualifications as decided by the University.

3. **Duration of Course**

   (a) There shall be at least 90 Days of teaching in every semester.

   (b) One hour of conduct of Lecture/Tutorial and two hours Practical shall normally be equal to one credit as shown in the schemes.

   (c) A candidate may provisionally continue to attend next higher year/semester, even if the result of qualifying year/semester has not been declared. However, subsequently if he/she is not able to clear qualifying semester examination, the candidate cannot claim any right on the basis of his/her provisional admission.

   (d) The maximum duration of the course shall be two years. However, one mercy attempt can be granted to student by Vice Chancellor which should be not more than one year on satisfactory reasons.

4. **Attendance**

   Candidates appearing as regular students for any semester examination are required to attend 75% of the lectures delivered and the practical classes held separately in each subject of the course of study, provided that a short fall in attendance up to a maximum of 5% can be condoned by the Vice-Chancellor of the University, for satisfactory reasons.

5. **Medium of Instruction**

   (a) The medium of instruction and examination shall be English throughout the course of study.

   (b) The subjects to be studied in different semesters of M.Ed. shall be as per the schemes, approved by Board of Studies of the University.

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

ORDINANCE NO.35

Bachelor of Education (B.Ed.)

1 Year Degree Course

This Ordinance shall be applicable to candidates admitted to Bachelor of Education (B.Ed.) Degree Course.

1. Bachelor of Education shall be of one year duration spread over two semesters of six month each. This course shall be designated as Bachelor of Education, hereinafter called B.Ed., shall include the specializations under the Ordinance on the recommendation of the Board of Management of the University as per norms laid down by NCTE.

2. **Eligibility Criteria for Admissions**

   (a) Admission to various degree programmes shall be provided as per the Ordinance No. 2.

   (b) For admission to B.Ed. minimum eligibility shall be at least 50% marks in Graduation and 60% aggregate in Intermediate Examination (i.e. 10+2) of any recognized Board of Secondary Education.

   (c) The admission will be on the basis of merit in the test & interview and other qualifications as decided by the University.

3. **Duration of Course**

   (a) There shall be at least 90 Days of teaching in every semester.

   (b) One hour of conduct of Lecture/Tutorial shall normally be equal to one credit as shown in the schemes.

   (c) A candidate may provisionally continue to attend next higher year/semester, even if the result of qualifying year/semester has not been declared. However, subsequently if he/she is not able to clear qualifying semester examination, the candidate cannot claim any right on the basis of his/her provisional admission.

   (d) The maximum duration of the course shall be two years. However, one mercy attempt can be granted to student by Vice Chancellor which should be not more than one year on satisfactory reasons.

4. **Attendance**

   Candidates appearing as regular students for any semester examination are required to attend 75% of the lectures delivered and the practical classes held separately in each subject of the course of study, provided that a short fall in attendance up to a maximum of 5% can be condoned by the Vice- Chancellor of the University, for satisfactory reasons.

5. **Medium of Instruction**

   (a) The medium of instruction and examination shall be English throughout the course of study.

   (b) The subjects to be studied in different semesters of B.Ed. shall be as per the schemes, approved by Board of Studies of the University.

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

ORDINANCE NO.36

Master of Physical Education (M.P. Ed.)

2 Years Degree Course

This Ordinance shall be applicable to candidates admitted to Master of Physical Education Degree Course.

1. Master of Physical Education shall be of two years duration spread over four semesters of six months each. This course shall be designated as Master of Physical Education (M.P. Ed.).

2. **Eligibility Criteria for Admissions**

   (a) Following the norms of NCTE, admission to the M.P. Ed. programme shall be provided as per the Ordinance No. 2.

   (b) For admission in M.P. Ed. minimum eligibility shall be at a degree of B.P.E./B.P. Ed./B.Sc. in Health and Physical Education from a recognized University.

3. **Duration of Course**

   (a) There shall be at least 90 Days of teaching in every semester.

   (b) One hour of conduct of Lecture/Tutorial shall normally be equal to one credit as shown in the schemes.

   (c) A candidate may provisionally continue to attend next higher year/semester, even if the result of qualifying year/semester has not been declared. However, subsequently if he/she is not able to clear qualifying semester examination, the candidate cannot claim any right on the basis of his/her provisional admission.

   (d) The maximum duration of the course shall be three years. However, one mercy attempt can be granted to student by Vice Chancellor which should be not more than one year on satisfactory reasons.

4. **Attendance** Candidates appearing as regular students for any semester examination are required to attend 75% of the lectures delivered and the practical classes held separately in each subject of the course of study, provided that a short fall in attendance up to a maximum of 5% can be condoned by the Vice- Chancellor of the University, for satisfactory reasons.

5. **Medium of Instruction**

   (a) The medium of instruction and examination shall be English throughout the course of study.

   (b) The subjects to be studied in different semesters of M.P. Ed. shall be as per the schemes, approved by Board of Studies of the University.

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

ORDINANCE NO. 37

Bachelor of Physical Education (B.P.E.)

Three Years integrated Degree Course

This Ordinance shall be applicable to candidates admitted to Bachelor of Physical Educatior Degree Course.

1. Bachelor of Physical Education shall be of three year duration spread over six semesters of approximately six months each. This course shall be designated as Bachelor of Physical Education (B.P.E.) as laid down by NCTE.

2. **Eligibility Criteria for Admissions**

   (a) Following the norms of NCTE, admission to B.P.E. degree programme shall be provided as per the Ordinance No. 2.

   (b) For admission to B.P.E. Integrated programme minimum eligibility shall be passing in Senior Secondary Certificate Examination (10+2) or equivalent from recognized board.

3. **Duration of Course**

   (a) There shall be at least 90 days of teaching in every semester.

   (b) One hour of conduct of Lecture/Tutorial and two hours of Practical shall normally be equal to one credit as shown in the schemes.

   (c) A candidate may provisionally continue to attend next higher year/semester, even if the result of qualifying year/semester has not been declared. However, subsequently if he/she is not able to clear qualifying semester examination, the candidate cannot claim any right on the basis of his/her provisional admission

   (d) The maximum duration of the course shall be five years. However, one mercy attempt can be granted to student by Vice Chancellor which should be not more than one year on satisfactory reasons.

4. **Attendance** Candidates appearing as regular students for any semester examination are required to attend 75% of the lectures delivered and the practical classes held separately in each subject of the course of study, provided that a short fall in attendance up to a maximum of 5% can be condoned by the Vice- Chancellor of the University, for satisfactory reasons.

5. **Medium of Instruction**

   (a) The medium of instruction and examination shall be English throughout the course of study.

   (b) The subjects to be studied in different semesters of B.P.E. shall be as per the schemes, approved by Board of Studies of the University.

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

ORDINANCE NO.38

Bachelor of Physical Education (B.P. Ed.)

1 Year Degree Course

This Ordinance shall be applicable to candidates admitted to one year Bachelor of Physical Education Degree Course.

1. Bachelor of Physical Education of one year duration is spread over two semesters of six months each. This course shall be designated as Bachelor of Physical Education (B.P. Ed.).

2. **Eligibility Criteria for Admissions**

   (a) Following norms of NCTE, admission to B.P. Ed. degree programme shall be provided as per the Ordinance No. 2.

   (b) For admission in B.P. Ed., minimum eligibility shall be at least 50% marks in B.P.E. or Bachelor's degree with Physical Education as an elective subject or a minimum of 45% in Bachelor's degree and participation in National or State or Inter University competition in sports or games or athletics recognized by AIU or IOA or 3 years teaching experience.

3. **Duration of Course**

   (a) There shall be at least 90 Days of teaching in every semester.

   (b) One hour of conduct of Lecture/Tutorial and two hours of Practical wok shall normally be equal to one credit as shown in the schemes.

   (c) A candidate may provisionally continue to attend next higher year/semester, even if the result of qualifying year/semester has not been declared. However, subsequently if he/she is not able to clear qualifying semester examination, the candidate cannot claim any right on the basis of his/her provisional admission.

   (d) The maximum duration of the course shall be two years. However, one mercy attempt can be granted to student by Vice Chancellor which should be not more than one year on satisfactory reasons.

4. **Attendance**

   Candidates appearing as regular students for any semester examination are required to attend 75% of the lectures delivered and the practical classes held separately in each subject of the course of study, provided that a short fall in attendance up to a maximum of 5% can be condoned by the Vice- Chancellor of the University, for satisfactory reasons.

5. **Medium of Instruction**

   (a) The medium of instruction and examination shall be English throughout the course of study.

   (b) The subjects to be studied in different semesters of B.P. Ed. shall be as per the schemes, approved by Board of Studies of the University.

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