

Amity University Chhattisgarh FIRST ORDINANCES

As per section 28 (1) of Chhattisgarh Private Universities (Establishment and Operation) Act 2005

In exercise of powers of conferred by sub-section (2) of Section 28 of the Chhattisgarh Private Universities (Establishment and operation) Act, 2005 the Vice Chancellor makes the following First Ordinances:

1. Short title and commencement:
 - i. These Ordinances may be called Amity University, Chhattisgarh, First Ordinances.
 - ii. They shall come into force from the date of publication in Official Gazette.
2. Short Title, Scope, Commencement and Definition, Unless the context otherwise requires,
 - i. **"Act"** means the Chhattisgarh Private Universities (Establishment and Operation) Act 2005 and subsequent amendments.
 - ii. **"University"** means Amity University, Chhattisgarh established under section 28 (1) of Chhattisgarh Private Universities (Establishment and Operation) Act 2005.
 - iii. **"CGPURC"** means Chhattisgarh Private University Regulatory Commission
 - iv. The **"Ordinance"** means the first Ordinance of Amity University, Chhattisgarh framed under section 28 (1) of Chhattisgarh Private Universities (Establishment and Operation) Act 2005.
 - v. **"Authority"** means competent authority as per the Act including Governing Body, Board of Management, Academic Council and / or any other authority duly constituted by Governing Body.
 - vi. **"Seal"** means the common seal of the University.
 - vii. **"Admission Policy"** means Admission Policy & Selection Procedure as notified in ordinance/ statute of the University.
 - viii. **"Statutes", "Ordinances" and "Regulations"** mean respectively, the Statutes, Ordinances and Regulations of the Amity University, Chhattisgarh made under the Act.
 - ix. **"Government"** means the Government of Chhattisgarh.
 - x. **"Academic Year"** means a period of twelve months devoted to complete the requirements specified in the scheme and curriculum of the concerned course(s) and apportioned into "semesters" or annual term as applicable stipulated in the Ordinance.
 - xi. **"Programme(s)"** means prescribed area(s) or course(s) of study and / or any other component(s) leading to the conferment or award of degree, diploma, certificate or any other academic distinction or title of the University.
 - xii. **"Apply"** means submission of the application for admission by an applicant on a prescribed form along with all the required documents and processing fee either by hand or by Registered post duly receipted.

- xiii. "**Subject**" means basic unit(s) of course of instruction, teaching, training, research etc., by whatever names it may be called, as prescribed under the scheme and curriculum.
- xiv. "**Decided by the University/ University may decide/ Decision of the University**" means as decided by the Vice-Chancellor with the approval of the Chancellor.
- xv. "**Approved**" by University means approved by the competent authority of the University as per Act.
- xvi. "**Rules**" means the Rules made by the University under the Act.
- xvii. "**Fee**" means collection made by the University from the students by whatever name it may be called, which is not refundable.
- xviii. "**AICTE**" means All India Council for Technical Education established under the All India Council for Technical Education Act, 1987 (Central Act 52 of 1987)
- xix. "**Admission Committee**" means Admission committee duly constituted by Chancellor/Vice-Chancellor of the University for conducting admission process and as provided in Admission Policy.
- xx. "**Scheme and Curriculum**" means and includes nature, duration, pedagogy, syllabi, eligibility and other such related details (by whatever name it may be called) for the concerned courses(s) of the University.
- xxi. "**School**" means a division of the University for learning in a particular field.
- xxii. "**Applicant**" means a candidate seeking admission to the University.
- xxiii. "**Discipline**" means a branch / stream of Engg./Management/Law/Architecture etc. as approved by the University as given in admission policy.
- xxiv. "**Hostel**" means a place of residence for the students, maintained by the University. This facility is optional and students are also allowed to stay outside.
- xxv. "**Prescribed**" means prescribed by rules made under the Act.
- xxvi. "**Regulating Body**" means a body established by the Central Government for laying down norms and conditions for ensuring academic standards of higher education, such as University Grants Commission, All India Council for Technical Education, Bar Council of India, Council of Architecture, National Council of Teacher Education, Medical Council of India, National Council of Assessment and Accreditation, Indian Council of Agriculture Research, Distance Education Council, Council of Scientific and Industrial Research etc. and includes the State Government;
- xxvii. "**Chancellor**" means the Chancellor of the University.
- xxviii. "**Governing Body**" means Governing Body of the University constituted as per the Act.
- xxix. "**Academic Council**" means Academic Council of the University constituted as per the Act.
- xxx. "**Board of Management**" (BOM) means Board of Management of the University constituted as per the Act.
- xxxi. "**Schedule of Examination**" - means a table giving details about the time, day and date of the commencement of each paper which is a part of a scheme of

examinations and shall also include the details about the practical examinations.

xxxii. "**Department**" means a unit of a School.

xxxiii. "**HoD**" means Head of the respective Departments.

xxxiv. "**NRI**" means Non Resident Indian as defined under the Income Tax Act.

xxxv. "**Entrance Test**" means an entrance test conducted by the University for a Particular programme/course.

xxxvi. "**AMCAT**" shall mean the Amity Common Admission Test conducted by the Amity University, Chhattisgarh for admission to academic programmes of the University.

a) The Ordinances shall come into force with effect from the date of their approval by the State Government and/ or their notification in the State Gazette as per the Act, whichever is earlier.

b) The Ordinance is subject to the provisions of the Chhattisgarh Private Universities (Establishment and Operation) Act 2005 as amended from time to time.

c) These rules shall be applicable for all the programs offered by the faculties, schools, institutes, colleges, centers and institutions run by the Amity University, Chhattisgarh and any matter relating and incidental thereto..

d) The provisions of these rules will prevail overall Orders, Codes, Manuals, Circulars, Memos, Procedures, Policies, Schemes and such other documents of the University, framed earlier.

e) Unless the context otherwise requires , any abbreviation or shortened form of a word shall represent and mean exactly that word as defined in the Act and Statutes , Ordinances , Regulations , Rules ,Orders , Codes , Manuals, Circulars, Memos, Procedures, Policies, Schemes and such other documents of the University , as the case may be framed from time to time .

f) Words and expressions used herein and defined in these Ordinances shall have the meaning assigned to them in the Act.

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AMITY UNIVERSITY CHHATTISGARH
ORDINANCE NO. 01
ADMISSION AND ENROLLMENT OF STUDENTS

1. APPLICABILITY

This Ordinance shall apply to all Programmes leading to Undergraduate and Postgraduate Degrees, Diplomas and Certificates. The specific points related to admission in a particular programme/course shall be mentioned in the concerned Ordinance.

2. DEFINITIONS

- (i) **"Qualifying examination"** means an examination passed, which makes students eligible for seeking admission to a particular course of study leading to award of a Bachelor or Masters or M. Phil. or Doctorate Degree or Diplomas or certificate conferrable by the University.
- (ii) **"Equivalent examination"** means an examination conducted by
 - (a) Any recognized Board of Secondary Education or
 - (b) Any Indian University incorporated by any law in force for the time being, and recognized by the University as equivalent to its corresponding examination.
 - (c) Any, Indian or Foreign University or organization recognized by UGC or/and by the concerned statutory authorities the case may be and recognized by the University as equivalent to its corresponding examination.
- (iii) **"Amity Common Admission Test"** hereafter be referred to as [AMCAT], means the candidate who have passed qualifying examination, which makes a student eligible for admission to a particular year in a Programme of Study leading to the award of Bachelor's Degree/Master's Degree/ M.Phil. Degree/Ph.D Degree./ Diploma/ Certificate conferrable by this University. It may include Written Test, Language Test, Group Discussion (GD), Personal Interview (PI) etc.
- (iv) **"Gap period"** means the period between the last date as mentioned in the transfer certificate attended at an educational institution (excluding coaching Institutes) as a regular student and the date of seeking admission in the University.

3. ELIGIBILITY FOR ADMISSIONS

- (i) Unless otherwise provided, no candidate shall be eligible for admission to the undergraduate courses in the University unless the candidate has passed with minimum pass-marks as fixed by the University, the Senior Secondary School Certificate Examination or Higher Secondary School Certificate Examination from a recognized Board of Secondary Education.
- (ii) No candidate shall be admitted to any post-graduate course, unless he/she has passed, with minimum pass-marks as fixed by the University, a UG degree examination of a recognized University or any examination recognized as equivalent to a degree by the Academic Council and possesses such further qualifications as may be prescribed by the Ordinances.
- (iii) The candidates seeking admission to a course of study in the university must fulfill the conditions prescribed for it by the Academic council and published in the prospectus.
- (iv) The maximum number of seats in each course shall be determined by the Academic council on the basis of the availability of adequate physical facilities and approval from the various statutory bodies, wherever necessary.
- (v) A fixed proportion of the seats in each course shall be filled by the domicile of the State of Chhattisgarh on the basis of merit, provided they satisfy the eligibility criteria for admission. The number of such seats shall be fixed by the Governing Body in accordance with the prevailing guidelines of State Government. In case the allotted state quota seats remain vacant, the same may be converted into open category seats.
- (vi) For the Seats to be filled in each course by the domicile of Chhattisgarh, reservation policy of the state Government shall be applicable. The eligibility criteria of a course may be relaxed by the Governing Body as per the C.G. Government guidelines for the candidates belonging to Schedule Caste and Schedule Tribes of Chhattisgarh.
- (vii) The seats earmarked for the reserved category may be converted into open category if they lie vacant even after the waiting list of each category is exhausted.

4. PROVISIONS FOR ADMISSIONS

- (i) The University shall reserve the right to deny admission to a candidate.
- (ii) The procedure of admission shall be approved by the Governing Body as per the guidelines of State Government.

- (iii) The admissions to under-graduate and post-graduate courses shall be made on the basis of Admission Policy framed by the Governing Body in accordance with the guidelines issued by UGC and State Government.
- (iv) Admission shall be offered on merit basis at the beginning of each semester.
- (v) The Admission Cell of the University shall be responsible for facilitating admissions to the various programmes offered by the University.
- (vi) The date of AMCAT shall be declared/ released on the University's website, along with the last date of submitting the duly filled in Admission Application Forms.
- (vii) A candidate desirous of applying may:
 - (a) Download the online Application Form from the University's website and submit the same with a Demand Draft for the prescribed fee drawn in favour of "Registrar, Amity University".
 - (b) Purchase the Application Form online.
 - (c) Purchase the Application Form from the branches of the notified Bank(s).
 - (d) Buy in person on payment of cash from the Admission Cell of the University.
- (viii) A candidate who fulfills the eligibility criteria for seeking admission to a School or University Teaching Department shall, submit the duly filled in Admission Application Form on or before the last date prescribed for the same.
- (ix) Any student from India or abroad seeking admission in the University may contact the Admissions Cell in person, through email, or through online counseling.
- (x) Non-Resident Indian candidates shall also be eligible for admission to various programmes, under the directives of the Amity University and the Government of Chhattisgarh, provided they satisfy the eligibility criterion.
- (xi) 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.
- (xii) 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.
- (xiii) The University shall follow the following admission process for all Programmes:
 - (a) The University shall issue the Admission Notification on the University's website, in newspapers, notice board of the University, and in other publicity media before the commencement of every new academic session.

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

(c) The candidates whose results of the qualifying examination are awaited can also apply, and they shall be granted admission subjected to conforming to the eligibility criteria. Such candidates, however, must produce the previous year's mark sheet/course completion certificate, 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 admission shall be cancelled.

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

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

- i. The candidate fails to fulfill the eligibility criteria for the particular programme he/she has applied for.
- ii. *The candidate has been debarred on grounds of indiscipline from any College/University/Educational Institution.*
- iii. 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. The Admission Application Form is not filled in properly and/or signed by the candidate.
- v. 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 shall be applicable for all admissions from time to time and all decisions taken by the University regarding this shall be final.
- (h) The fees for each Programme shall be decided by the Board of the Management of the University based on cost of education imparted and also give a reasonable surplus to enable to maintain assets and carry out further expansion. The number of seats in each Programme shall be as decided by the University from time to time.
- (xiv) The application for admission shall, among others, be accompanied by i) the school or College Leaving Transfer Certificate duly signed by the Head of the Institute last attended by the candidate as a regular student ii) Duly attested / self-attested photocopies of the statement of marks along with the original copies which shall be returned after verification, on the basis of which the candidate is seeking admission in a particular Course. For an applicant passing the qualifying examination as a private candidate, certificates from Gazetted officer to the effect that he bears good character and moral shall be required. If the candidate has passed the qualifying examination from a Board other than the Chhattisgarh Board of Secondary Education or a University other than this University, then the candidate shall submit, in addition to the school or college leaving certificate, an eligibility and a Migration Certificate issued by competent authority together with migration fee, as prescribed by the University. If any one of the document/s is found to be forged, tampered or false, the student's admission shall automatically stand cancelled and necessary legal action may be initiated.
- (xv) The mode of submitting application form for admission can be direct / through counseling/through Guidance centre /through post/on-line. Any person from India or abroad seeking admission in the University can interact on-line with the University.
- (xvi) The Admission Committee shall process the applications and selected candidates shall be given provisional admission as per the provisions of the Admission Policy. The admission list shall be displayed on the notice board as well as in the website of the University.
- (xvii) At the time of admission, every student and his/her parent or legal guardian shall be required to sign a declaration to the effect that the student submits

- himself/herself to the disciplinary and pecuniary jurisdiction of the Vice Chancellor and other authorities of the University.
- (xviii) A student, who has passed a part of any degree or diploma from another recognized University /recognized awarding body, shall be admitted to subsequent higher class for such examination after its equivalence has been determined by the Academic Council.
- (xix) The admission of the students shall be completed before the commencement of each semester every year or the date decided by the Admission Committee.
- (xx) Provided that where the date specified or the date decided by the Academic Council as the last date of admission happens to be a holiday, the next working day shall be treated as the last date of admission.
- (xxi) The maximum duration for which the enrollment of a student, seeking admission in Certificate / Diploma / UG / PG / M. Phil. / Ph. D courses of the University, in which the student shall be required to complete the program or forfeit the enrollment, shall be limited as defined in the academic regulations of the University.
- (xxii) Admission of a student to any course shall be subject to the availability of vacant seat in that particular course in which admission is sought, on the basis of merit.
- (xxiii) A candidate who has been wrongly admitted to any course shall forfeit his/her right as a student in the University and shall not be allowed to appear in Examination of the University.
- (xxiv) A candidate who has been rusticated or has been disqualified from appearing in an examination by any other University /Institution shall not be admitted to any course of study in this University during the period of rustication or disqualification.
- (xxv) No student enrolled in the University shall be promoted to any subsequent higher class of a course unless he fulfills the criteria for promotion as per the regulations framed by the Academic Council in this regard.
- (xxvi) No student migrating from any other university shall be admitted to any course of the University unless he/she has passed the qualifying examination with minimum pass-marks as fixed by the Governing Body.
- (xxvii) Without prejudice to the provision contained in the sub-clause xxvi above, no student migrating from any other university shall be admitted to any course of the University without the prior permission of the Registrar of the University.

- (xxviii) Student who has passed a part of a Degree or Post Graduate Examination from any other University shall be admitted to subsequent higher class for such an Examination in any course of the University only after he/she full fills the eligibility conditions for higher class to be determined by the competent authority.

5. ENROLLMENT OF STUDENTS

- (i) Dean/Director of the School/ Faculty shall submit the details of admitted students in a prescribed format within the stipulated time after the last date of admission, along with all the relevant original documents and enrolment fee, as specified by the Academic Council from time to time, to the Registrar and also displayed on the website.
- (ii) The Transfer and Migration Certificates submitted by students at the time of admission shall become the property of the University.
- (iii) Enrolled students shall be issued new Transfer Certificate and Migration Certificate under the seal of the University at the time of leaving the University.
- (iv) No person shall be admitted to any examination of the University unless he/she has been duly enrolled as a student of the University.
- (v) If a student takes a Migration Certificate to join another University, his/her enrollment to the University shall lapse until such time as he/she subsequently returns with a Migration Certificate from that University to join some course of the University. Fresh enrollment and enrollment fee in such cases shall be necessary.
- (vi) The Registrar shall maintain a record of all enrolled students studying in the various Faculties or Schools or carrying out research work in the University.

6. ADMISSION COMMITTEE

- (i) The Academic Council may constitute an Admission Committee in each Faculty /School of Study/Center for regulating the admissions in the University.
- (ii) The Committee shall:
 - a) Scrutinize the Application forms for admission of the candidate, in accordance with the conditions of admission prescribed by the Academic Council from time to time.
 - b) Conduct the Admission Test(s) and/or Interview: or as otherwise directed by the Academic Council.
 - c) Prepare the merit list based on the norms of admission in the University.

7. ADMISSION OF INTERNATIONAL STUDENTS

- (i) The Academic Council may set up an International Students' Cell to deal with admission and guidance of international students. This Cell will not only control the admission of the students but will also provide necessary guidance and counseling for securing admission.

(ii) **International Students:**

The international Students shall include the following:

- a. **Foreign Students:** Students holding passports issued by foreign countries including people of Indian origin who have acquired the nationality of foreign countries shall be treated as foreign students.
- b. **Non Resident Indians (NRI):** Only those Non Resident Indian students who have studied and passed the qualifying examinations from schools or colleges in foreign countries shall be treated as international students. This shall include the students studying in the schools or colleges situated in foreign countries even if affiliated to the Boards of Secondary Education or Universities located in India, but shall not include students studying in the schools or colleges situated in India and affiliated to the Boards of Secondary Education or Universities of the foreign countries. Students passing the qualifying examinations from Boards or Universities located in foreign countries as external students and dependents or NRI studying in India shall not be treated as international students. Entry level status of International students on entry to the country shall be maintained.

(iii) **Documents Required for Admission of International Students**

- a. **Visa:** All the international students shall require a student visa endorsed to this University, for joining any course. A candidate wishing to join a research programme shall require a research-visa endorsed to this University. The visa should be valid for the prescribed duration of the course. A visa is not required for NRI candidates. Students who are doing full time course, in some other institutions, do not require a separate visa for joining part time courses provided that their current visa is valid for the entire duration of the course.

- b. **No Objection Certificate:** All international students wishing to undertake any research work or join Ph.D. or M. Phil Programmes will have to obtain prior Security clearance from the Ministry of Home or External Affairs and the approval of Department of Secondary and Higher Education, Ministry of Human Resource Development, Government of India and this must be on the research visa endorsed to this University.

(iv) Eligibility Qualifications

- a. Only those students who have qualified from foreign Universities or Boards of Higher Education recognized as equivalent by the Academic Council in accordance with the guidelines of Association of Indian Universities (AIU) shall be eligible for admission.
- b. The procedure of admissions for international students shall be as per the regulations framed by the Academic Council in this regard.

(v) Government of India Scholars

International students who are awarded scholarships by the Indian Council of Cultural Relations (ICCR), New Delhi shall be given preferential treatment while granting admission and for hostel accommodation. Sponsored candidates from different foreign governments for training, studies and research shall also be given preference.

(vi) Discipline

The international students shall abide by the rules of the University and the code of conduct as applicable to Indian students doing same courses.

(vii) Medium of Instruction

The medium of instruction in the University shall be English.

AMITY UNIVERSITY CHHATTISGARH
ORDINANCE NO. 02
FACULTIES AND DEPARTMENTS

1. APPLICABILITY

Various courses of study under the programmes of Doctorate, Masters, Bachelors, Diploma and Certificate will be applicable in each School of Study. The following is the list of the Degree Programmes of Studies which may be offered by the respective Schools of Study.

2. FACULTY/SCHOOL OF ENGINEERING AND TECHNOLOGY**(1) Doctor of Philosophy (Ph. D.)****(2) Post Graduate Programmes**

- | | | |
|----|---------------------|-----------|
| i | M.Tech. (Full Time) | - 2 Years |
| ii | M.Tech. (Part Time) | - 3 Years |

(3) Under Graduate Programmes

- | | | |
|----|----------------------|-----------|
| i | B. Tech. (Full Time) | - 4 Years |
| ii | B. Tech. (Part Time) | - 5 Years |

3. FACULTY/ SCHOOL OF FASHION TECHNOLOGY**(1) Doctor of Philosophy (Ph. D.)****(2) Post Graduate Programmes**

- | | | |
|---|---------------------------|-----------|
| i | Master of Design. (M Des) | - 2 Years |
|---|---------------------------|-----------|

(3) Under Graduate Programmes

- | | | |
|----|------------------------------|-----------|
| i. | Bachelor of Design (B. Des.) | - 4 Years |
|----|------------------------------|-----------|

4. FACULTY/SCHOOL OF BUSINESS MANAGEMENT**(1) Doctor of Philosophy (Ph. D.)****(2) Post Graduate Programmes**

- | | | |
|----|---|-----------|
| i | Master of Business Administration (M.B.A.) | - 2 Year |
| ii | Master of Hospitality & Tourism Management (MHTM) | - 2 Years |

(3) Under Graduate Programmes

- | | | |
|-----|--|-----------|
| i. | Bachelor of Business Administration Hons. (B.B.A. Hons)- | 3 Years |
| ii. | Bachelor of Hospitality & Tourism Management (BHTM) | - 3 Years |

5. FACULTY/SCHOOL OF COMMERCE**(1) Doctor of Philosophy (Ph. D.)****(2) Post Graduate Programmes**

i. Master of Commerce (M.Com.) - 2 Year

(3) Under Graduate Programmes

i. Bachelor of Commerce Hons. (B.Com. Hons) - 3 Years

6. FACULTY/SCHOOL OF INFORMATION TECHNOLOGY**(1) Doctor of Philosophy (Ph. D.)****(2) Post Graduate Programmes**

i. Master of Computer Applications (MCA) - 3 Years

7. FACULTY/SCHOOL OF SCIENCE**(1) Doctor of Philosophy (Ph. D.)****(2) Post Graduate Programmes**

i. Master of Philosophy (M. Phil) - 1 Year

ii. Master of Science (M.Sc.) - 2 Years

(3) Under Graduate Programmes

i. Bachelor of Science (B.Sc.) - 3 Years

ii. Bachelor of Science (Hons) B.Sc. (Hons.) - 3 Years

8. FACULTY/SCHOOL OF ARTS**(1) Doctor of Philosophy (Ph. D.)****(2) Post Graduate Programmes**

i. Master of Arts (M.A.) - 2 Year

(3) Under Graduate Programmes

i. Bachelor of Arts Hons. (B.A. Hons.) - 3 Years

9. FACULTY / SCHOOL OF MEDIA STUDIES**(1) Doctor of Philosophy (Ph. D.)****(2) Post Graduate Programmes**

i. Master of Arts (M.A.) in Journalism & Mass Communication - 2 Years

(3) Under Graduate Programmes

i. Bachelor of Arts (B.A.) in Journalism & Mass Communication- 3 Years

10. FACULTY/ SCHOOL OF ARCHITECTURE & PLANNING**(1) Post Graduate Programmes**

- i. Master of Architecture (M. Arch.)- 2 Years

(2) Under Graduate Programmes

- i. Bachelor of Architecture (B.Arch.) - 5 Years
- ii. Bachelor of Interior Designing (B.ID.) - 4 Years

11. FACULTY/SCHOOL OF LAW**(1) Doctor of Philosophy (Ph. D.)****(2) Post Graduate Programmes**

- i. Master of Philosophy (M.Phil.) - 1 Year
- ii. LL.M - 1 Year

(3) Under Graduate Programmes

- i. B.A. LL.B (Hons.) - 5 Years
- ii. B.B.A.LL.B (Hons.) - 5 Years
- iii. B.Com. LL.B (Hons.) - 5 Years
- iv. B.Tech. LL.B (Hons) - 6 Years
- v. LL.B - 3 Years

12. NON DEGREE PROGRAMMES

The University shall offer, with the approval of the Academic Council and the Board of Management, such non degree programmes as it may decide from time to time. Separate Ordinances shall be framed by the University for each Course of study indicating course objectives and expected outcomes, eligibility criteria for admission, scheme of teaching, evaluation and examination, conditions for pass-marks, promotion from one semester to another, award of division etc.

AMITY UNIVERSITY CHHATTISGARH
ORDINANCE NO. 03
BACHELOR OF TECHNOLOGY (B.TECH.) FOUR YEAR DEGREE COURSE

1. APPLICABILITY

- (1) The Undergraduate degree Course in Engineering and Technology (4 years Degree Course, in brief) shall be of four year duration, and shall be designed as Bachelor of Technology (B.Tech.), in the concerned branch.
- (2) The degree of B.Tech. shall be awarded for the various branches of Engineering and Technology being taught in the University after successful completion of the Course.
- (3) The evaluation shall be on the basis of Grades and Credits earned by the student in the said course.

2. ELIGIBILITY FOR ADMISSIONS

- (1) The minimum qualification for admission to first year B. Tech. who have passed Higher Secondary School Certificates Examination (10+2 examination) with Physics and Mathematics are compulsory subjects along with one more subject viz. Chemistry / Biotechnology / Biology / Technical Vocational Subject, from a recognized State / National / International Board / University, along with minimum marks as prescribed by the Board of Management in this regard.
- (2) Candidates who have passed the diploma course examination in related branch of engineering / technology from a recognized board of technical education / University shall also be eligible for admission to first semester of B. Tech. Course, in the concerned branch.
- (3) Candidates who have passed the diploma course examination in appropriate branch of engineering / technology in the first division from a recognized board of technical education / University shall be eligible for admissions to the third semester (second year of 4 Year Degree Course). Such candidates shall be required to pass the subjects of the first year, as prescribed by the regulatory body, before admission to Vth semester. This shall be subject to guideline, if any by UGC.

- (4) Candidates who have passed the Bachelor of Science (B.Sc.) (3-year degree course) in Mathematics, Physics, and Chemistry / Statistics / Electronics / Computer Science in the first division from a recognized University shall also be eligible for admission to the third semester (second year of 4 Year Degree Course). Such candidates shall be required to pass the subjects of the first year, as prescribed by the regulatory body, before admission to Vth semester. This shall be subject to guideline, if any by UGC/AICTE.
- (5) Admission to all B. Tech. Courses shall be offered at the beginning of each semester or as prescribed by the academic council, at the first year level. The Admission policy shall be decided by the Governing Body of the University. The guidelines issued by the UGC/ AICTE and the Government shall be adhered to.
- (6) Non-Resident Indians (NRI), Persons of Indian Origin (PIO) and Foreign National shall also be eligible for admission to first semester of B. Tech. Course, provided they have passed (10+2) / Higher Secondary Examination or any other equivalent examination. Admission to such candidates shall be made on the basis of the entrance test conducted by the Amity University.
- (7) The University may admit a student to B. Tech. Course on transfer from other Institutes/ Universities. Such admissions may be made at any level subject to fulfillment of academic requirements of the University in respect of the program. Provided, no student shall be admitted during the first year, under this scheme.
- (8) The University reserves the right to cancel the admission of any student and ask him/her to discontinue his/her studies at any stage of his /her career on the grounds of unsatisfactory academic performance or misconduct.
- (9) The Ordinance and the Admission Policy, eligibility & Selection Procedure, as above, may be reviewed and amended from time to time subject to the approval of the Academic Council.
- (10) Reservation for ST/SC/OBC/PWD candidates shall be applicable as per the guidelines issued by Department of Higher Education, State Government time to time.

3. DURATION OF THE COURSE

- (1) The duration of the course shall be four years divided into eight equal semesters.
- (2) The University may offer Capstone Semester at the end of eighth semester examination to interested candidates. This shall be of up to eight weeks duration. Separate fee shall be charged for this Semester which shall be decided by the Board of Management.
- (3) The academic calendar including semester breaks shall be declared by the Academic Council at the beginning of each year.
- (4) The maximum duration available to a student for completion of B. Tech Course shall be seven years. The maximum duration of the course shall include the period of withdrawal, absence and different kinds of leave permissible to a student, but it shall exclude the period of Rustication, if any.
- (5) At the beginning of each semester, every student shall have to register himself / herself within the duration prescribed in the academic calendar.

4. EXAMINATIONS

- (1) The University shall adopt the evaluation of student performance in each course-unit (a) Continuous Internal Assessment and (b) End Semester Examinations which are held at the end of Semester.
- (2) The detailed examination scheme for Continuous Internal Assessment as well as End Semester Examinations shall be laid down by the Academic Council.
- (3) A student may be debarred from appearing in the End Semester Examination by the Dean/Director of the School / Faculty due to any of the following reasons:
 - (a) Disciplinary action taken against the student.
 - (b) On the recommendation of concerned Head of the department, if
 - (i) The attendance in the Lecture / Tutorial / Practical classes is below 75% or as may be determined by the Academic Council, in the semester.
 - (ii) The performance in the Internal Assessment during the Semester has been found unsatisfactory.
- (4) The University shall conduct full examination at the end of each semester for the regular students. This examination will also enable those students to appear in the theory / practical courses who may have failed or missed the previous semesters' examination.

- (5) The teachers may conduct the makeup examination for the students who have missed or failed in the Internal Assessment Examination, with the approval of the Vice -Chancellor upon recommendation of Dean/ Director of the School/Faculty.
- (6) If a candidate has passed a semester examination in full he / she shall be permitted to reappear in that examination for improvement in division / marks / grades or for any other purpose.
- (7) The Ordinance and the Examination Procedure, as above, may be reviewed and amended from time to time subject to the approval of the Academic Council.

5. EVALUATION (ASSESSMENT) OF PERFORMANCE

(1) BASIS OF MARKS

- (a) The performance of a candidate in each semester shall be evaluated for each component of the curriculum separately following the system of continuous evaluation consisting of continuous internal assessment and end semester examinations. The maximum marks in each component of curriculum shall be as per the scheme of evaluation and grading declared by the Academic Council.
- (b) In addition to end term examinations, student shall be evaluated for his academic performance in a course through case discussion/ presentation/ analysis, practical, homework assignments, term papers, projects, field work, seminars, quizzes, class tests or any other mode as may be prescribed in the syllabi. The basic structures of each course shall be prescribed by the Board of Studies and approved by the Academic Council.
- (c) 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.

(2) BASIS OF CREDITS

- (a) One hour of contact lecture (L) shall be equal to one credit whereas two hours of contact tutorial (T) and / or practical (P) shall be equal to one credit. Thus, $\text{Credit} = \{L + (T+P)/2\}$. Credit in a subject shall be a whole

number, not fractional number. If a credit in a subject turns out in fraction then it shall be rounded up to nearest whole number.

- (b) A candidate shall earn the credits allotted to a semester only when he/she passes the said semester.
- (c) A candidate shall be eligible for the award of degree of B. Tech., only when he / she earns all the credits allotted to the course in which he / she has taken admission.

6. ATTENDANCE

Students are expected to have 100% attendance. Relaxation of maximum 25% may be allowed to cater for sickness or other valid reasons beyond the control of the students for which written permission of Hol/HoD is mandatory. Candidates appearing as regular students for any semester examination are required to attend at least 75 percent of the lectures and 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.

7. PROMOTION TO HIGHER SEMESTERS:

A student shall be promoted for the next academic year/ semester of a programme, if he/she has fulfilled the minimum academic requirements specified by the University regulations.

8. CREDIT BASED GRADING SYSTEM

- (1) Each course along with its weightage in terms of credits shall be recommended by the concerned Board of Studies (BoS) and shall be approved by the Academic Council and the Governing Body.
- (2) Each student registered for a course, shall be awarded a letter grade. The letter grade awarded to a student shall depend upon his cumulative performance in the internal continuous assessment and end Semester examination.
- (3) The letter grades to be used and their numerical equivalents (called the Grade Points) shall be as per the regulations framed by the Academic council in this regard and subjected to amendment time to time.
- (4) The letter grades shall be awarded for each subject, theoretical or practical and for each module (component) of the curriculum separately.

- (5) The Semester Grade Point Average (SGPA) for a semester is a weighted average of course grade points obtained by a student in a semester and reflects the performance of a student in that semester. The SGPA for each semester shall be calculated as per the regulations framed by the Academic Council.
- (6) The Cumulative Grade Point Average (CGPA) is the weighted average of course grade points obtained by a student for all courses taken since his/her admission to the degree programme and reflects the cumulative performance of a student.
- (7) At the end of each semester, SGPA and CGPA shall be calculated up to two places of decimal without rounding off.
- (8) To clear / pass a particular subject the minimum required grade and grade point shall be as per the regulations framed by the Academic Council thereof.
- (9) A student shall earn all the credits allotted to a particular subject if he / she clears (pass) that subject.
- (10) For the award of degree a candidate should have secured minimum CGPA as per the regulations framed by the Academic Council in this regard.
- (11) The final examination grade sheet at the end of final semester examination of the course shall show the CGPA earned in the course. The CGPA can be converted into equivalent percentage marks as per the regulations framed by the Academic Council in this regard.

9. TRANSCRIPT

The transcript issued to a student after completion of the course shall contain the consolidated record of all the courses taken semester wise by the student, grades obtained, SGPA of each semester and the final CGPA.

10. Notwithstanding the above, the University shall ensure that the study programme leading to B. Tech. degree shall conform, to the standard set by the relevant regulations and norms of the UGC or the AICTE.
11. The Ordinance and the Examination, Evaluation Policy and Promotion to higher semester, as above, may be reviewed and amended from time to time subject to the approval of the Academic Council.

AMITY UNIVERSITY CHHATTISGARH
ORDINANCE NO. 04
MASTER OF TECHNOLOGY (M.TECH.) TWO YEAR DEGREE COURSE

1. APPLICABILITY

The degree of Master of Technology (M. Tech.) shall be awarded to a candidate who as per the provisions of this ordinance has successfully completed the Course work and Thesis work within the prescribed time period.

2. ELIGIBILITY FOR ADMISSIONS

- (1) The Admission policy shall be as decided from time to time by the Governing Body of the University. The guidelines issued by UGC/ AICTE and the State Government shall be adhered to.
- (2) Candidates who have qualified for the award of the Bachelor's degree in the relevant field of study and preferably who have a valid GATE (Graduate Aptitude Test in Engineering) score with minimum percentile fixed by the Governing Body, from time to time, shall be eligible to apply for admission to the M. Tech. programme.
- (3) Notwithstanding what has been stated in (2) above regarding GATE applications, the candidates sponsored by organizations recognized by the Governing Body and applications from foreign nationals received through proper channel may be considered for admission to the M. Tech. programme without qualifying in GATE. Their admission shall, however, be governed by the regulations prescribed by the University in this respect.
- (4) The eligibility criteria for admission to the M. Tech. programme shall be as decided by the Academic Council of the University from time to time and announced by the University for Admission each year.
- (5) The award of the M. Tech. Degree shall be in accordance with the regulations of the University.
- (6) The Ordinance and the Admission Policy, eligibility & Selection Procedure, as above, may be reviewed and amended from time to time subject to the approval of the Academic Council.

- (7) Reservation for ST/SC/OBC/PWD candidates shall be applicable as per the guidelines issued by Department of Higher Education, State Government time to time.

3. DURATION OF THE COURSE

- (1) The normal duration of the M. Tech. programme including project work shall be four semesters. Candidates may be permitted to do their project work in industry and other approved organizations as prescribed in the regulations.
- (2) The academic calendar including semester breaks shall be declared by the Academic Council at the beginning of each year.
- (3) The maximum duration available to a student for completion of M. Tech Course shall be four years. The maximum duration of the course shall include the period of withdrawal, absence and different kinds of leave permissible to a student, but it shall exclude the period of Rustication, if any.
- (4) At the beginning of each semester, every student shall have to register himself/herself within the duration prescribed in the academic calendar.

4. STRUCTURE OF THE COURSE

The structure of all M. Tech. Courses, Scheme of Examination, Curriculum and Syllabi shall be as prescribed by the Academic Council in this regard

5. EVALUATION (ASSESSMENT) OF PERFORMANCE

(1) BASIS OF MARKS

- (a) The performance of a candidate in each semester shall be evaluated for each component of the curriculum separately following the system of continuous evaluation consisting of Internal Continuous Assessment and End Semester Examinations. The maximum marks in each component of curriculum shall be as per the examination scheme declared by the Academic Council.
- (b) The minimum pass-marks for the End Semester Examination and the Internal Continuous Examination shall be as framed by the Academic Council for each course from time to time.

(2) BASIS OF CREDITS

- (a) One hour of contact in lecture (L) shall be equal to one credit where as two hours of contact in tutorial (T) and / or practical (P) shall be equal to one credit. Thus, $\text{Credit} = \{L + (T+P)/2\}$. Credit in a subject shall be a whole number, not fractional number. If a credit in a subject turns out in fraction then it shall be rounded off to the nearest whole number.
- (b) A candidate shall earn the credits allotted to a semester only when he/she passes the said semester.
- (c) A candidate shall be eligible for the award of degree of M. Tech., only when he / she earns all the credits allotted to the course in which he / she has taken admission.

6. ATTENDANCE

Students are expected to have 100% attendance. Relaxation of maximum 25% may be allowed to cater for sickness or other valid reasons beyond the control of the students for which written permission of HoI/HoD is mandatory. Candidates appearing as regular students for any semester examination are required to attend at least 75 percent of the lectures and 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.

7. PROMOTION TO HIGHER SEMESTERS:

A student shall be promoted for the next academic year/ semester of a programme, if he/she has fulfilled the minimum academic requirements specified by the University regulations.

8. PROJECT & THESIS EVALUATION

The evaluation of Project work and Thesis shall be done as per the procedure laid down in the regulations framed by the Academic Council in this regard.

9. BREAK IN THE PROGRAMME

Students may be permitted to take a break in the programme for joining a job provided that they have completed the course work. The project work may be done during a later period either in the organization where they work if it has desired

Research and Development facility, or in the University. Such students shall complete the project work within the maximum duration for completion of the programme. Students desirous of discontinuing their programme at any stage with the intention of completing the project work at a later date shall seek and obtain the permission of the Dean/Director of the School/Faculty before doing so.

10. PROJECT WORK IN INDUSTRY OR OTHER ORGANISATIONS

- (1) Sponsored candidates from Research and Developmental Organizations which have facilities of research work in the area proposed and those students who get employment in such organization after completion of the coursework, may be permitted to carry out their project and thesis work in such organizations.
- (2) Regular candidates may also be permitted to carry out their project and thesis work in reputed Research and Development Units and other reputed Organizations.
- (3) The students who are permitted to do the project and thesis work in an industry or Research and Development units and other reputed Organizations, shall have to pay the tuition and other fees to the University for the duration of such work. They shall not be eligible to receive any stipend / scholarship / fellowship from the University if they are receiving any financial support from the industry/ organization in which they are doing the project / thesis work.

11. CREDIT BASED GRADING SYSTEM

- (1) Each course along with its weightage in terms of credits shall be recommended by the concerned Board of Studies (BoS) and shall be approved by the Academic Council and the Governing Body. Only approved courses can be offered during any semester.
- (2) Each student registered for a course, shall be awarded a letter grade. The letter grade awarded to a student shall depend upon his cumulative performance in the End Semester Examination and Continuous Internal Assessment.
- (3) The letter grades to be used and their numerical equivalents (called the Grade Points) shall be as per the regulations framed by the Academic council in this regard and subjected to amendment time to time.
- (4) The letter grades shall be awarded for each subject, theoretical or practical and for each module (component) of the curriculum separately.

- (5) The Semester Grade Point Average (SGPA) for a semester is a weighted average of course grade points obtained by a student in a semester and reflects the performance of a student in that semester. The SGPA for each semester shall be calculated as per the regulations framed by the Academic Council in this regard.
- (6) The Cumulative Grade Point Average (CGPA) is the weighted average of course grade points obtained by a student for all courses taken since his/her admission to the degree programme and reflects the cumulative performance of a student.
- (7) At the end of each semester, SGPA and CGPA shall be calculated up to two places of decimal without rounding off.
- (8) To clear / pass a particular subject the minimum required grade and grade point shall be as per the regulations framed by the Academic Council from time to time in this regard.
- (9) A student shall earn all the credits allotted to a particular subject if he / she clears (pass) that subject.
- (10) For the award of degree a candidate should have secured minimum CGPA as per the regulations framed by the Academic Council in this regard.
- (11) The final examination grade sheet at the end of final semester examination of the course shall show the CGPA earned in the course. The CGPA can be converted into equivalent percentage marks as per the regulations framed by the Academic Council from time to time in this regard.

12. TRANSCRIPT

The transcript issued to a student after completion of the course shall contain the consolidated record of all the courses taken semester wise by the student, grades obtained, SGPA of each semester and the final CGPA.

13. Notwithstanding the above, the University shall ensure that the study programme leading to M. Tech degree shall conform, to the standard set by the relevant regulations / norms of the UGC or the AICTE.
14. The Ordinance and the Examination, Evaluation Policy and Promotion to higher semester, as above, may be reviewed and amended from time to time subject to the approval of the Academic Council.

AMITY UNIVERSITY CHHATTISGARH
ORDINANCE NO. 05
BACHELOR OF DESIGN (B.DES.) FOUR YEAR DEGREE COURSE

1. APPLICABILITY

- (1) The Undergraduate degree Course in Fashion Design (4 years Degree Course, in brief) shall be of four year duration, and shall be designed as Bachelor of Design (B. Des), in the concerned branch.
- (2) The degree of B. Des shall be awarded after successful completion of the Course.
- (3) The evaluation shall be on the basis of Grades and Credits earned by the student in the said course.

2. ELIGIBILITY FOR ADMISSIONS

- (1) The minimum qualification for admission to first year B. Des., who have passed Higher Secondary School Certificates Examination (10+2 examination) from any stream from a recognized State / National / International Board / University, along with minimum pass-marks as prescribed by the Board of Management in this regard.
- (2) Admission to B. Des. Course shall be offered at the beginning of each semester or as prescribed by the academic council, at the first year level. The Admission policy shall be decided by the Governing Body of the University. The guidelines issued by the UGC and the State Government shall be adhered to.
- (3) Non-Resident Indians (NRI), Persons of Indian Origin (PIO) and Foreign National shall also be eligible for admission to first semester of B. Des Course, provided they have passed (10+2) / Higher Secondary Examination or any other equivalent examination. Admission to such candidates shall be made on the basis of the entrance test conducted by the Amity University.
- (4) The University may admit a student to B. Des. Course on transfer from other Institutes/ Universities. Such admissions may be made at any level subject to fulfillment of academic requirements of the University in respect of the program. Provided, no student shall be admitted during the first year, under this scheme.
- (5) The University reserves the right to cancel the admission of any student and ask him/her to discontinue his/her studies at any stage of his /her career on the grounds of unsatisfactory academic performance or misconduct.

- (6) The Ordinance and the Admission Policy, eligibility & Selection Procedure, as above, may be reviewed and amended from time to time subject to the approval of the Academic Council.
- (7) Reservation for ST/SC/OBC/PWD candidates shall be applicable as per the guidelines issued by Department of Higher Education, State Government time to time.

3. DURATION OF THE COURSE

- (1) The duration of the course shall be four years divided into eight equal semesters.
- (2) The University may offer Capstone Semester at the end of eighth semester examination to interested candidates. This shall be of up to eight weeks duration. Separate fee shall be charged for this Semester which shall be decided by the Board of Management.
- (3) The academic calendar including semester breaks shall be declared by the Academic Council at the beginning of each year.
- (4) The maximum duration available to a student for completion of B. Des Course shall be seven years. The maximum duration of the course shall include the period of withdrawal, absence and different kinds of leave permissible to a student, but it shall exclude the period of Rustication, if any.
- (5) At the beginning of each semester, every student shall have to register himself / herself within the duration prescribed in the academic calendar.

4. EXAMINATIONS

- (1) The University shall adopt the system of continuous evaluation consisting of Continuous Internal Assessment and End Semester Examination for assessing the students' performance during the programme of study.
- (2) The detailed examination scheme for End Semester Examination as well as Continuous Internal Assessment for all components of the curriculum shall be laid down by the Academic Council.
- (3) A student may be debarred from appearing in the End Semester Examination by the Dean/Director of the School / Faculty due to any of the following reasons:
 - (a) Disciplinary action taken against the student.
 - (b) On the recommendation of concerned Head of the department, if

- (i) The attendance in the Lecture / Tutorial / Practical classes is below 75% or as may be determined by the Academic Council, in the semester.
 - (ii) The performance in the Internal Assessment during the Semester has been found unsatisfactory.
- (4) The University shall conduct full examination at the end of each semester for the regular students. This examination will also enable those students to appear in the theory / practical courses who may have failed or missed the previous semesters' examination.
- (5) If a candidate has passed a semester examination in full he / she shall be permitted to reappear in that examination for improvement in division / marks / grades or for any other purpose.
- (6) The Ordinance and the Examination Procedure, as above, may be reviewed and amended from time to time subject to the approval of the Academic Council.

5. EVALUATION (ASSESSMENT) OF PERFORMANCE

(1) BASIS OF MARKS

- (a) The performance of a candidate in each semester shall be evaluated for each component of the curriculum separately following the system of continuous evaluation consisting of End Semester Examinations and Internal Assessment. The maximum marks in each component of curriculum shall be as per the examination scheme declared by the Academic Council.
- (b) The minimum pass-marks for the End Semester Examination and the Internal Assessment shall be as prescribed by the Academic Council for each course.

(2) BASIS OF CREDITS

- (a) One hour of contact lecture (L) shall be equal to one credit whereas two hours of contact tutorial (T) and / or practical (P) shall be equal to one credit. Thus, $\text{Credit} = \{L + (T+P)/2\}$. Credit in a subject shall be a whole number, not fractional number. If a credit in a subject turns out in fraction then it shall be rounded up to nearest whole number.

- (b) A candidate shall earn the credits allotted to a semester only when he/she passes the said semester.
- (c) A candidate shall be eligible for the award of degree of B. Des., only when he / she earns all the credits allotted to the course in which he / she has taken admission.

6. ATTENDANCE

7. Students are expected to have 100% attendance. Relaxation of maximum 25% may be allowed to cater for sickness or other valid reasons beyond the control of the students for which written permission of HoI/HoD is mandatory. Candidates appearing as regular students for any semester examination are required to attend at least 75 percent of the lectures and 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.

8. PROMOTION TO HIGHER SEMESTERS:

A student shall be promoted for the next academic year/ semester of a programme, if he/she has obtained the required minimum SGPA and CGPA in previous semesters & year respectively as decided by the academic council of the university.

9. CREDIT BASED GRADING SYSTEM

- (1) Each course along with its weightage in terms of credits shall be recommended by the concerned Board of Studies (BoS) and shall be approved by the Academic Council and the Governing Body. Only approved courses can be offered during any semester.
- (2) Each student registered for a course, shall be awarded a letter grade. The letter grade awarded to a student shall depend upon his cumulative performance in the End Semester Examination and Internal Assessment.
- (3) The letter grades to be used and their numerical equivalents (called the Grade Points) shall be as per the regulations framed by the Academic council in this regard and subjected to amendment time to time.
- (4) The letter grades shall be awarded for each subject, theoretical or practical and for each module (component) of the curriculum separately.

- (5) The Semester Grade Point Average (SGPA) for a semester is a weighted average of course grade points obtained by a student in a semester and reflects the performance of a student in that semester. The SGPA for each semester shall be calculated as per the regulations framed by the Academic Council.
- (6) The Cumulative Grade Point Average (CGPA) is the weighted average of course grade points obtained by a student for all courses taken since his/her admission to the degree programme and reflects the cumulative performance of a student.
- (7) At the end of each semester, SGPA and CGPA shall be calculated up to two places of decimal without rounding off.
- (8) To clear / pass a particular subject the minimum required grade and grade point shall be as per the regulations framed by the Academic Council thereof.
- (9) A student shall earn all the credits allotted to a particular subject if he / she clears (pass) that subject.
- (10) For the award of degree a candidate should have secured minimum CGPA as per the regulations framed by the Academic Council in this regard.
- (11) The final examination grade sheet at the end of final semester examination of the course shall show the CGPA earned in the course. The CGPA can be converted into equivalent percentage marks as per the regulations framed by the Academic Council in this regard.

10. TRANSCRIPT

The transcript issued to a student after completion of the course shall contain the consolidated record of all the courses taken semester wise by the student, grades obtained, SGPA of each semester and the final CGPA.

11. Notwithstanding the above, the University shall ensure that the study programme leading to B. Des. Degree shall conform, to the standard set by the relevant regulations and norms of the UGC / relevant regulatory body wherever required.
12. The Ordinance and the Examination, Evaluation Policy and Promotion to higher semester, as above, may be reviewed and amended from time to time subject to the approval of the Academic Council.

AMITY UNIVERSITY CHHATTISGARH
ORDINANCE NO. 06
MASTER OF DESIGN (M.DES.) TWO YEAR DEGREE COURSE

1. APPLICABILITY

The degree of Master of Design (M. Des.) shall be awarded to a candidate who as per the provisions of this ordinance has successfully completed the Course work and Thesis work within the prescribed time period.

2. ELIGIBILITY FOR ADMISSIONS

- (1) The Admission policy shall be as decided from time to time by the Governing Body of the University. The guidelines issued by UGC and the State Government shall be adhered to.
- (2) Candidates who have qualified for the award of the Bachelor's degree in the relevant field of study with minimum pass-marks/ percentile fixed by the Governing Body, from time to time, shall be eligible to apply for admission to the M. Des. programme.
- (3) The eligibility criteria for admission to the M. Des. programme shall be as decided by the Academic Council of the University from time to time and announced by the University for Admission each year.
- (4) The award of the M. Des Degree shall be in accordance with the regulations of the University.
- (5) Reservation for ST/SC/OBC/PWD candidates shall be applicable as per the guidelines issued by Department of Higher Education, State Government time to time.

3. DURATION OF THE COURSE

- (1) The normal duration of the M. Des programme including project work shall be four semesters. Candidates may be permitted to do their project work in industry and other approved organizations as prescribed in the regulations.
- (2) The academic calendar including semester breaks shall be declared by the Academic Council at the beginning of each year.

- (3) The maximum duration available to a student for completion of M. Des Course shall be four years. The maximum duration of the course shall include the period of withdrawal, absence and different kinds of leave permissible to a student, but it shall exclude the period of Rustication, if any.
- (4) At the beginning of each semester, every student shall have to register himself/herself within the duration prescribed in the academic calendar.

4. STRUCTURE OF THE COURSE

The structure of all M. Des. Courses, Scheme of Examination, Curriculum and Syllabi shall be as prescribed by the Academic Council in this regard

5. EVALUATION (ASSESSMENT) OF PERFORMANCE

(1) BASIS OF MARKS

- (a) The performance of a candidate in each semester shall be evaluated for each component of the curriculum separately following the system of continuous evaluation consisting of End Semester Examinations and Internal Assessment. The maximum marks in each component of curriculum shall be as per the examination scheme declared by the Academic Council.
- (b) The minimum pass-marks for the End Semester Examination and the Internal Assessment shall be as framed by the Academic Council for each course from time to time.
- (c) A student failing in the Internal Assessment of any theoretical and /or practical (laboratory) subject shall not be allowed (permitted) to appear in the End Semester Examination of that subject unless special approval is granted by the Academic Council.

(2) BASIS OF CREDITS

- (a) One hour of contact in lecture (L) shall be equal to one credit where as two hours of contact in tutorial (T) and / or practical (P) shall be equal to one credit, Thus, $\text{Credit} = \{L + (T+P)/2\}$. Credit in a subject shall be a whole number, not fractional number. If a credit in a subject turns out in fraction then it shall be rounded off to the nearest whole number.
- (b) A candidate shall earn the credits allotted to a semester only when he/she passes the said semester.

- (c) A candidate shall be eligible for the award of degree of M. Des., only when he / she earns all the credits allotted to the course in which he / she has taken admission.

6. ATTENDANCE

Students are expected to have 100% attendance. Relaxation of maximum 25% may be allowed to cater for sickness or other valid reasons beyond the control of the students for which written permission of HoI/HoD is mandatory. Candidates appearing as regular students for any semester examination are required to attend at least 75 percent of the lectures and 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.

7. PROMOTION TO HIGHER SEMESTERS:

A student shall be promoted for the next academic year/ semester of a programme, if he/she has obtained the required minimum SGPA and CGPA in previous semesters & year respectively as decided by the academic council of the university.

8. PROJECT & THESIS EVALUATION

The evaluation of Project work and Thesis shall be done as per the procedure laid down in the regulations framed by the Academic Council in this regard.

9. BREAK IN THE PROGRAMME

Students may be permitted to take a break in the programme for joining a job provided that they have completed the course work. The project work may be done during a later period either in the organization where they work if it has desired Research and Development facility, or in the University. Such students shall complete the project work within the maximum duration for completion of the programme. Students desirous of discontinuing their programme at any stage with the intention of completing the project work at a later date shall seek and obtain the permission of the Dean/Director of the School/Faculty before doing so.

10. PROJECT WORK IN INDUSTRY OR OTHER ORGANISATIONS

- (1) Sponsored candidates from Research and Developmental Organizations which have facilities of research work in the area proposed and those students who get employment in such organization after completion of the coursework, may be permitted to carry out their project and thesis work in such organizations.
- (2) Regular candidates may also be permitted to carry out their project and thesis work in reputed Research and Development Units and other reputed Organizations.
- (3) The students who are permitted to do the project and thesis work in an industry or Research and Development units and other reputed Organizations, shall have to pay the tuition and other fees to the University for the duration of such work. They shall not be eligible to receive any stipend / scholarship / fellowship from the University if they are receiving any financial support from the industry/ organization in which they are doing the project / thesis work.

11. CREDIT BASED GRADING SYSTEM

- (1) Each course along with its weightage in terms of credits shall be recommended by the concerned Board of Studies (BoS) and shall be approved by the Academic Council and the Governing Body. Only approved courses can be offered during any semester.
- (2) Each student registered for a course, shall be awarded a letter grade. The letter grade awarded to a student shall depend upon his cumulative performance in the End Semester Examination and Internal Assessment.
- (3) The letter grades to be used and their numerical equivalents (called the Grade Points) shall be as per the regulations framed by the Academic council in this regard and subjected to amendment time to time.
- (4) The letter grades shall be awarded for each subject, theoretical or practical and for each module (component) of the curriculum separately.
- (5) The Semester Grade Point Average (SGPA) for a semester is a weighted average of course grade points obtained by a student in a semester and reflects the performance of a student in that semester. The SGPA for each semester shall be calculated as per the regulations framed by the Academic Council in this regard.

- (6) The Cumulative Grade Point Average (CGPA) is the weighted average of course grade points obtained by a student for all courses taken since his/her admission to the degree programme and reflects the cumulative performance of a student.
- (7) At the end of each semester, SGPA and CGPA shall be calculated up to two places of decimal without rounding off.
- (8) To clear / pass a particular subject the minimum required grade and grade point shall be as per the regulations framed by the Academic Council from time to time in this regard.
- (9) A student shall earn all the credits allotted to a particular subject if he / she clears (pass) that subject.
- (10) For the award of degree a candidate should have secured minimum CGPA as per the regulations framed by the Academic Council in this regard.
- (11) The final examination grade sheet at the end of final semester examination of the course shall show the CGPA earned in the course. The CGPA can be converted into equivalent percentage marks as per the regulations framed by the Academic Council from time to time in this regard.

12. TRANSCRIPT

The transcript issued to a student after completion of the course shall contain the consolidated record of all the courses taken semester wise by the student, grades obtained, SGPA of each semester and the final CGPA.

13. Notwithstanding the above, the University shall ensure that the study programme leading to M. Des degree shall conform, to the standard set by the relevant regulations / norms of the UGC.
14. The Ordinance and the Examination, Evaluation Policy and Promotion to higher semester, as above, may be reviewed and amended from time to time subject to the approval of the Academic Council.

AMITY UNIVERSITY CHHATTISGARH
ORDINANCE NO. 07
BACHELOR OF BUSINESS ADMINISTRATION HONS. (B.B.A. HONS.) THREE YEARS
DEGREE COURSE

1. APPLICABILITY

- a. The Undergraduate degree Course in Bachelor of Business Administration- Hons. (3 years Degree Course, in brief) shall be of Three Year Duration, and shall be designed as Bachelor of Business Administration- Hons. (BBA-Hons).
- b. The degree of BBA-Hons shall be awarded for the various specializations of Business Administration being taught in the University after successful completion of the Course.
- c. The evaluation shall be on the basis of Grades and Credits earned, through various assessments, which the student undergoes in the said course.

2. ELIGIBILITY FOR ADMISSIONS

1. The minimum qualification for admission to first year BBA-Hons, who have passed Higher Secondary School Certificates Examination (10+2 examination) or equivalent course in any discipline from any recognized Board / Council / University with minimum pass-marks as prescribed by the Board of Management in this regard .
2. Qualifying the Amity Common Admission Test (AMCAT), Personal interview & Writing Ability Test.
3. Non-Resident Indians (NRI), Persons of Indian Origin (PIO) and Foreign National shall also be eligible for admission to first semester of B. Tech. Course, provided they have passed (10+2) / Higher Secondary Examination or any other equivalent examination. Admission to such candidates shall be made on qualifying the Amity Common Admission Test (AMCAT), Personal interview & Writing Ability Test. .
4. The University may admit a student to BBA-Hons course on transfer from other Institutes/ Universities. Such admissions may be made at any level subject to fulfillment of academic requirements of the University in respect of the program. Provided, no student shall be admitted during the first year, under this scheme.

5. The University reserves the right to cancel the admission of any student and ask him/her to discontinue his/her studies at any stage of his /her career on the grounds of unsatisfactory academic performance or misconduct.
6. The Ordinance and the Admission Policy, eligibility& Selection Procedure, as above, may be reviewed and amended from time to time subject to the approval of the Academic Council.
7. Reservation for ST/SC/OBC/PWD candidates shall be applicable as per the guidelines issued by Department of Higher Education, State Government time to time.

3. DURATION OF THE COURSE

1. The duration of the course shall be three years divided into Six Equal Semesters.
2. The academic calendar including semester breaks shall be declared by the Academic Council at the beginning of each year.
3. The maximum duration available to a student for completion of BBA-Hons Course shall be five years. The maximum duration of the course shall include the period of withdrawal, absence and different kinds of leave permissible to a student, but it shall exclude the period of Rustication, if any.
4. At the beginning of each semester, every student shall have to register himself / herself within the duration prescribed in the academic calendar.

4. EXAMINATIONS

1. The University shall adopt the system of continuous evaluation consisting of Internal Assessment and End Semester Examination for assessing the students' performance during the programme of study.
2. The detailed examination scheme for End Semester Examination as well as Internal Assessment for all components of the curriculum shall be laid down by the Academic Council.
3. A student may be debarred from appearing in the End Semester Examination by the Dean/Director of the School / Faculty due to any of the following reasons:
4. Disciplinary action taken against the student.
5. On the recommendation of concerned Head of the department, if

6. The attendance in the Lecture / Tutorial / Practical classes is below 75% or as may be determined by the Academic Council, in the semester.
7. The performance in the Internal Assessment during the Semester has been found unsatisfactory.
8. The University shall conduct full examination at the end of each semester for the regular students. This examination will also enable those students to appear in the theory / practical courses who may have failed or missed the previous semesters' examination.
9. The teachers may conduct the makeup examination for the students who have missed or failed in the Internal Assessment, with the approval of the Vice – Chancellor upon recommendation of Dean/ Director of the School/Faculty.
10. If a candidate has passed a semester examination in full he / she shall be permitted to reappear in that examination for improvement in division / marks / grades or for any other purpose.
11. The Ordinance and the Examination Procedure, as above, may be reviewed and amended from time to time subject to the approval of the Academic Council.

5. EVALUATION (ASSESSMENT) OF PERFORMANCE

A. BASIS OF MARKS

1. The performance of a candidate in each semester shall be evaluated for each component of the curriculum separately following the system of continuous evaluation consisting of End Semester Examinations and Internal Assessment. The maximum marks in each component of curriculum shall be as per the examination scheme declared by the Academic Council.
2. The minimum pass-marks for the End Semester Examination and the Internal Assessment shall be as prescribed by the Academic Council for each course.

B. BASIS OF CREDITS

1. One hour of contact lecture (L) shall be equal to one credit whereas two hours of contact tutorial (T) and / or practical (P) shall be equal to one credit. Thus, Credit = $\{L + (T+P)/2\}$. Credit in a subject shall be a whole number, not fractional number. If a credit in a subject turns out in fraction then it shall be rounded up to nearest whole number.

2. A candidate shall earn the credits allotted to a semester only when he/she passes the said semester.
3. A candidate shall be eligible for the award of degree of BBA-Hons, only when he / she earns all the credits allotted to the course in which he / she has taken admission.

6. ATTENDANCE

Students are expected to have 100% attendance. Relaxation of maximum 25% may be allowed to cater for sickness or other valid reasons beyond the control of the students for which written permission of Hol/HoD is mandatory. Candidates appearing as regular students for any semester examination are required to attend at least 75 percent of the lectures and 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.

7. PROMOTION TO HIGHER SEMESTERS:

A student shall be promoted for the next academic year/ semester of a programme, if he/she has obtained the required minimum SGPA and CGPA in previous semesters & year respectively as decided by the academic council of the university.

8. CREDIT BASED GRADING SYSTEM

1. Each course along with its weightage in terms of credits shall be recommended by the concerned Board of Studies (BoS) and shall be approved by the Academic Council and the Governing Body. Only approved courses can be offered during any semester.
2. Each student registered for a course, shall be awarded a letter grade. The letter grade awarded to a student shall depend upon his cumulative performance in the End Semester Examination and Internal Assessment.
3. The letter grades to be used and their numerical equivalents (called the Grade Points) shall be as per the regulations framed by the Academic council in this regard and subjected to amendment time to time.
4. The letter grades shall be awarded for each subject, theoretical or practical and for each module (component) of the curriculum separately.
5. The Semester Grade Point Average (SGPA) for a semester is a weighted average of course grade points obtained by a student in a semester and reflects the

performance of a student in that semester. The SGPA for each semester shall be calculated as per the regulations framed by the Academic Council.

6. The Cumulative Grade Point Average (CGPA) is the weighted average of course grade points obtained by a student for all courses taken since his/her admission to the degree programme and reflects the cumulative performance of a student.
7. At the end of each semester, SGPA and CGPA shall be calculated up to two places of decimal without rounding off.
8. To clear / pass a particular subject the minimum required grade and grade point shall be as per the regulations framed by the Academic Council thereof.
9. A student shall earn all the credits allotted to a particular subject if he / she clears (pass) that subject.
10. For the award of degree a candidate should have secured minimum CGPA as per the regulations framed by the Academic Council in this regard.
11. The final examination grade sheet at the end of final semester examination of the course shall show the CGPA earned in the course. The CGPA can be converted into equivalent percentage marks as per the regulations framed by the Academic Council in this regard.

13. TRANSCRIPT

The transcript issued to a student after completion of the course shall contain the consolidated record of all the courses taken semester wise by the student, grades obtained, SGPA of each semester and the final CGPA.

14. Notwithstanding the above, the University shall ensure that the study programme leading to BBA-Hons degree shall conform, to the standard set by the relevant regulations and norms of the UGC.
15. The Ordinance and the Examination, Evaluation Policy and Promotion to higher semester, as above, may be reviewed and amended from time to time subject to the approval of the Academic Council.

AMITY UNIVERSITY CHHATTISGARH
ORDINANCE NO. 08
BACHELOR OF HOSPITALITY & TOURISM MANAGEMENT HONS.
(BHTM HONS.)THREE YEAR DEGREE COURSE

1. APPLICABILITY

- (1) The Undergraduate degree Course in Bachelor of Hospitality & Tourism Management-BHTM (3 years Degree Course, in brief) shall be of Three Year Duration, and shall be designed as Bachelor of Hospitality & Tourism Management (BHTM).
- (2) The degree of BHTM shall be awarded for the various specializations of Hospitality Management being taught in the University after successful completion of the Course.
- (3) The evaluation shall be on the basis of Grades and Credits earned, through various assessments, which the student undergoes in the said course.

2. ELIGIBILITY FOR ADMISSIONS

1. The minimum qualification for admission to first year BHTM, who have passed Higher Secondary School Certificates Examination (10+2 examination) or equivalent course in any discipline from any recognized Board / Council / University with minimum pass-marks as prescribed by the Board of Management in this regard.
2. Qualifying the Amity Common Admission Test (AMCAT), Personal interview & Writing Ability Test.
3. Non-Resident Indians (NRI), Persons of Indian Origin (PIO) and Foreign National shall also be eligible for admission to first semester of BHTM Course, provided they have passed (10+2) / Higher Secondary Examination or any other equivalent examination. Admission to such candidates shall be made on qualifying the Amity Common Admission Test (AMCAT), Personal interview & Writing Ability Test.
4. The University may admit a student to BHTM course on transfer from other Institutes/ Universities. Such admissions may be made at any level subject to fulfillment of academic requirements of the University in respect of the

program. Provided, no student shall be admitted during the first year, under this scheme.

5. The University reserves the right to cancel the admission of any student and ask him/her to discontinue his/her studies at any stage of his /her career on the grounds of unsatisfactory academic performance or misconduct.
6. The Ordinance and the Admission Policy, Eligibility & Selection Procedure, as above, may be reviewed and amended from time to time subject to the approval of the Academic Council.
7. Reservation for ST/SC/OBC/PWD candidates shall be applicable as per the guidelines issued by Department of Higher Education, State Government time to time.

3. DURATION OF THE COURSE

- (1) The duration of the course shall be three years divided into Six Equal Semesters.
- (2) The academic calendar including semester breaks shall be declared by the Academic Council at the beginning of each year.
- (3) The maximum duration available to a student for completion of BHTM Course shall be five years. The maximum duration of the course shall include the period of withdrawal, absence and different kinds of leave permissible to a student, but it shall exclude the period of Rustication, if any.
- (4) At the beginning of each semester, every student shall have to register himself / herself within the duration prescribed in the academic calendar.

4. EXAMINATIONS

- (1) The University shall adopt the system of continuous evaluation consisting of Internal Assessment during the semester and End Semester Examination for assessing the students' performance during the programme of study.
- (2) The detailed examination scheme for End Semester Examination as well as Internal Assessment for all components of the curriculum shall be laid down by the Academic Council.
- (3) A student may be debarred from appearing in the End Semester Examination by the Dean/Director of the School / Faculty due to any of the following reasons:
 - (a) Disciplinary action taken against the student.

- (b) On the recommendation of concerned Head of the department, if
 - (i) The attendance in the Lecture / Tutorial / Practical classes is below 75% or as may be determined by the Academic Council, in the semester.
 - (ii) The performance in the Internal Assessment during the Semester has been found unsatisfactory.
- (4) The University shall conduct full examination at the end of each semester for the regular students. This examination will also enable those students to appear in the theory / practical courses who may have failed or missed the previous semesters' examination.
- (5) The teachers may conduct the makeup examination for the students who have missed or failed in the Internal Assessment, with the approval of the Vice – Chancellor upon recommendation of Dean/ Director of the School/Faculty.
- (6) If a candidate has passed a semester examination in full he / she shall be permitted to reappear in that examination for improvement in division / marks / grades or for any other purpose.
- (7) The Ordinance and the Examination Procedure, as above, may be reviewed and amended from time to time subject to the approval of the Academic Council.

5. EVALUATION (ASSESSMENT) OF PERFORMANCE

(1) BASIS OF MARKS

- (a) The performance of a candidate in each semester shall be evaluated for each component of the curriculum separately following the system of continuous evaluation consisting of End Semester Examinations and Internal Assessment. The maximum marks in each component of curriculum shall be as per the examination scheme declared by the Academic Council.
- (b) The minimum pass-marks for the End Semester Examination and the Internal Assessment shall be as prescribed by the Academic Council for each course.

(2) BASIS OF CREDITS

- (a) One hour of contact lecture (L) shall be equal to one credit whereas two hours of contact tutorial (T) and / or practical (P) shall be equal to one credit. Thus, $\text{Credit} = \{L + (T+P)/2\}$. Credit in a subject shall be a whole number.

not fractional number. If a credit in a subject turns out in fraction then it shall be rounded up to nearest whole number.

- (b) A candidate shall earn the credits allotted to a semester only when he/she passes the said semester.
- (c) A candidate shall be eligible for the award of degree of B.Com-Hons, only when he / she earns all the credits allotted to the course in which he / she has taken admission.

6. ATTENDANCE

Students are expected to have 100% attendance. Relaxation of maximum 25% may be allowed to cater for sickness or other valid reasons beyond the control of the students for which written permission of HoI/HoD is mandatory. Candidates appearing as regular students for any semester examination are required to attend at least 75 percent of the lectures and 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.

7. PROMOTION TO HIGHER SEMESTERS:

A student shall be promoted for the next academic year/ semester of a programme, if he/she has obtained the required minimum SGPA and CGPA in previous semesters & year respectively as decided by the academic council of the university.

8. CREDIT BASED GRADING SYSTEM

- (1) Each course along with its weightage in terms of credits shall be recommended by the concerned Board of Studies (BoS) and shall be approved by the Academic Council and the Governing Body. Only approved courses can be offered during any semester.
- (2) Each student registered for a course, shall be awarded a letter grade. The letter grade awarded to a student shall depend upon his cumulative performance in the End Semester Examination and Internal Assessment.
- (3) The letter grades to be used and their numerical equivalents (called the Grade Points) shall be as per the regulations framed by the Academic council in this regard and subjected to amendment time to time.

- (4) The letter grades shall be awarded for each subject, theoretical or practical and for each module (component) of the curriculum separately.
- (5) The Semester Grade Point Average (SGPA) for a semester is a weighted average of course grade points obtained by a student in a semester and reflects the performance of a student in that semester. The SGPA for each semester shall be calculated as per the regulations framed by the Academic Council.
- (6) The Cumulative Grade Point Average (CGPA) is the weighted average of course grade points obtained by a student for all courses taken since his/her admission to the degree programme and reflects the cumulative performance of a student.
- (7) At the end of each semester, SGPA and CGPA shall be calculated up to two places of decimal without rounding off.
- (8) To clear / pass a particular subject the minimum required grade and grade point shall be as per the regulations framed by the Academic Council thereof.
- (9) A student shall earn all the credits allotted to a particular subject if he / she clears (pass) that subject.
- (10) For the award of degree a candidate should have secured minimum CGPA as per the regulations framed by the Academic Council in this regard.
- (11) The final examination grade sheet at the end of final semester examination of the course shall show the CGPA earned in the course. The CGPA can be converted into equivalent percentage marks as per the regulations framed by the Academic Council in this regard.

9. TRANSCRIPT

The transcript issued to a student after completion of the course shall contain the consolidated record of all the courses taken semester wise by the student, grades obtained, SGPA of each semester and the final CGPA.

10. Notwithstanding the above, the University shall ensure that the study programme leading to BHTM degree shall conform, to the standard set by the relevant regulations and norms of the UGC.

11. The Ordinance and the Examination, Evaluation Policy and Promotion to higher semester, as above, may be reviewed and amended from time to time subject to the approval of the Academic Council.

AMITY UNIVERSITY CHHATTISGARH
ORDINANCE NO. 09
MASTER OF BUSINESS ADMINISTRATION (M.B.A.) TWO YEAR DEGREE COURSE

1. APPLICABILITY

- (1) The Postgraduate Degree Course Master of Business Administration (2 years Postgraduate Degree Course, in brief) shall be of two year duration, and shall be designed as Master of Business Administration (MBA) and shall be offered as MBA (HR), MBA (IB), MBA(M&S) and MBA(General) with dual specializations in Human Resource Management, Marketing Management, International Business Management, Marketing and Sales, Production & Operations Management, Financial Management, Information Technology Management, Power Management, Hospitality & Tourism Management, Insurance & Banking.
- (2) The degree of MBA shall be awarded for the various Specializations being offered by the University after successful completion of the Course.
- (3) The evaluation shall be on the basis of Grades and Credits earned, through various assessments, which the student undergoes in the said course.

2. ELIGIBILITY FOR ADMISSIONS

- 1) Only such candidates of any faculty of a Statutory University, who have secured at least minimum marks at the degree level examination or minimum marks at the post-graduate level examination as prescribed by the Board of Management in this regard, shall be eligible to apply for admission to M.B.A. course through an Admission Test, conducted by the University. The nature, scope and other necessary details of the admission test and the rules of admission shall be such as may be decided and notified by the University from time to time.
- 2) Obtained score in one of the following examinations; AMCAT (Amity Common Admission Test) conducted by the Competent Authority(Amity Group), Graduate Management Aptitude Test Conducted by Graduate Management Admission Council, United States of America (GMAT), Common Admission Test conducted by Indian Institute of Management (CAT), Management Aptitude Test Conducted by All India Management Association (MAT), Entrance Test for

Management Admissions conducted by The Association of Indian Management Schools.(ATMA), Xavier Aptitude Test conducted by Xavier School of Management Jamshedpur (XAT) and Common Management Aptitude Test Conducted by All India Council for Technical Education (CMAT).valid for admissions during the Academic year.

- 3) Children of NRI / OCI / PIO, Children of Indian workers in the Gulf countries, Foreign National

Passed minimum Three year duration Bachelor's Degree awarded by the University recognized by University Grants Commission or Association of Indian Universities in any discipline with at least 50% marks in aggregate or its equivalent and satisfy the conditions of Point.2)

- 4) The University may admit a student to MBA Course on transfer from other Institutes/ Universities. Such admissions may be made at any level subject to fulfillment of academic requirements of the University in respect of the program. Provided, no student shall be admitted during the first year, under this scheme.
- 5) The University reserves the right to cancel the admission of any student and ask him/her to discontinue his/her studies at any stage of his /her career on the grounds of unsatisfactory academic performance or misconduct.
- 6) The Ordinance and the Admission Policy, eligibility & Selection Procedure, as above, may be reviewed and amended from time to time subject to the approval of the Academic Council.
- 7) Reservation for ST/SC/OBC/PWD candidates shall be applicable as per the guidelines issued by Department of Higher Education, State Government time to time.
- 8) Reservation for ST/SC/OBC/PWD candidates shall be applicable as per the guidelines issued by Department of Higher Education, State Government time to time.

3. DURATION OF THE COURSE

- (1) The duration of the course shall be Two years divided into Four Equal Semesters.
- (2) The academic calendar including semester breaks shall be declared by the Academic Council at the beginning of each year.
- (3) The maximum duration available to a student for completion of MBA course shall be 3 years. The maximum duration of the course shall include the period of

withdrawal, absence and different kinds of leave permissible to a student, but it shall exclude the period of Rustication, if any.

- (4) At the beginning of each semester, every student shall have to register himself / herself within the duration prescribed in the academic calendar.

4. EXAMINATIONS

- (1) The University shall adopt the system of continuous evaluation consisting of Internal Assessment during the semester and End Semester Examination for assessing the students' performance during the programme of study.
- (2) The detailed examination scheme for End Semester Examination as well as Internal Assessment for all components of the curriculum shall be laid down by the Academic Council.
- (3) A student may be debarred from appearing in the End Semester Examination by the Dean/Director of the School / Faculty due to any of the following reasons:
 - (a) Disciplinary action taken against the student.
 - (b) On the recommendation of concerned Head of the department, if
 - (i) The attendance in the Lecture / Tutorial / Practical classes is below 75% or as may be determined by the Academic Council, in the semester.
 - (ii) The performance in the Internal Assessment during the Semester has been found unsatisfactory.
- (4) The University shall conduct full examination at the end of each semester for the regular students. This examination will also enable those students to appear in the theory / practical courses who may have failed or missed the previous semesters' examination.
- (5) The teachers may conduct the makeup examination for the students who have missed or failed in the Internal Assessment, with the approval of the Vice – Chancellor upon recommendation of Dean/ Director of the School/Faculty.
- (6) If a candidate has passed a semester examination in full he / she shall be permitted to reappear in that examination for improvement in division / marks / grades or for any other purpose.
- (7) The Ordinance and the Examination Procedure, as above, may be reviewed and amended from time to time subject to the approval of the Academic Council.

5. EVALUATION (ASSESSMENT) OF PERFORMANCE

(1) BASIS OF MARKS

- (a) The performance of a candidate in each semester shall be evaluated for each component of the curriculum separately following the system of

continuous evaluation consisting of End Semester Examinations and Internal Assessment. The maximum marks in each component of curriculum shall be as per the examination scheme declared by the Academic Council.

- (b) The minimum pass-marks for the End Semester Examination and the Internal Assessment shall be as prescribed by the Academic Council for each course.

(2) BASIS OF CREDITS

- (a) One hour of contact lecture (L) shall be equal to one credit whereas two hours of contact tutorial (T) and / or practical (P) shall be equal to one credit. Thus, $\text{Credit} = \{L + (T+P)/2\}$. Credit in a subject shall be a whole number, not fractional number. If a credit in a subject turns out in fraction then it shall be rounded up to nearest whole number.
- (b) A candidate shall earn the credits allotted to a semester only when he/she passes the said semester.
- (c) A candidate shall be eligible for the award of degree of MBA, only when he / she earns all the credits allotted to the course in which he / she has taken admission.

6. ATTENDANCE

Students are expected to have 100% attendance. Relaxation of maximum 25% may be allowed to cater for sickness or other valid reasons beyond the control of the students for which written permission of HoI/HoD is mandatory. Candidates appearing as regular students for any semester examination are required to attend at least 75 percent of the lectures and 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.

7. PROMOTION TO HIGHER SEMESTERS:

A student shall be promoted for the next academic year/ semester of a programme, if he/she has obtained the required minimum SGPA and CGPA in previous semesters & year respectively as decided by the academic council of the university.

If the Student does not fulfill the minimum SGPA in each semester and CGPA criteria may be promoted to next semester/ year on the recommendation of Dean/Director and placed on Academic Probation (AP) provided he/she has cleared minimum number of

Credit units as decided by the academic Council. However, under special circumstances, the Vice Chancellor shall condone the criteria of minimum SGPA and CGPA provided that there are sufficient reasons, such cases shall be duly recommended by the Dean/Director of the School/Faculty.

8. CREDIT BASED GRADING SYSTEM

- (1) Each course along with its weightage in terms of credits shall be recommended by the concerned Board of Studies (BoS) and shall be approved by the Academic Council and the Governing Body. Only approved courses can be offered during any semester.
- (2) Each student registered for a course, shall be awarded a letter grade. The letter grade awarded to a student shall depend upon his cumulative performance in the End Semester Examination (ESE) and Mid Term Examination (MTE).
- (3) The letter grades to be used and their numerical equivalents (called the Grade Points) shall be as per the regulations framed by the Academic council in this regard and subjected to amendment time to time.
- (4) The letter grades shall be awarded for each subject, theoretical or practical and for each module (component) of the curriculum separately.
- (5) The Semester Grade Point Average (SGPA) for a semester is a weighted average of course grade points obtained by a student in a semester and reflects the performance of a student in that semester. The SGPA for each semester shall be calculated as per the regulations framed by the Academic Council.
- (6) The Cumulative Grade Point Average (CGPA) is the weighted average of course grade points obtained by a student for all courses taken since his/her admission to the degree programme and reflects the cumulative performance of a student.
- (7) At the end of each semester, SGPA and CGPA shall be calculated up to two places of decimal without rounding off.
- (8) To clear / pass a particular subject the minimum required grade and grade point shall be as per the regulations framed by the Academic Council thereof.
- (9) A student shall earn all the credits allotted to a particular subject if he / she clears (pass) that subject.
- (10) For the award of degree a candidate should have secured minimum CGPA as per the regulations framed by the Academic Council in this regard.

- (11) The final examination grade sheet at the end of final semester examination of the course shall show the CGPA earned in the course. The CGPA can be converted into equivalent percentage marks as per the regulations framed by the Academic Council in this regard.

9. TRANSCRIPT

The transcript issued to a student after completion of the course shall contain the consolidated record of all the courses taken semester wise by the student, grades obtained, SGPA of each semester and the final CGPA.

10. Notwithstanding the above, the University shall ensure that the study programme leading to MBA degree shall conform, to the standard set by the relevant regulations and norms of the UGC.
11. The Ordinance and the Examination, Evaluation Policy and Promotion to higher semester, as above, may be reviewed and amended from time to time subject to the approval of the Academic Council.

AMITY UNIVERSITY CHHATTISGARH
ORDINANCE NO. 10
MASTER OF HOSPITALITY & TOURISM MANAGEMENT (MHTM) TWO YEAR DEGREE
COURSE

1. APPLICABILITY

- (1) The Postgraduate Degree Course Master of Hospitality & Tourism Management (2 years Postgraduate Degree Course, in brief) shall be of two year duration, and shall be designed as Master of Hospitality & Tourism Management(MHTM).
- (2) The degree of MHTM shall be awarded for the various Specializations being offered by the University after successful completion of the Course.
- (3) The evaluation shall be on the basis of Grades and Credits earned, through various assessments, which the student undergoes in the said course.

2. ELIGIBILITY FOR ADMISSIONS

- 1) All India Candidature Candidates

Only such candidates of any faculty of a Statutory University, who have secured at least minimum marks at the degree level examination or minimum marks at the Post-graduate level examination as prescribed by the Board of Management in this regard, shall be eligible to apply for admission to MHTM course through an Admission Test, conducted by the University. The nature, scope and other necessary details of the admission test and the rules of admission shall be such as may be decided and notified by the University from time to time.

- 2) Children of NRI / OCI / PIO, Children of Indian workers in the Gulf countries, Foreign National Passed minimum Three year duration Bachelor's Degree awarded by the University recognized by University Grants Commission or Association of Indian Universities in any discipline with at least 50% marks in aggregate or its equivalent and satisfy the conditions of Point.2)
- 3) The University may admit a student to MHTM Course on transfer from other Institutes/ Universities. Such admissions may be made at any level subject to fulfillment of academic requirements of the University in respect of the program. Provided, no student shall be admitted during the first year, under this scheme.

- 4) The University reserves the right to cancel the admission of any student and ask him/her to discontinue his/her studies at any stage of his /her career on the grounds of unsatisfactory academic performance or misconduct.
- 5) The Ordinance and the Admission Policy, eligibility & Selection Procedure, as above, may be reviewed and amended from time to time subject to the approval of the Academic Council.
- 6) Reservation for ST/SC/OBC/PWD candidates shall be applicable as per the guidelines issued by Department of Higher Education, State Government time to time.

3. DURATION OF THE COURSE

- (1) The duration of the course shall be Two years divided into Four Equal Semesters.
- (2) The academic calendar including semester breaks shall be declared by the Academic Council at the beginning of each year.
- (3) The maximum duration available to a student for completion of MHTM Course shall be three years. The maximum duration of the course shall include the period of withdrawal, absence and different kinds of leave permissible to a student, but it shall exclude the period of Rustication, if any.
- (4) At the beginning of each semester, every student shall have to register him / herself within the duration prescribed in the academic calendar.

4. EXAMINATIONS

- (1) The University shall adopt the system of continuous evaluation consisting of Internal Assessment during the semester and End Semester Examination for assessing the students' performance during the programme of study.
- (2) The detailed examination scheme for End Semester Examination (ESE) as well as Internal Assessment for all components of the curriculum shall be laid down by the Academic Council.
- (3) A student may be debarred from appearing in the End Semester Examination by the Dean/Director of the School / Faculty due to any of the following reasons:
 - (a) Disciplinary action taken against the student.
 - (b) On the recommendation of concerned Head of the department, if

- (i) The attendance in the Lecture / Tutorial / Practical classes is below 75% or as may be determined by the Academic Council, in the semester.
 - (ii) The performance in the Internal Assessment during the Semester has been found unsatisfactory.
- (4) The University shall conduct full examination at the end of each semester for the regular students. This examination will also enable those students to appear in the theory / practical courses who may have failed or missed the previous semesters' examination.
- (5) The teachers may conduct the makeup examination for the students who have missed or failed in the Internal Assessment, with the approval of the Vice – Chancellor upon recommendation of Dean/ Director of the School/Faculty.
- (6) If a candidate has passed a semester examination in full he / she shall be permitted to reappear in that examination for improvement in division / marks / grades or for any other purpose.
- (7) The Ordinance and the Examination Procedure, as above, may be reviewed and amended from time to time subject to the approval of the Academic Council.

5. EVALUATION (ASSESSMENT) OF PERFORMANCE

(1) BASIS OF MARKS

- (a) The performance of a candidate in each semester shall be evaluated for each component of the curriculum separately following the system of continuous evaluation consisting of End Semester Examinations and Internal Assessment. The maximum marks in each component of curriculum shall be as per the examination scheme declared by the Academic Council.
- (b) The minimum pass-marks for the End Semester Examination and the Internal Assessment shall be as prescribed by the Academic Council for each course.

(2) BASIS OF CREDITS

- (a) One hour of contact lecture (L) shall be equal to one credit whereas two hours of contact tutorial (T) and / or practical (P) shall be equal to one credit. Thus, $\text{Credit} = \{L + (T+P)/2\}$. Credit in a subject shall be a whole number, not fractional number. If a credit in a subject turns out in fraction then it shall be rounded up to nearest whole number.

- (b) A candidate shall earn the credits allotted to a semester only when he/she passes the said semester.
- (c) A candidate shall be eligible for the award of degree of MHTM, only when he / she earns all the credits allotted to the course in which he / she has taken admission.

6. ATTENDANCE

Students are expected to have 100% attendance. Relaxation of maximum 25% may be allowed to cater for sickness or other valid reasons beyond the control of the students for which written permission of HoI/HoD is mandatory. Candidates appearing as regular students for any semester examination are required to attend at least 75 percent of the lectures and 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.

7. PROMOTION TO HIGHER SEMESTERS:

A student shall be promoted for the next academic year/ semester of a programme, if he/she has obtained the required minimum SGPA and CGPA in previous semesters & year respectively as decided by the academic council of the university.

8. CREDIT BASED GRADING SYSTEM

- (1) Each course along with its weightage in terms of credits shall be recommended by the concerned Board of Studies (BoS) and shall be approved by the Academic Council and the Governing Body. Only approved courses can be offered during any semester.
- (2) Each student registered for a course, shall be awarded a letter grade. The letter grade awarded to a student shall depend upon his cumulative performance in the End Semester Examination and Internal Assessment.
- (3) The letter grades to be used and their numerical equivalents (called the Grade Points) shall be as per the regulations framed by the Academic council in this regard and subjected to amendment time to time.
- (4) The letter grades shall be awarded for each subject, theoretical or practical and for each module (component) of the curriculum separately.

- (5) The Semester Grade Point Average (SGPA) for a semester is a weighted average of course grade points obtained by a student in a semester and reflects the performance of a student in that semester. The SGPA for each semester shall be calculated as per the regulations framed by the Academic Council.
- (6) The Cumulative Grade Point Average (CGPA) is the weighted average of course grade points obtained by a student for all courses taken since his/her admission to the degree programme and reflects the cumulative performance of a student.
- (7) At the end of each semester, SGPA and CGPA shall be calculated up to two places of decimal without rounding off.
- (8) To clear / pass a particular subject the minimum required grade and grade point shall be as per the regulations framed by the Academic Council thereof.
- (9) A student shall earn all the credits allotted to a particular subject if he / she clears (pass) that subject.
- (10) For the award of degree a candidate should have secured minimum CGPA as per the regulations framed by the Academic Council in this regard.
- (11) The final examination grade sheet at the end of final semester examination of the course shall show the CGPA earned in the course. The CGPA can be converted into equivalent percentage marks as per the regulations framed by the Academic Council in this regard.

9. TRANSCRIPT

The transcript issued to a student after completion of the course shall contain the consolidated record of all the courses taken semester wise by the student, grades obtained, SGPA of each semester and the final CGPA.

10. Notwithstanding the above, the University shall ensure that the study programme leading to MHTM degree shall conform, to the standard set by the relevant regulations and norms of the UGC.
11. The Ordinance and the Examination, Evaluation Policy and Promotion to higher semester, as above, may be reviewed and amended from time to time subject to the approval of the Academic Council.

AMITY UNIVERSITY CHHATTISGARH
ORDINANCE NO. 11
BACHELOR OF COMMERCE HONS. (B.COM. HONS) THREE YEARS DEGREE COURSE

1. APPLICABILITY

- (1) The Undergraduate degree Course in Bachelor of Commerce- Hons (3 years Degree Course, in brief) shall be of Three Year Duration, and shall be designed as Bachelor of Commerce (B.Com-Hons).
- (2) The degree of B.Com-Hons. shall be awarded for the various specializations of Commerce being taught in the University after successful completion of the Course.
- (3) The evaluation shall be on the basis of Grades and Credits earned, through various assessments, which the student undergoes in the said course.

2. ELIGIBILITY FOR ADMISSIONS

1. The minimum qualification for admission to first year B.Com-Hons, who have passed the Higher Secondary School Certificates Examination (10+2 examination) or equivalent course in concerned discipline from any recognized Board / Council / University with minimum pass-marks as prescribed by the Board of Management in this regard.
2. Shall qualify the Amity Common Admission Test (AMCAT), Personal interview & Writing Ability Test.
3. Non-Resident Indians (NRI), Persons of Indian Origin (PIO) and Foreign National shall also be eligible for admission to first semester of B. Tech. Course, provided they have passed (10+2) / Higher Secondary Examination or any other equivalent examination. Admission to such candidates shall be made on qualifying the Amity Common Admission Test (AMCAT), Personal interview & Writing Ability Test.
4. The University may admit a student to B.Com-Hons course on transfer from other Institutes/ Universities. Such admissions may be made at any level subject to fulfillment of academic requirements of the University in respect of the program. Provided, no student shall be admitted during the first year, under this scheme.
5. The University reserves the right to cancel the admission of any student and ask him/her to discontinue his/her studies at any stage of his /her career on the grounds of unsatisfactory academic performance or misconduct.

6. The Ordinance and the Admission Policy, eligibility & Selection Procedure, as above, may be reviewed and amended from time to time subject to the approval of the Academic Council.
7. Reservation for ST/SC/OBC/PWD candidates shall be applicable as per the guidelines issued by Department of Higher Education, State Government time to time.

3. DURATION OF THE COURSE

- (1) The duration of the course shall be three years divided into Six Equal Semesters.
- (2) The academic calendar including semester breaks shall be declared by the Academic Council at the beginning of each year.
- (3) The maximum duration available to a student for completion of B.Com-Hons Course shall be 5 years. The maximum duration of the course shall include the period of withdrawal, absence and different kinds of leave permissible to a student, but it shall exclude the period of Rustication, if any.
- (4) At the beginning of each semester, every student shall have to register him / herself within the duration prescribed in the academic calendar.

4. EXAMINATIONS

- (1) The University shall adopt the system of continuous evaluation consisting of Internal Assessment during the semester and End Semester Examination for assessing the students' performance during the programme of study.
- (2) The detailed examination scheme for End Semester Examination as well as Internal Assessment for all components of the curriculum shall be laid down by the Academic Council.
- (3) A student may be debarred from appearing in the End Semester Examination by the Dean/Director of the School / Faculty due to any of the following reasons:
 - (a) Disciplinary action taken against the student.
 - (b) On the recommendation of concerned Head of the department, if
 - (i) The attendance in the Lecture / Tutorial / Practical classes is below 75% or as may be determined by the Academic Council, in the semester.

- (ii) The performance in the Internal Assessment during the Semester has been found unsatisfactory.
- (4) The University shall conduct full examination at the end of each semester for the regular students. This examination will also enable those students to appear in the theory / practical courses who may have failed or missed the previous semesters' examination.
- (5) The teachers may conduct the makeup examination for the students who have missed or failed in the Internal Assessment, with the approval of the Vice – Chancellor upon recommendation of Dean/ Director of the School/Faculty.
- (6) If a candidate has passed a semester examination in full he / she shall be permitted to reappear in that examination for improvement in division / marks / grades or for any other purpose.
- (7) The Ordinance and the Examination Procedure, as above, may be reviewed and amended from time to time subject to the approval of the Academic Council.

5. EVALUATION (ASSESSMENT) OF PERFORMANCE

(1) BASIS OF MARKS

- (a) The performance of a candidate in each semester shall be evaluated for each component of the curriculum separately following the system of continuous evaluation consisting of End Semester Examinations and Internal Assessment. The maximum marks in each component of curriculum shall be as per the examination scheme declared by the Academic Council.
- (b) The minimum pass-marks for the End Semester Examination and the Internal Assessment shall be as prescribed by the Academic Council for each course.

(2) BASIS OF CREDITS

- (a) One hour of contact lecture (L) shall be equal to one credit whereas two hours of contact tutorial (T) and / or practical (P) shall be equal to one credit. Thus, $\text{Credit} = \{L + (T+P)/2\}$. Credit in a subject shall be a whole number, not fractional number. If a credit in a subject turns out in fraction then it shall be rounded up to nearest whole number.
- (b) A candidate shall earn the credits allotted to a semester only when he/she passes the said semester.

- (c) A candidate shall be eligible for the award of degree of B.Com-Hons, only when he / she earns all the credits allotted to the course in which he / she has taken admission.

6. ATTENDANCE

Students are expected to have 100% attendance. Relaxation of maximum 25% may be allowed to cater for sickness or other valid reasons beyond the control of the students for which written permission of HoI/HoD is mandatory. Candidates appearing as regular students for any semester examination are required to attend at least 75 percent of the lectures and 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.

7. PROMOTION TO HIGHER SEMESTERS:

A student shall be promoted for the next academic year/ semester of a programme, if he/she has obtained the required minimum SGPA and CGPA in previous semesters & year respectively as decided by the academic council of the university.

8. CREDIT BASED GRADING SYSTEM

- (1) Each course along with its weightage in terms of credits shall be recommended by the concerned Board of Studies (BoS) and shall be approved by the Academic Council and the Governing Body. Only approved courses can be offered during any semester.
- (2) Each student registered for a course, shall be awarded a letter grade. The letter grade awarded to a student shall depend upon his cumulative performance in the End Semester Examination and Internal Assessment.
- (3) The letter grades to be used and their numerical equivalents (called the Grade Points) shall be as per the regulations framed by the Academic council in this regard and subjected to amendment time to time.
- (4) The letter grades shall be awarded for each subject, theoretical or practical and for each module (component) of the curriculum separately.
- (5) The Semester Grade Point Average (SGPA) for a semester is a weighted average of course grade points obtained by a student in a semester and reflects

the performance of a student in that semester; The SGPA for each semester shall be calculated as per the regulations framed by the Academic Council.

- (6) The Cumulative Grade Point Average (CGPA) is the weighted average of course grade points obtained by a student for all courses taken since his/her admission to the degree programme and reflects the cumulative performance of a student.
- (7) At the end of each semester, SGPA and CGPA shall be calculated up to two places of decimal without rounding off.
- (8) To clear / pass a particular subject the minimum required grade and grade point shall be as per the regulations framed by the Academic Council thereof.
- (9) A student shall earn all the credits allotted to a particular subject if he / she clears (pass) that subject.
- (10) For the award of degree a candidate should have secured minimum CGPA as per the regulations framed by the Academic Council in this regard.
- (11) The final examination grade sheet at the end of final semester examination of the course shall show the CGPA earned in the course. The CGPA can be converted into equivalent percentage marks as per the regulations framed by the Academic Council in this regard.

9. TRANSCRIPT

The transcript issued to a student after completion of the course shall contain the consolidated record of all the courses taken semester wise by the student, grades obtained, SGPA of each semester and the final CGPA.

10. Notwithstanding the above, the University shall ensure that the study programme leading to B.Com. (Hons) degree shall conform, to the standard set by the relevant regulations and norms of the UGC.
11. The Ordinance and the Examination, Evaluation Policy and Promotion to higher semester, as above, may be reviewed and amended from time to time subject to the approval of the Academic Council.

AMITY UNIVERSITY CHHATTISGARH
ORDINANCE NO. 12
MASTER OF COMMERCE (M.COM.) TWO YEARS DEGREE COURSE

1. APPLICABILITY

- (1) The Postgraduate Degree Course Master of Commerce (2 years Postgraduate Degree Course, in brief) shall be of three year duration, and shall be designed as Master of Commerce (M.Com).
- (2) The degree of M.Com shall be awarded for the various Specializations being offered by the University after successful completion of the Course.
- (3) The evaluation shall be on the basis of Grades and Credits earned, through various assessments, which the student undergoes in the said course.

2. ELIGIBILITY FOR ADMISSIONS

1) All India Candidate

Only such candidates of the concerned faculty of a Statutory University, who have secured at least minimum marks the degree level examination as prescribed by the Board of Management in this regard, shall be eligible to apply for admission to M.Com course through an Admission Test, conducted by the University. The nature, scope and other necessary details of the admission test and the rules of admission shall be such as may be decided and notified by the University from time to time.

- 2) Children of NRI / OCI / PIO, Children of Indian workers in the Gulf countries, Foreign National Passed minimum Three year duration Bachelor's Degree awarded by the University recognized by University Grants Commission or Association of Indian Universities in any discipline with at least 50% marks in aggregate or its equivalent.
- 3) The University may admit a student to M.Com Course on transfer from other Institutes/ Universities. Such admissions may be made at any level subject to fulfillment of academic requirements of the University in respect of the program. Provided, no student shall be admitted during the first year, under this scheme.
- 4) The University reserves the right to cancel the admission of any student and ask him/her to discontinue his/her studies at any stage of his /her career on the grounds of unsatisfactory academic performance or misconduct.

- 5) The Ordinance and the Admission Policy, eligibility & Selection Procedure, as above, may be reviewed and amended from time to time subject to the approval of the Academic Council.
- 6) Reservation for ST/SC/OBC/PWD candidates shall be applicable as per the guidelines issued by Department of Higher Education, State Government time to time.

3. DURATION OF THE COURSE

- (1) The duration of the course shall be Two years divided into Four Equal Semesters.
- (2) The academic calendar including semester breaks shall be declared by the Academic Council at the beginning of each year.
- (3) The maximum duration available to a student for completion of M.Com Course shall be three years. The maximum duration of the course shall include the period of withdrawal, absence and different kinds of leave permissible to a student, but it shall exclude the period of Rustication, if any.
- (4) At the beginning of each semester, every student shall have to register himself / herself within the duration prescribed in the academic calendar.

4. EXAMINATIONS

- (1) The University shall adopt the system of continuous evaluation consisting of Internal Assessment and End Semester Examination for assessing the students' performance during the programme of study.
- (2) The detailed examination scheme for End Semester Examination as well as Internal Assessment for all components of the curriculum shall be laid down by the Academic Council.
- (3) A student may be debarred from appearing in the End Semester Examination by the Dean/Director of the School / Faculty due to any of the following reasons:
 - (a) Disciplinary action taken against the student.
 - (b) On the recommendation of concerned Head of the department, if
 - (i) The attendance in the Lecture / Tutorial / Practical classes is below 75% or as may be determined by the Academic Council, in the semester.
 - (ii) The performance in the Internal Assessment during the Semester has been found unsatisfactory.

- (4) The University shall conduct full examination at the end of each semester for the regular students. This examination will also enable those students to appear in the theory / practical courses who may have failed or missed the previous semesters' examination.
- (5) The teachers may conduct the makeup examination for the students who have missed or failed in the Internal Assessment, with the approval of the Vice – Chancellor upon recommendation of Dean/ Director of the School/Faculty.
- (6) If a candidate has passed a semester examination in full he / she shall be permitted to reappear in that examination for improvement in division / marks / grades or for any other purpose.
- (7) The Ordinance and the Examination Procedure, as above, may be reviewed and amended from time to time subject to the approval of the Academic Council.

5. EVALUATION (ASSESSMENT) OF PERFORMANCE

(1) BASIS OF MARKS

- (a) The performance of a candidate in each semester shall be evaluated for each component of the curriculum separately following the system of continuous evaluation consisting of End Semester Examinations and Internal Assessment. The maximum marks in each component of curriculum shall be as per the examination scheme declared by the Academic Council.
- (b) The minimum pass-marks for the End Semester Examination and the Internal Assessment shall be as prescribed by the Academic Council for each course.

(2) BASIS OF CREDITS

- (a) One hour of contact lecture (L) shall be equal to one credit whereas two hours of contact tutorial (T) and / or practical (P) shall be equal to one credit. Thus, $\text{Credit} = \{L + (T+P)/2\}$. Credit in a subject shall be a whole number, not fractional number. If a credit in a subject turns out in fraction then it shall be rounded up to nearest whole number.
- (b) A candidate shall earn the credits allotted to a semester only when he/she passes the said semester.

- (c) A candidate shall be eligible for the award of degree of M.Com, only when he / she earns all the credits allotted to the course in which he / she has taken admission.

6. ATTENDANCE

Students are expected to have 100% attendance. Relaxation of maximum 25% may be allowed to cater for sickness or other valid reasons beyond the control of the students for which written permission of HoI/HoD is mandatory. Candidates appearing as regular students for any semester examination are required to attend at least 75 percent of the lectures and 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.

7. PROMOTION TO HIGHER SEMESTERS:

A student shall be promoted for the next academic year/ semester of a programme, if he/she has obtained the required minimum SGPA and CGPA in previous semesters & year respectively as decided by the academic council of the university.

8. CREDIT BASED GRADING SYSTEM

- (1) Each course along with its weightage in terms of credits shall be recommended by the concerned Board of Studies (BoS) and shall be approved by the Academic Council and the Governing Body. Only approved courses can be offered during any semester.
- (2) Each student registered for a course, shall be awarded a letter grade. The letter grade awarded to a student shall depend upon his cumulative performance in the End Semester Examination and Internal Assessment.
- (3) The letter grades to be used and their numerical equivalents (called the Grade Points) shall be as per the regulations framed by the Academic council in this regard and subjected to amendment time to time.
- (4) The letter grades shall be awarded for each subject, theoretical or practical and for each module (component) of the curriculum separately.
- (5) The Semester Grade Point Average (SGPA) for a semester is a weighted average of course grade points obtained by a student in a semester and reflects the performance of a student in that semester. The SGPA for each semester shall be calculated as per the regulations framed by the Academic Council.

- (6) The Cumulative Grade Point Average (CGPA) is the weighted average of course grade points obtained by a student for all courses taken since his/her admission to the degree programme and reflects the cumulative performance of a student.
- (7) At the end of each semester, SGPA and CGPA shall be calculated up to two places of decimal without rounding off.
- (8) To clear / pass a particular subject the minimum required grade and grade point shall be as per the regulations framed by the Academic Council thereof.
- (9) A student shall earn all the credits allotted to a particular subject if he / she clears (pass) that subject.
- (10) For the award of degree a candidate should have secured minimum CGPA as per the regulations framed by the Academic Council in this regard.
- (11) The final examination grade sheet at the end of final semester examination of the course shall show the CGPA earned in the course. The CGPA can be converted into equivalent percentage marks as per the regulations framed by the Academic Council in this regard.

9. TRANSCRIPT

The transcript issued to a student after completion of the course shall contain the consolidated record of all the courses taken semester wise by the student, grades obtained, SGPA of each semester and the final CGPA.

10. Notwithstanding the above, the University shall ensure that the study programme leading to M.Com degree shall conform, to the standard set by the relevant regulations and norms of the UGC.
11. The Ordinance and the Examination, Evaluation Policy and Promotion to higher semester, as above, may be reviewed and amended from time to time subject to the approval of the Academic Council.

AMITY UNIVERSITY CHHATTISGARH
ORDINANCE NO. 13
MASTER OF COMPUTER APPLICATIONS (MCA) THREE YEARS DEGREE COURSE

1. APPLICABILITY

- (1) The Post Graduate degree Course in Computer Application (3 years Degree Course, in brief) shall be of three year duration, and shall be designed as Master of Computer Application (MCA).
- (2) The degree of MCA shall be awarded for computer application being taught in the University after successful completion of the Course.
- (3) The evaluation shall be on the basis of Grades and Credits earned by the student in the said course.

2. ELIGIBILITY FOR ADMISSIONS

- (1) Recognized Bachelor's Degree of minimum 3 years duration with Mathematics at 10+2 level or at Graduate Level along with minimum marks as prescribed by the Board of Management in this regard.
- (2) Eligibility for MCA Lateral Entry - Recognized Bachelor's Degree of minimum 3 years duration in BCA, B.Sc. (IT/ Computer Science) with Mathematics as a Course at 10+2 level or at Graduation Level along with minimum marks as prescribed by the Board of Management in this regard.

OR

Any degree with a Post Graduate Diploma in Computer Science / Computer Application (PGDCA) of minimum one year duration of a recognized University along with minimum marks as prescribed by the Board of Management in this regard.

- (3) Admission to MCA Course shall be offered at the beginning of each semester or as prescribed by the academic council, at the first year level. The Admission policy shall be decided by the Governing Body of the University. The guidelines issued by the UGC / AICTE and the Government shall be adhered to.
- (4) Non-Resident Indians (NRI), Persons of Indian Origin (PIO) and Foreign National shall also be eligible for admission to first semester of MCA Course, provided they have fulfilled the eligibility criteria as prescribed by the Board of Management in this regard. Admission to such candidates shall be made on the basis of the entrance test conducted by the Amity University.

- (5) The University may admit a student to MCA Course on transfer from other Institutes/ Universities. Such admissions may be made at any level subject to fulfillment of academic requirements of the University in respect of the program. Provided, no student shall be admitted during the first year, under this scheme.
- (6) The University reserves the right to cancel the admission of any student and ask him/her to discontinue his/her studies at any stage of his /her career on the grounds of unsatisfactory academic performance or misconduct.
- (7) The Ordinance and the Admission Policy, eligibility & Selection Procedure, as above, may be reviewed and amended from time to time subject to the approval of the Academic Council.
- (8) Reservation for ST/SC/OBC/PWD candidates shall be applicable as per the guidelines issued by Department of Higher Education, State Government time to time.

3. DURATION OF THE COURSE

- (1) The duration of the course shall be three years divided into six equal semesters.
- (2) The University may offer Capstone Semester at the end of sixth semester examination to interested candidates. This shall be of up to eight weeks duration. Separate fee shall be charged for this Semester which shall be decided by the Board of Management.
- (3) The academic calendar including semester breaks shall be declared by the Academic Council at the beginning of each year.
- (4) The maximum duration available to a student for completion of MCA Course shall be five years. The maximum duration of the course shall include the period of withdrawal, absence and different kinds of leave permissible to a student, but it shall exclude the period of Rustication, if any.
- (5) At the beginning of each semester, every student shall have to register himself / herself within the duration prescribed in the academic calendar.

4. EXAMINATIONS

- (1) The University shall adopt the system of continuous evaluation consisting of Internal Assessment during the semester and End Semester Examination for assessing the students' performance during the programme of study.

- (2) The detailed examination scheme for End Semester Examination as well as Internal Assessment for all components of the curriculum shall be laid down by the Academic Council.
- (3) A student may be debarred from appearing in the End Semester Examination by the Dean/Director of the School / Faculty due to any of the following reasons:
 - (a) Disciplinary action taken against the student.
 - (b) On the recommendation of concerned Head of the department, if
 - (i) The attendance in the Lecture / Tutorial / Practical classes is below 75% or as may be determined by the Academic Council, in the semester.
 - (ii) The performance in the Internal Assessment during the Semester has been found unsatisfactory.
- (4) The University shall conduct full examination at the end of each semester for the regular students. This examination will also enable those students to appear in the theory / practical courses who may have failed or missed the previous semesters' examination.
- (5) The teachers may conduct the makeup examination for the students who have missed or failed in the Internal Assessment, with the approval of the Vice – Chancellor upon recommendation of Dean/ Director of the School/Faculty.
- (6) If a candidate has passed a semester examination in full he / she shall be permitted to reappear in that examination for improvement in division / marks / grades or for any other purpose.
- (7) The Ordinance and the Examination Procedure, as above, may be reviewed and amended from time to time subject to the approval of the Academic Council.

5. EVALUATION (ASSESSMENT) OF PERFORMANCE

(1) BASIS OF MARKS

- (a) The performance of a candidate in each semester shall be evaluated for each component of the curriculum separately following the system of continuous evaluation consisting of End Semester Examinations and Internal Assessment. The maximum marks in each component of curriculum shall be as per the examination scheme declared by the Academic Council.
- (b) The minimum pass-marks for the End Semester Examination and the Internal Assessment shall be as prescribed by the Academic Council for each course.

(2) BASIS OF CREDITS

- (a) One hour of contact lecture (L) shall be equal to one credit whereas two hours of contact tutorial (T) and / or practical (P) shall be equal to one credit. Thus, $\text{Credit} = \{L + (T+P)/2\}$. Credit in a subject shall be a whole number, not fractional number. If a credit in a subject turns out in fraction then it shall be rounded up to nearest whole number.
- (b) A candidate shall earn the credits allotted to a semester only when he/she passes the said semester.
- (c) A candidate shall be eligible for the award of degree of B. Tech., only when he / she earns all the credits allotted to the course in which he / she has taken admission.

6. ATTENDANCE

Students are expected to have 100% attendance. Relaxation of maximum 25% may be allowed to cater for sickness or other valid reasons beyond the control of the students for which written permission of HoI/HoD is mandatory. Candidates appearing as regular students for any semester examination are required to attend at least 75 percent of the lectures and 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.

7. PROMOTION TO HIGHER SEMESTERS:

A student shall be promoted for the next academic year/ semester of a programme, if he/she has obtained the required minimum SGPA and CGPA in previous semesters & year respectively as decided by the academic council of the university.

8. CREDIT BASED GRADING SYSTEM

- (1) Each course along with its weightage in terms of credits shall be recommended by the concerned Board of Studies (BoS) and shall be approved by the Academic Council and the Governing Body. Only approved courses can be offered during any semester.

- (2) Each student registered for a course, shall be awarded a letter grade. The letter grade awarded to a student shall depend upon his cumulative performance in the End Semester Examination and Internal Assessment.
- (3) The letter grades to be used and their numerical equivalents (called the Grade Points) shall be as per the regulations framed by the Academic council in this regard and subjected to amendment time to time.
- (4) The letter grades shall be awarded for each subject, theoretical or practical and for each module (component) of the curriculum separately.
- (5) The Semester Grade Point Average (SGPA) for a semester is a weighted average of course grade points obtained by a student in a semester and reflects the performance of a student in that semester. The SGPA for each semester shall be calculated as per the regulations framed by the Academic Council.
- (6) The Cumulative Grade Point Average (CGPA) is the weighted average of course grade points obtained by a student for all courses taken since his/her admission to the degree programme and reflects the cumulative performance of a student.
- (7) At the end of each semester, SGPA and CGPA shall be calculated up to two places of decimal without rounding off.
- (8) To clear / pass a particular subject the minimum required grade and grade point shall be as per the regulations framed by the Academic Council thereof.
- (9) A student shall earn all the credits allotted to a particular subject if he / she clears (pass) that subject.
- (10) For the award of degree a candidate should have secured minimum CGPA as per the regulations framed by the Academic Council in this regard.
- (11) The final examination grade sheet at the end of final semester examination of the course shall show the CGPA earned in the course. The CGPA can be converted into equivalent percentage marks as per the regulations framed by the Academic Council in this regard.

9. TRANSCRIPT

The transcript issued to a student after completion of the course shall contain the consolidated record of all the courses taken semester wise by the student, grades obtained, SGPA of each semester and the final CGPA.

10. Notwithstanding the above, the University shall ensure that the study programme leading to MCA degree shall conform, to the standard set by the relevant regulations and norms of the UGC or the AICTE.
11. The Ordinance and the Examination, Evaluation Policy and Promotion to higher semester, as above, may be reviewed and amended from time to time subject to the approval of the Academic Council.

AMITY UNIVERSITY CHHATTISGARH
ORDINANCE NO. 14
BACHELOR OF SCIENCE (B.SC.) AND BACHELOR OF SCIENCE HONS.
(B.SC. HONS.) THREE YEARS DEGREE COURSE

1. APPLICABILITY

- (1) The Under Graduate degree Course Bachelor of Science (B.Sc.) and Bachelor of Science (B. Sc.) Hons. shall be offered in following specializations as
 - a. Biotechnology
 - b. Information Technology
 - c. Computer Science
 - d. Chemistry
 - e. Electronics
 - f. Mathematics
 - g. Physics
 - h. Cognitive Science
- (2) The degree of B.Sc. & B.Sc.(Hons.) shall be awarded as per specialization being taught in the University after successful completion of the Course.
- (3) The evaluation shall be on the basis of Grades and Credits earned by the student in the said course.

2. ELIGIBILITY FOR ADMISSIONS

- (1) Candidate must have Passed 10+2 Examination with Science from any recognized board or an equivalent for admission to first year of B.Sc. & B.Sc.(Hons.) course along with minimum pass-marks as prescribed by the Board of Management in this regard.
- (2) Further, candidate appeared in the qualifying examination and awaiting the result may also apply and may be admitted provisionally. But, the admission shall be confirmed only after the declaration of the result and passing the examination and fulfilling the admission eligibility criteria within 30 days of admission.
- (3) In addition, the University shall follow all the guidelines as given by the UGC/State Government regarding admissions from time to time.
- (4) Admission to B.Sc. & B.Sc.(Hons.) Course shall be offered at the beginning of each semester or as prescribed by the academic council, at the first year level. The

Admission policy shall be decided by the Governing Body of the University. The guidelines issued by the UGC and the Government shall be adhered to.

- (5) Non-Resident Indians (NRI), Persons of Indian Origin (PIO) and Foreign National shall also be eligible for admission to first semester of B.Sc. & B.Sc.(Hons.) Course, provided they have fulfilled the eligibility criteria as prescribed by the Board of Management in this regard. Admission to such candidates shall be made on the basis of the entrance test conducted by the Amity University.
- (6) The University may admit a student to B.Sc. & B.Sc.(Hons.) Course on transfer from other Institutes/ Universities. Such admissions may be made at any level subject to fulfillment of academic requirements of the University in respect of the program. Provided, no student shall be admitted during the first year, under this scheme.
- (7) The University reserves the right to cancel the admission of any student and ask him/her to discontinue his/her studies at any stage of his /her career on the grounds of unsatisfactory academic performance or misconduct.
- (8) The Ordinance and the Admission Policy, eligibility & Selection Procedure, as above, may be reviewed and amended from time to time subject to the approval of the Academic Council.
- (9) Reservation for ST/SC/OBC/PWD candidates shall be applicable as per the guidelines issued by Department of Higher Education, State Government time to time.

3. DURATION OF THE COURSE

- (1) The duration of the course shall be three years divided into six equal semesters.
- (2) The University may offer Capstone Semester at the end of sixth semester examination to interested candidates. This shall be of up to eight weeks duration. Separate fee shall be charged for this Semester which shall be decided by the Board of Management.
- (3) The academic calendar including semester breaks shall be declared by the Academic Council at the beginning of each year.
- (4) The maximum duration available to a student for completion of the Course shall be five years. The maximum duration of the course shall include the period of withdrawal, absence and different kinds of leave permissible to a student, but it shall exclude the period of Rustication, if any.

- (5) At the beginning of each semester, every student shall have to register himself / herself within the duration prescribed in the academic calendar.

4. EXAMINATIONS

- (1) The University shall adopt the system of continuous evaluation consisting of Internal Assessment during the semester and End Semester Examination for assessing the students' performance during the programme of study.
- (2) The detailed examination scheme for End Semester Examination as well as Internal Assessment for all components of the curriculum shall be laid down by the Academic Council.
- (3) A student may be debarred from appearing in the End Semester Examination by the Dean/Director of the School / Faculty due to any of the following reasons:
 - (a) Disciplinary action taken against the student.
 - (b) On the recommendation of concerned Head of the department, if
 - (i) The attendance in the Lecture / Tutorial / Practical classes is below 75% or as may be determined by the Academic Council, in the semester.
 - (ii) The performance in the Internal Assessment during the Semester has been found unsatisfactory.
- (4) The University shall conduct full examination at the end of each semester for the regular students. This examination will also enable those students to appear in the theory / practical courses who may have failed or missed the previous semesters' examination.
- (5) The teachers may conduct the makeup examination for the students who have missed or failed in the Internal Assessment, with the approval of the Vice Chancellor upon recommendation of Dean/ Director of the School/Faculty.
- (6) If a candidate has passed a semester examination in full he / she shall be permitted to reappear in that examination for improvement in division / marks / grades or for any other purpose.
- (7) The Ordinance and the Examination Procedure, as above, may be reviewed and amended from time to time subject to the approval of the Academic Council.

5. EVALUATION (ASSESSMENT) OF PERFORMANCE

(1) BASIS OF MARKS

- (a) The performance of a candidate in each semester shall be evaluated for each component of the curriculum separately following the system of continuous evaluation consisting of End Semester Examinations and Internal Assessment. The maximum marks in each component of curriculum shall be as per the examination scheme declared by the Academic Council.
- (b) The minimum pass-marks for the End Semester Examination and the Internal Assessment shall be as prescribed by the Academic Council for each course.

(2) BASIS OF CREDITS

- (a) One hour of contact lecture (L) shall be equal to one credit whereas two hours of contact tutorial (T) and / or practical (P) shall be equal to one credit. Thus, $\text{Credit} = \{L + (T+P)/2\}$. Credit in a subject shall be a whole number, not fractional number. If a credit in a subject turns out in fraction then it shall be rounded up to nearest whole number.
- (b) A candidate shall earn the credits allotted to a semester only when he/she passes the said semester.
- (c) A candidate shall be eligible for the award of degree, only when he / she earns all the credits allotted to the course in which he / she has taken admission.

6. ATTENDANCE

Students are expected to have 100% attendance. Relaxation of maximum 25% may be allowed to cater for sickness or other valid reasons beyond the control of the students for which written permission of HoI/HoD is mandatory. Candidates appearing as regular students for any semester examination are required to attend at least 75 percent of the lectures and 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.

7. PROMOTION TO HIGHER SEMESTERS:

A student shall be promoted for the next academic year/ semester of a programme, if he/she has obtained the required minimum SGPA and CGPA in previous semesters & year respectively as decided by the academic council of the university.

If the Student does not fulfill the minimum SGPA in each semester and CGPA criteria may be promoted to next semester/ year on the recommendation of Dean/Director and placed on Academic Probation (AP) provided he/she has cleared minimum number of Credit units as decided by the academic Council. However, under special circumstances, the Vice Chancellor shall condone the criteria of minimum SGPA and CGPA provided that there are sufficient reasons, such cases shall be duly recommended by the Dean/Director of the School/Faculty

8. CREDIT BASED GRADING SYSTEM

- (1) Each course along with its weightage in terms of credits shall be recommended by the concerned Board of Studies (BoS) and shall be approved by the Academic Council and the Governing Body. Only approved courses can be offered during any semester.
- (2) Each student registered for a course, shall be awarded a letter grade. The letter grade awarded to a student shall depend upon his cumulative performance in the End Semester Examination and Internal Assessment.
- (3) The letter grades to be used and their numerical equivalents (called the Grade Points) shall be as per the regulations framed by the Academic council in this regard and subjected to amendment time to time.
- (4) The letter grades shall be awarded for each subject, theoretical or practical and for each module (component) of the curriculum separately.
- (5) The Semester Grade Point Average (SGPA) for a semester is a weighted average of course grade points obtained by a student in a semester and reflects the performance of a student in that semester. The SGPA for each semester shall be calculated as per the regulations framed by the Academic Council.
- (6) The Cumulative Grade Point Average (CGPA) is the weighted average of course grade points obtained by a student for all courses taken since his/her admission to the degree programme and reflects the cumulative performance of a student.
- (7) At the end of each semester, SGPA and CGPA shall be calculated up to two places of decimal without rounding off.

- (8) To clear / pass a particular subject the minimum required grade and grade point shall be as per the regulations framed by the Academic Council thereof.
- (9) A student shall earn all the credits allotted to a particular subject if he / she clears (pass) that subject.
- (10) For the award of degree a candidate should have secured minimum CGPA as per the regulations framed by the Academic Council in this regard.
- (11) The final examination grade sheet at the end of final semester examination of the course shall show the CGPA earned in the course. The CGPA can be converted into equivalent percentage marks as per the regulations framed by the Academic Council in this regard.

9. TRANSCRIPT

The transcript issued to a student after completion of the course shall contain the consolidated record of all the courses taken semester wise by the student, grades obtained, SGPA of each semester and the final CGPA.

10. Notwithstanding the above, the University shall ensure that the study programme leading to B.Sc. degree shall conform, to the standard set by the relevant regulations and norms of the UGC or the relevant regulatory body wherever required.
11. The Ordinance and the Examination, Evaluation Policy and Promotion to higher semester, as above, may be reviewed and amended from time to time subject to the approval of the Academic Council.

AMITY UNIVERSITY CHHATTISGARH
ORDINANCE NO. 15
MASTER OF SCIENCE (M.SC.) TWO YEARS DEGREE COURSE

1. APPLICABILITY

(1) The Post Graduate Degree of Master of Science (M. Sc.) shall be awarded to a candidate as per the provisions of this ordinance upon successful completion of the Course work and Thesis work within the prescribed time period. M.Sc. degree shall be offered in following specialization as:

- a. Biotechnology
- b. Information Technology
- c. Computer Science
- d. Chemistry
- e. Electronics
- f. Mathematics
- g. Physics
- h. Cognitive Science

2. ELIGIBILITY FOR ADMISSIONS

- (1) The Admission policy shall be as decided from time to time by the Governing Body of the University. The guidelines issued by UGC and the State Government shall be adhered to.
- (2) Candidates who have qualified for the award of the Bachelor's degree in the relevant field of study with minimum pass-marks/ percentile fixed by the Governing Body, from time to time, shall be eligible to apply for admission to the M. Sc. programme.
- (3) The eligibility criteria for admission to the M. Sc. programme shall be as decided by the Academic Council of the University from time to time and announced by the University for Admission each year.
- (4) The award of the M. Sc. Degree shall be in accordance with the regulations of the University.

- (5) Reservation for ST/SC/OBC/PWD candidates shall be applicable as per the guidelines issued by Department of Higher Education, State Government time to time.

3. DURATION OF THE COURSE

- (1) The normal duration of the M.Sc. programme including project work shall be four semesters.
- (2) The academic calendar including semester breaks shall be declared by the Academic Council at the beginning of each year.
- (3) The maximum duration available to a student for completion of M. Sc. Course shall be three years. The maximum duration of the course shall include the period of withdrawal, absence and different kinds of leave permissible to a student, but it shall exclude the period of Rustication, if any.
- (4) At the beginning of each semester, every student shall have to register himself/ herself within the duration prescribed in the academic calendar.

4. STRUCTURE OF THE COURSE

The structure of all M. Sc. Courses, Scheme of Examination, Curriculum and Syllabi shall be as prescribed by the Academic Council in this regard

5. EVALUATION (ASSESSMENT) OF PERFORMANCE

(1) BASIS OF MARKS

- (a) The performance of a candidate in each semester shall be evaluated for each component of the curriculum separately following the system of continuous evaluation consisting of End Semester Examinations and Internal Assessment. The maximum marks in each component of curriculum shall be as per the examination scheme declared by the Academic Council.
- (b) The minimum pass-marks for the End Semester Examination and the Internal Assessment shall be as framed by the Academic Council for each course from time to time.
- (c) A student failing in the Internal Assessment of any theoretical and /or practical (laboratory) subject shall not be allowed (permitted) to appear in the

End Semester Examination of that subject unless special approval is granted by the Academic Council.

(2) BASIS OF CREDITS

- (a) One hour of contact in lecture (L) shall be equal to one credit where as two hours of contact in tutorial (T) and / or practical (P) shall be equal to one credit, Thus, $Credit = \{L + (T+P)/2\}$. Credit in a subject shall be a whole number, not fractional number, If a credit in a subject turns out in fraction then it shall be rounded off to the nearest whole number.
- (b) A candidate shall earn the credits allotted to a semester only when he/she passes the said semester.
- (c) A candidate shall be eligible for the award of degree, only when he / she earns all the credits allotted to the course in which he / she has taken admission.

6. ATTENDANCE

Students are expected to have 100% attendance. Relaxation of maximum 25% may be allowed to cater for sickness or other valid reasons beyond the control of the students for which written permission of HoI/HoD is mandatory. Candidates appearing as regular students for any semester examination are required to attend at least 75 percent of the lectures and 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.

7. PROMOTION TO HIGHER SEMESTERS:

A student shall be promoted for the next academic year/ semester of a programme, if he/she has obtained the required minimum SGPA and CGPA in previous semesters & year respectively as decided by the academic council of the university.

8. PROJECT & THESIS EVALUATION

The evaluation of Project work and Thesis shall be done as per the procedure laid down in the regulations framed by the Academic Council in this regard.

9. BREAK IN THE PROGRAMME

Students may be permitted to take a break in the programme for joining a job provided that they have completed the course work. The project work may be done during a later period either in the organization where they work if it has desired Research and Development facility, or in the University. Such students shall complete the project work within the maximum duration for completion of the programme. Students desirous of discontinuing their programme at any stage with the intention of completing the project work at a later date shall seek and obtain the permission of the Dean/Director of the School/Faculty before doing so.

10. PROJECT WORK IN INDUSTRY OR OTHER ORGANISATIONS

- (1) Sponsored candidates from Research and Developmental Organizations which have facilities of research work in the area proposed and those students who get employment in such organization after completion of the coursework, may be permitted to carry out their project and thesis work in such organizations.
- (2) Regular candidates may also be permitted to carry out their project and thesis work in reputed Research and Development Units and other reputed Organizations.
- (3) The students who are permitted to do the project and thesis work in an industry or Research and Development units and other reputed Organizations, shall have to pay the tuition and other fees to the University for the duration of such work. They shall not be eligible to receive any stipend / scholarship / fellowship from the University if they are receiving any financial support from the industry/ organization in which they are doing the project / thesis work.

11. CREDIT BASED GRADING SYSTEM

- (1) Each course along with its weightage in terms of credits shall be recommended by the concerned Board of Studies (BoS) and shall be approved by the Academic Council and the Governing Body. Only approved courses can be offered during any semester.
- (2) Each student registered for a course, shall be awarded a letter grade. The letter grade awarded to a student shall depend upon his cumulative performance in the End Semester Examination and Internal Assessment.

- (3) The letter grades to be used and their numerical equivalents (called the Grade Points) shall be as per the regulations framed by the Academic council in this regard and subjected to amendment time to time.
- (4) The letter grades shall be awarded for each subject, theoretical or practical and for each module (component) of the curriculum separately.
- (5) The Semester Grade Point Average (SGPA) for a semester is a weighted average of course grade points obtained by a student in a semester and reflects the performance of a student in that semester. The SGPA for each semester shall be calculated as per the regulations framed by the Academic Council in this regard.
- (6) The Cumulative Grade Point Average (CGPA) is the weighted average of course grade points obtained by a student for all courses taken since his/her admission to the degree programme and reflects the cumulative performance of a student.
- (7) At the end of each semester, SGPA and CGPA shall be calculated up to two places of decimal without rounding off.
- (8) To clear / pass a particular subject the minimum required grade and grade point shall be as per the regulations framed by the Academic Council from time to time in this regard.
- (9) A student shall earn all the credits allotted to a particular subject if he / she clears (pass) that subject.
- (10) For the award of degree a candidate should have secured minimum CGPA as per the regulations framed by the Academic Council in this regard.
- (11) The final examination grade sheet at the end of final semester examination of the course shall show the CGPA earned in the course. The CGPA can be converted into equivalent percentage marks as per the regulations framed by the Academic Council from time to time in this regard.

12. TRANSCRIPT

The transcript issued to a student after completion of the course shall contain the consolidated record of all the courses taken semester wise by the student, grades obtained, SGPA of each semester and the final CGPA.

13. Notwithstanding the above, the University shall ensure that the study programme leading to M. Sc. degree shall conform, to the standard set by the relevant regulations /norms of the UGC or the relevant regulatory body, wherever required.
14. The Ordinance and the Examination, Evaluation Policy and Promotion to higher semester, as above, may be reviewed and amended from time to time subject to the approval of the Academic Council.

AMITY UNIVERSITY CHHATTISGARH
ORDINANCE NO. 16
BACHELOR OF ARTS (B.A.) AND BACHELOR OF ARTS HONS.
(B.A. HONS) THREE YEARS DEGREE COURSE

1. APPLICABILITY

- (1) The Undergraduate degree Course in Bachelor of Arts (3 years Degree Course, in brief) shall be of three year duration, and shall be designed as Bachelor of Arts and Bachelor of Arts Hons. (B.A. and B.A. (Hons.)) in the following branches as:
 - a. Economics
 - b. Journalism and Mass Communication
 - c. English,
 - d. French,
 - e. Spanish,
 - f. German,
 - g. Linguistics
 - h. Psychology
 - i. Sociology
 - j. History
 - k. Political Science
 - l. Geography
 - m. Philosophy
- (2) The degree of B.A. and B.A. (Hons.) shall be awarded after successful completion of the Course.
- (3) The evaluation shall be on the basis of Grades and Credits earned by the student in the said course.

2. ELIGIBILITY FOR ADMISSIONS

- (1) The minimum qualification for admission to first year B.A. and B.A. (Hons.), who have passed the Higher Secondary School Certificates Examination (10+2 examination) from any stream from a recognized State / National / International Board / University, along with minimum pass-marks as prescribed by the Board of Management in this regard.

- (2) Admission to B.A. and B.A. (Hons.) Course shall be offered at the beginning of each semester or as prescribed by the academic council, at the first year level. The Admission policy shall be decided by the Governing Body of the University. The guidelines issued by the UGC and the Government shall be adhered to.
- (3) Non-Resident Indians (NRI), Persons of Indian Origin (PIO) and Foreign National shall also be eligible for admission to first semester of B.A. and B.A. (Hons.) Course, provided they have passed (10+2) / Higher Secondary Examination or any other equivalent examination. Admission to such candidates shall be made on the basis of the entrance test conducted by the Amity University.
- (4) The University may admit a student to B.A. and B.A. (Hons.) Course on transfer from other Institutes/ Universities. Such admissions may be made at any level subject to fulfillment of academic requirements of the University in respect of the program. Provided, no student shall be admitted during the first year, under this scheme.
- (5) The University reserves the right to cancel the admission of any student and ask him/her to discontinue his/her studies at any stage of his /her career on the grounds of unsatisfactory academic performance or misconduct.
- (6) The Ordinance and the Admission Policy, eligibility & Selection Procedure, as above, may be reviewed and amended from time to time subject to the approval of the Academic Council.
- (7) Reservation for ST/SC/OBC/PWD candidates shall be applicable as per the guidelines issued by Department of Higher Education, State Government time to time.

3. DURATION OF THE COURSE

- (1) The duration of the course shall be three years divided into six equal semesters.
- (2) The University may offer Capstone Semester at the end of six semester examination to interested candidates. This shall be of up to six weeks duration. Separate fee shall be charged for this Semester which shall be decided by the Board of Management.
- (3) The academic calendar including semester breaks shall be declared by the Academic Council at the beginning of each year.

- (4) The maximum duration available to a student for completion of the Course shall be five years. The maximum duration of the course shall include the period of withdrawal, absence and different kinds of leave permissible to a student, but it shall exclude the period of Rustication, if any.
- (5) At the beginning of each semester, every student shall have to register himself / herself within the duration prescribed in the academic calendar.

4. EXAMINATIONS

- (1) The University shall adopt the system of continuous evaluation consisting of Internal Assessment during the semester and End Semester Examination for assessing the students' performance during the programme of study.
- (2) The detailed examination scheme for End Semester Examination as well as Internal Assessment for all components of the curriculum shall be laid down by the Academic Council.
- (3) A student may be debarred from appearing in the End Semester Examination by the Dean/Director of the School / Faculty due to any of the following reasons:
 - (a) Disciplinary action taken against the student.
 - (b) On the recommendation of concerned Head of the department, if
 - (i) The attendance in the Lecture / Tutorial / Practical classes is below 75% or as may be determined by the Academic Council, in the semester.
 - (ii) The performance in the Internal Assessment during the Semester has been found unsatisfactory.
- (4) The University shall conduct full examination at the end of each semester for the regular students. This examination will also enable those students to appear in the theory / practical courses who may have failed or missed the previous semesters' examination.
- (5) The teachers may conduct the makeup examination for the students who have missed or failed in the Internal Assessment, with the approval of the Vice - Chancellor upon recommendation of Dean/ Director of the School/Faculty.
- (6) If a candidate has passed a semester examination in full he / she shall be permitted to reappear in that examination for improvement in division / marks / grades or for any other purpose.

- (7) The Ordinance and the Examination Procedure, as above, may be reviewed and amended from time to time subject to the approval of the Academic Council.

5. EVALUATION (ASSESSMENT) OF PERFORMANCE

(1) BASIS OF MARKS

- (a) The performance of a candidate in each semester shall be evaluated for each component of the curriculum separately following the system of continuous evaluation consisting of End Semester Examinations and Internal Assessment. The maximum marks in each component of curriculum shall be as per the examination scheme declared by the Academic Council.
- (b) The minimum pass-marks for the End Semester Examination and the Internal Assessment shall be as prescribed by the Academic Council for each course.

(2) BASIS OF CREDITS

- (a) One hour of contact lecture (L) shall be equal to one credit whereas two hours of contact tutorial (T) and / or practical (P) shall be equal to one credit. Thus, $\text{Credit} = \{L + (T+P)/2\}$. Credit in a subject shall be a whole number, not fractional number. If a credit in a subject turns out in fraction then it shall be rounded up to nearest whole number.
- (b) A candidate shall earn the credits allotted to a semester only when he/she passes the said semester.
- (c) A candidate shall be eligible for the award of degree of B.A./ B.A. (Hons.), only when he / she earns all the credits allotted to the course in which he / she has taken admission.

6. ATTENDANCE

Students are expected to have 100% attendance. Relaxation of maximum 25% may be allowed to cater for sickness or other valid reasons beyond the control of the students for which written permission of HoI/HoD is mandatory. Candidates appearing as regular students for any semester examination are required to attend at least 75 percent of the lectures and 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.

7. PROMOTION TO HIGHER SEMESTERS:

A student shall be promoted for the next academic year/ semester of a programme, if he/she has obtained the required minimum SGPA and CGPA in previous semesters & year respectively as decided by the academic council of the university. If the Student does not fulfill the minimum SGPA in each semester and CGPA criteria may be promoted to next semester/ year on the recommendation of Dean/Director and placed on Academic Probation (AP) provided he/she has cleared minimum number of Credit units as decided by the academic Council. However, under special circumstances, the Vice Chancellor shall condone the criteria of minimum SGPA and CGPA provided that there are sufficient reasons, such cases shall be duly recommended by the Dean/Director of the School/Faculty.

8. CREDIT BASED GRADING SYSTEM

- (1) Each course along with its weightage in terms of credits shall be recommended by the concerned Board of Studies (BoS) and shall be approved by the Academic Council and the Governing Body. Only approved courses can be offered during any semester.
- (2) Each student registered for a course, shall be awarded a letter grade. The letter grade awarded to a student shall depend upon his cumulative performance in the End Semester Examination and Internal Assessment.
- (3) The letter grades to be used and their numerical equivalents (called the Grade Points) shall be as per the regulations framed by the Academic council in this regard and subjected to amendment time to time.
- (4) The letter grades shall be awarded for each subject, theoretical or practical and for each module (component) of the curriculum separately.
- (5) The Semester Grade Point Average (SGPA) for a semester is a weighted average of course grade points obtained by a student in a semester and reflects the performance of a student in that semester. The SGPA for each semester shall be calculated as per the regulations framed by the Academic Council.

- (6) The Cumulative Grade Point Average (CGPA) is the weighted average of course grade points obtained by a student for all courses taken since his/her admission to the degree programme and reflects the cumulative performance of a student.
- (7) At the end of each semester, SGPA and CGPA shall be calculated up to two places of decimal without rounding off.
- (8) To clear / pass a particular subject the minimum required grade and grade point shall be as per the regulations framed by the Academic Council thereof.
- (9) A student shall earn all the credits allotted to a particular subject if he / she clears (pass) that subject.
- (10) For the award of degree a candidate should have secured minimum CGPA as per the regulations framed by the Academic Council in this regard.
- (11) The final examination grade sheet at the end of final semester examination of the course shall show the CGPA earned in the course. The CGPA can be converted into equivalent percentage marks as per the regulations framed by the Academic Council in this regard.

9. TRANSCRIPT

The transcript issued to a student after completion of the course shall contain the consolidated record of all the courses taken semester wise by the student, grades obtained, SGPA of each semester and the final CGPA.

10. Notwithstanding the above, the University shall ensure that the study programme leading to BA degree shall conform, to the standard set by the relevant regulations and norms of the UGC.
11. The Ordinance and the Examination, Evaluation Policy and Promotion to higher semester, as above, may be reviewed and amended from time to time subject to the approval of the Academic Council.

AMITY UNIVERSITY CHHATTISGARH
ORDINANCE NO. 17
MASTER OF ARTS (M.A.) TWO YEARS DEGREE COURSE

1. APPLICABILITY

- (1) The degree of Master of Arts (MA) shall be awarded to a candidate as per the provisions of this ordinance and upon successfully completion the Course work and Thesis work within the prescribed time period.
- (2) The Postgraduate degree Course in Master of Arts (MA) (2 years Degree Course, in brief) shall be of two years duration, and shall be designed as Master of Arts (MA), in the following branches as:
 - i. Economics
 - ii. Journalism and Mass Communication
 - iii. English,
 - iv. French,
 - v. Spanish,
 - vi. German,
 - vii. Linguistics
 - viii. Psychology
 - ix. Sociology
 - x. History
 - xi. Political Science
 - xii. Geography
 - xiii. Philosophy
- (3) The degree of MA shall be awarded after successful completion of the Course.
- (4) The evaluation shall be on the basis of Grades and Credits earned by the student in the said course.

2. ELIGIBILITY FOR ADMISSIONS

- (1) The Admission policy shall be as decided from time to time by the Governing Body of the University. The guidelines issued by UGC and the State Government shall be adhered to.
- (2) Candidates who have qualified for the award of the Bachelor's degree in the relevant field of study with minimum percentile fixed by the Governing Body, from time to time, shall be eligible to apply for admission to the MA programme.

- (3) The eligibility criteria for admission to the MA programme shall be as decided by the Academic Council of the University from time to time and announced by the University for Admission each year.
- (4) The award of the M.A. Degree shall be in accordance with the regulations of the University.
- (5) Reservation for ST/SC/OBC/PWD candidates shall be applicable as per the guidelines issued by Department of Higher Education, State Government time to time.

3. DURATION OF THE COURSE

- (1) The normal duration of the MA programme including project work shall be four semesters.
- (2) The academic calendar including semester breaks shall be declared by the Academic Council at the beginning of each year.
- (3) The maximum duration available to a student for completion of MA Course shall be four years. The maximum duration of the course shall include the period of withdrawal, absence and different kinds of leave permissible to a student, but it shall exclude the period of rustication, if any.
- (4) At the beginning of each semester, every student shall have to register himself/herself within the duration prescribed in the academic calendar.

4. STRUCTURE OF THE COURSE

The structure of all MA Courses, Scheme of Examination, Curriculum and Syllabi shall be as prescribed by the Academic Council in this regard

5. EVALUATION (ASSESSMENT) OF PERFORMANCE

(1) BASIS OF MARKS

- (a) The performance of a candidate in each semester shall be evaluated for each component of the curriculum separately following the system of continuous evaluation consisting of End Semester Examinations and Internal Assessment. The maximum marks in each component of curriculum shall be as per the examination scheme declared by the Academic Council.

- (b) The minimum pass-marks for the End Semester Examination and the Internal Assessment shall be as framed by the Academic Council for each course from time to time.
- (c) A student failing in the Internal Assessment of any theoretical and /or practical (laboratory) subject shall not be allowed (permitted) to appear in the End Semester Examination of that subject unless special approval is granted by the Academic Council.

(2) BASIS OF CREDITS

- (a) One hour of contact in lecture (L) shall be equal to one credit where as two hours of contact in tutorial (T) and / or practical (P) shall be equal to one credit. Thus, $\text{Credit} = \{L + (T+P)/2\}$. Credit in a subject shall be a whole number, not fractional number, If a credit in a subject turns out in fraction then it shall be rounded off to the nearest whole number.
- (b) A candidate shall earn the credits allotted to a semester only when he/she passes the said semester.
- (c) A candidate shall be eligible for the award of degree of MA, only when he / she earns all the credits allotted to the course in which he / she has taken admission.

6. ATTENDANCE

Students are expected to have 100% attendance. Relaxation of maximum 25% may be allowed to cater for sickness or other valid reasons beyond the control of the students for which written permission of HoI/HoD is mandatory. Candidates appearing as regular students for any semester examination are required to attend at least 75 percent of the lectures and 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.

7. PROMOTION TO HIGHER SEMESTERS:

A student shall be promoted for the next academic year/ semester of a programme, if he/she has obtained the required minimum SGPA and CGPA in previous semesters & year respectively as decided by the academic council of the university. If the Student

does not fulfill the minimum SGPA in each semester and CGPA criteria may be promoted to next semester/ year on the recommendation of Dean/Director and placed on Academic Probation (AP) provided he/she has cleared minimum number of Credit units as decided by the academic Council. However, under special circumstances, the Vice Chancellor shall condone the criteria of minimum SGPA and CGPA provided that there are sufficient reasons, such cases shall be duly recommended by the Dean/Director of the School/Faculty.

8. PROJECT & THESIS EVALUATION

The evaluation of Project work and Thesis shall be done as per the procedure laid down in the regulations framed by the Academic Council in this regard.

9. BREAK IN THE PROGRAMME

Students may be permitted to take a break in the programme for joining a job provided that they have completed the course work. The project work may be done during a later period either in the organization where they work if it has desired Research and Development facility, or in the University. Such students shall complete the project work within the maximum duration for completion of the programme. Students desirous of discontinuing their programme at any stage with the intention of completing the project work at a later date shall seek and obtain the permission of the Dean/Director of the School/Faculty before doing so.

10. PROJECT WORK IN INDUSTRY OR OTHER ORGANISATIONS

- (1) Sponsored candidates from Research and Developmental Organizations which have facilities of research work in the area proposed and those students who get employment in such organization after completion of the coursework, may be permitted to carry out their project and thesis work in such organizations.
- (2) Regular candidates may also be permitted to carry out their project and thesis work in reputed Research and Development Units and other reputed Organizations.
- (3) The students who are permitted to do the project and thesis work in an industry or Research and Development units and other reputed Organizations, shall have to pay the tuition and other fees to the University for the duration of such work. They shall not be eligible to receive any stipend / scholarship / fellowship from the University

if they are receiving any financial support from the industry/ organization in which they are doing the project / thesis work.

11. CREDIT BASED GRADING SYSTEM

- (1) Each course along with its weightage in terms of credits shall be recommended by the concerned Board of Studies (BoS) and shall be approved by the Academic Council and the Governing Body. Only approved courses can be offered during any semester.
- (2) Each student registered for a course, shall be awarded a letter grade. The letter grade awarded to a student shall depend upon his cumulative performance in the End Semester Examination and Internal Assessment.
- (3) The letter grades to be used and their numerical equivalents (called the Grade Points) shall be as per the regulations framed by the Academic council in this regard and subjected to amendment time to time.
- (4) The letter grades shall be awarded for each subject, theoretical or practical and for each module (component) of the curriculum separately.
- (5) The Semester Grade Point Average (SGPA) for a semester is a weighted average of course grade points obtained by a student in a semester and reflects the performance of a student in that semester. The SGPA for each semester shall be calculated as per the regulations framed by the Academic Council in this regard.
- (6) The Cumulative Grade Point Average (CGPA) is the weighted average of course grade points obtained by a student for all courses taken since his/her admission to the degree programme and reflects the cumulative performance of a student.
- (7) At the end of each semester, SGPA and CGPA shall be calculated up to two places of decimal without rounding off.
- (8) To clear / pass a particular subject the minimum required grade and grade point shall be as per the regulations framed by the Academic Council from time to time in this regard.
- (9) A student shall earn all the credits allotted to a particular subject if he / she clears (pass) that subject.
- (10) For the award of degree a candidate should have secured minimum CGPA as per the regulations framed by the Academic Council in this regard.

- (11) The final examination grade sheet at the end of final semester examination of the course shall show the CGPA earned in the course. The CGPA can be converted into equivalent percentage marks as per the regulations framed by the Academic Council from time to time in this regard.

12. TRANSCRIPT

The transcript issued to a student after completion of the course shall contain the consolidated record of all the courses taken semester wise by the student, grades obtained, SGPA of each semester and the final CGPA.

13. Notwithstanding the above, the University shall ensure that the study programme leading to M. A. degree shall conform, to the standard set by the relevant regulations / norms of the UGC.
14. The Ordinance and the Examination, Evaluation Policy and Promotion to higher semester, as above, may be reviewed and amended from time to time subject to the approval of the Academic Council.

AMITY UNIVERSITY CHHATTISGARH
ORDINANCE NO. 18
BACHELOR OF LAWS [LL.B THREE YEARS PROGRAMME]

1. APPLICABILITY

- (1) The Degree Course in Law (3 years Programme) shall be of three years duration, and shall be designed as Bachelor of Laws.
- (2) The under graduate degree shall be awarded for the integrated course LL.B being taught in the University and upon successful completion of the Course.
- (3) The evaluation shall be on the basis of Grades and Credits earned by the student in the said course.

2. ELIGIBILITY FOR ADMISSIONS

1. The Admission policy shall be as decided from time to time by the Board of Management of the University and in compliance with guidelines of Department of Higher Education, State Government and the Rules of Legal Education, Bar Council of India.
2. The University reserves the right to cancel the admission of any student and ask him/her to discontinue his/her studies at any stage of his /her career on the grounds of unsatisfactory academic performance or misconduct.
3. The Ordinance and the Admission Policy, eligibility & Selection Procedure, as above, may be reviewed and amended from time to time subject to the approval of the Academic Council and in conformity to the Rules of Legal Education, Bar Council of India.
4. Reservation for ST/SC/OBC/PWD candidates shall be applicable as per the guidelines issued by Department of Higher Education, State Government time to time.

3. DURATION OF THE COURSE

- (1) The duration of the course shall be three years divided into six equal semesters.
- (2) The University may offer Capstone Semester at the end of sixth semester examination to interested candidates. This shall be of up to eight weeks duration. Separate fee shall be charged for this Semester which shall be decided by the Board of Management.

- (3) The academic calendar including semester breaks shall be declared by the Academic Council at the beginning of each year.
- (4) The maximum duration available to a student for completion of LL.B Course shall be as per the university norms. The maximum duration of the course shall include the period of withdrawal, absence and different kinds of leave permissible to a student, but it shall exclude the period of Rustication, if any.
- (5) At the beginning of each semester, every student shall have to register within the duration prescribed in the academic calendar.

4. EXAMINATIONS

- (1) The University shall adopt the system of continuous evaluation consisting of Internal Assessment during the semester and End Semester Examination for assessing the students' performance during the programme of study.
- (2) The detailed examination scheme for End Semester Examination as well as Internal Assessment for all components of the curriculum shall be laid down by the Academic Council.
- (3) A student may be debarred from appearing in the End Semester Examination by the Dean/Director of the School / Faculty due to any of the following reasons:
 - (a) Disciplinary action taken against the student.
 - (b) On the recommendation of concerned Head of the department, if
 - (i) The attendance in the Lecture / Tutorial / Practical classes is below 75% or as may be determined by the Academic Council, in the semester.
 - (ii) The performance in the Internal Assessment during the Semester has been found unsatisfactory.
- (4) The University shall conduct full examination at the end of each semester for the regular students. This examination will also enable those students to appear in the theory / practical courses who may have failed or missed the previous semesters' examination.
- (5) The teachers may conduct the makeup examination for the students who have missed or failed in the Internal Assessment, with the approval of the Vice – Chancellor upon recommendation of Dean/ Director of the School/Faculty.
- (6) If a candidate has passed a semester examination in full he / she shall be permitted to reappear in that examination for improvement in division / marks / grades or for any other purpose.

- (7) The Ordinance and the Examination Procedure, as above, may be reviewed and amended from time to time subject to the approval of the Academic Council.

5. EVALUATION (ASSESSMENT) OF PERFORMANCE

(1) BASIS OF MARKS

- (a) The performance of a candidate in each semester shall be evaluated for each component of the curriculum separately following the system of continuous evaluation consisting of End Semester Examinations and Internal Assessment. The maximum marks in each component of curriculum shall be as per the examination scheme declared by the Academic Council.
- (b) The minimum pass-marks for the End Semester Examination and the Internal Assessment shall be as prescribed by the Academic Council for each course.

(2) BASIS OF CREDITS

- (a) One hour of contact lecture (L) shall be equal to one credit whereas two hours of contact tutorial (T) and / or practical (P) shall be equal to one credit. Thus, $\text{Credit} = \{L + (T+P)/2\}$. Credit in a subject shall be a whole number, not fractional number. If a credit in a subject turns out in fraction then it shall be rounded up to nearest whole number.
- (b) A candidate shall earn the credits allotted to a semester only when he/she passes the said semester.
- (c) A candidate shall be eligible for the award of degree of B.Com. LL.B only when he / she earn all the credits allotted to the course in which he / she has taken admission.

6. ATTENDANCE

Students are expected to have 100% attendance. Relaxation of maximum 25% may be allowed to cater for sickness or other valid reasons beyond the control of the students for which written permission of HoI/HoD is mandatory. Candidates appearing as regular students for any semester examination are required to attend at least 75 percent of the lectures and 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.

7. PROMOTION TO HIGHER SEMESTERS:

A student shall be promoted for the next academic year/ semester of a programme, if he/she has obtained the required minimum SGPA and CGPA in previous semesters & year respectively as decided by the academic council of the university. If the Student does not fulfill the minimum SGPA in each semester and CGPA criteria may be promoted to next semester/ year on the recommendation of Dean/Director and placed on Academic Probation (AP) provided he/she has cleared minimum number of Credit units as decided by the academic Council. However, under special circumstances, the Vice Chancellor shall condone the criteria of minimum SGPA and CGPA provided that there are sufficient reasons, such cases shall be duly recommended by the Dean/Director of the School/Faculty.

8. CREDIT BASED GRADING SYSTEM

- (1) Each course along with its weightage in terms of credits shall be recommended by the concerned Board of Studies (BoS) and shall be approved by the Academic Council and the Governing Body. Only approved courses can be offered during any semester.
- (2) Each student registered for a course, shall be awarded a letter grade. The letter grade awarded to a student shall depend upon his cumulative performance in the End Semester Examination and Internal Assessment.
- (3) The letter grades to be used and their numerical equivalents (called the Grade Points) shall be as per the regulations framed by the Academic council in this regard and subjected to amendment time to time.
- (4) The letter grades shall be awarded for each subject, theoretical or practical and for each module (component) of the curriculum separately.
- (5) The Semester Grade Point Average (SGPA) for a semester is a weighted average of course grade points obtained by a student in a semester and reflects the performance of a student in that semester. The SGPA for each semester shall be calculated as per the regulations framed by the Academic Council.
- (6) The Cumulative Grade Point Average (CGPA) is the weighted average of course grade points obtained by a student for all courses taken since his/her admission to the degree programme and reflects the cumulative performance of a student.

- (7) At the end of each semester, SGPA and CGPA shall be calculated up to two places of decimal without rounding off.
- (8) To clear / pass a particular subject the minimum required grade and grade point shall be as per the regulations framed by the Academic Council thereof.
- (9) A student shall earn all the credits allotted to a particular subject if he / she clears (pass) that subject.
- (10) For the award of degree a candidate should have secured minimum CGPA as per the regulations framed by the Academic Council in this regard.
- (11) The final examination grade sheet at the end of final semester examination of the course shall show the CGPA earned in the course. The CGPA can be converted into equivalent percentage marks as per the regulations framed by the Academic Council in this regard.

9. TRANSCRIPT

The transcript issued to a student after completion of the course shall contain the consolidated record of all the courses taken semester wise by the student, grades obtained, SGPA of each semester and the final CGPA.

10. Notwithstanding the above, the University shall ensure that the study programme leading to LL.B degree shall conform, to the standard set by the BAR COUNCIL OF INDIA.
11. The Ordinance and the Examination, Evaluation Policy and Promotion to higher semester, as above, may be reviewed and amended from time to time subject to the approval of the Academic Council.

AMITY UNIVERSITY CHHATTISGARH
ORDINANCE NO. 19
BACHELOR OF ARCHITECTURE (B.ARCH.) FIVE YEARS DEGREE COURSE

1. APPLICABILITY

- (1) The Undergraduate degree Course in Architecture & Planning (5 years Degree Course, in brief) shall be of five year duration, and shall be designed as Bachelor of Architecture (B.Arch.), in the concerned branch.
- (2) The degree of B.Arch. shall be awarded for the various branches of Architecture & planning being taught in the University after successful completion of the Course.
- (3) The evaluation shall be on the basis of Grades and Credits earned by the student in the said course.

2. ELIGIBILITY FOR ADMISSIONS

- (1) No candidate, with less than 50% marks in aggregate, shall be admitted to the architecture course unless he/she has passed an examination at the end of the new 10+2 scheme of Senior School Certificate Examination or equivalent with Mathematics as a subject of examinations at the 10+2 level.
- (2) Where 10+2 scheme is not introduced, candidates must have passed after 11 years schooling the Higher Secondary/pre-university/ pre-engineering or equivalent examinations in the Science group of any recognized University or Board with English, Physics, Chemistry and Mathematics as compulsory subjects.
- (3) The Institutions may subject the candidates, seeking admission to the architecture course, to aptitude tests specially designed to assess the candidates' aptitude; Provided that no separate aptitude tests may be conducted where admissions are made through competitive examinations.
- (4) The institutions shall not give weightage of more than 50% marks for aptitude tests in the matter of admissions.

- (5) The University reserves the right to cancel the admission of any student and ask him/her to discontinue his/her studies at any stage of his /her career on the grounds of unsatisfactory academic performance or misconduct.
- (6) The Ordinance and the Admission Policy, eligibility & Selection Procedure, as above, may be reviewed and amended from time to time subject to the approval of the Academic Council.
- (7) Reservation for ST/SC/OBC/PWD candidates shall be applicable as per the guidelines issued by Department of Higher Education, State Government time to time.

3. DURATION OF THE COURSE

- (1) The architecture course shall be of minimum duration of 5 academic years or 10 semesters of approximately 16 working weeks each inclusive of six months/one semester of approximately 16 working weeks of practical training after the first stage in a professional office.
- (2) The architecture course may be conducted in two stages.
- (3) The first 3 academic years / 6 semesters of approximately 16 working weeks each of the course shall be a basic standard course and shall be the first stage;
Provided that candidates admitted to the course shall complete the first stage within 5 years of admission to the course.
- (4) The second stage of the course shall be of 2 academic years / 4 semesters of approximately 16 working weeks each.
- (5) The completion of first stage shall not qualify candidates for registration under the Architects Act, 1972.
- (6) The academic calendar including semester breaks shall be declared by the Academic Council at the beginning of each year.
- (7) At the beginning of each semester, every student shall have to register himself / herself within the duration prescribed in the academic calendar.

4. EXAMINATIONS

- (1) The University or an independent examining body shall conduct the examinations at the end of each stage.

- (2) The sessional work shall, as far as possible, be assessed by a jury of internal and external examiners.
- (3) The weightage of marks for subjects having both class work marks as well as examination marks may not exceed the ratio of 50:50.
- (4) The pass percentage shall not be less than 45% in each subject and shall not be less than 50% in the aggregate.
- (5) Candidates who have passed in the internal assessment shall only be permitted to appear in an examination.
- (6) An examiner for any of the subjects of examination shall have a minimum of 3 years teaching/professional experience in his/her field of study.
- (7) The University shall adopt the system of continuous evaluation consisting of Internal Assessment during the semester and End Semester Examination for assessing the students' performance during the programme of study.
- (8) The detailed examination scheme for End Semester Examination as well as Internal Assessment for all components of the curriculum shall be laid down by the Academic Council.
- (9) A student may be debarred from appearing in the End Semester Examination by the Dean/Director of the School / Faculty due to any of the following reasons:
 - (a) Disciplinary action taken against the student.
 - (b) On the recommendation of concerned Head of the department, if
 - (i) The attendance in the Lecture / Tutorial / Practical classes is below 75% or as may be determined by the Academic Council, in the semester.
 - (ii) The performance in the Internal Assessment during the Semester has been found unsatisfactory.
- (10) The University shall conduct full examination at the end of each semester for the regular students. This examination will also enable those students to appear in the theory / practical courses who may have failed or missed the previous semesters' examination.
- (11) The teachers may conduct the makeup examination for the students who have missed or failed in the Internal Assessment, with the approval of the Vice-Chancellor upon recommendation of Dean/ Director of the School/Faculty.
- (12) If a candidate has passed a semester examination in full he / she shall be permitted to reappear in that examination for improvement in division / marks / grades or for any other purpose.

(13) The Ordinance and the Examination Procedure, as above, may be reviewed and amended from time to time subject to the approval of the Academic Council.

5. EVALUATION (ASSESSMENT) OF PERFORMANCE

(1) BASIS OF MARKS

- (a) The performance of a candidate in each semester shall be evaluated for each component of the curriculum separately following the system of continuous evaluation consisting of End Semester Examinations and Internal Assessment. The maximum marks in each component of curriculum shall be as per the examination scheme declared by the Academic Council.
- (b) The minimum pass-marks for the End Semester Examination and the Internal Assessment shall be as prescribed by the Academic Council for each course.

(2) BASIS OF CREDITS

- (a) One hour of contact lecture (L) shall be equal to one credit whereas two hours of contact tutorial (T) and / or practical (P) shall be equal to one credit. Thus, $\text{Credit} = \{L + (T+P)/2\}$. Credit in a subject shall be a whole number, not fractional number. If a credit in a subject turns out in fraction then it shall be rounded up to nearest whole number.
- (b) A candidate shall earn the credits allotted to a semester only when he/she passes the said semester.
- (c) A candidate shall be eligible for the award of degree of B. Tech., only when he / she earns all the credits allotted to the course in which he / she has taken admission.

6. ATTENDANCE

Students are expected to have 100% attendance. Relaxation of maximum 25% may be allowed to cater for sickness or other valid reasons beyond the control of the students for which written permission of HoI/HoD is mandatory. Candidates appearing as regular students for any semester examination are required to attend at least 75 percent of the lectures and 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.

7. PROMOTION TO HIGHER SEMESTERS:

A student shall be promoted for the next academic year/ semester of a programme, if he/she has obtained the required minimum SGPA and CGPA in previous semesters & year respectively as decided by the academic council of the university. If the Student does not fulfill the minimum SGPA in each semester and CGPA criteria may be promoted to next semester/ year on the recommendation of Dean/Director and placed on Academic Probation (AP) provided he/she has cleared minimum number of Credit units as decided by the academic Council. However, under special circumstances, the Vice Chancellor shall condone the criteria of minimum SGPA and CGPA provided that there are sufficient reasons, such cases shall be duly recommended by the Dean/Director of the School/Faculty.

8. CREDIT BASED GRADING SYSTEM

- (1) Each course along with its weightage in terms of credits shall be recommended by the concerned Board of Studies (BoS) and shall be approved by the Academic Council and the Governing Body. Only approved courses can be offered during any semester.
- (2) Each student registered for a course, shall be awarded a letter grade. The letter grade awarded to a student shall depend upon his cumulative performance in the End Semester Examination and Internal Assessment.
- (3) The letter grades to be used and their numerical equivalents (called the Grade Points) shall be as per the regulations framed by the Academic council in this regard and subjected to amendment time to time.
- (4) The letter grades shall be awarded for each subject, theoretical or practical and for each module (component) of the curriculum separately.
- (5) The Semester Grade Point Average (SGPA) for a semester is a weighted average of course grade points obtained by a student in a semester and reflects the performance of a student in that semester. The SGPA for each semester shall be calculated as per the regulations framed by the Academic Council.
- (6) The Cumulative Grade Point Average (CGPA) is the weighted average of course grade points obtained by a student for all courses taken since his/her admission to the degree programme and reflects the cumulative performance of a student.

- (7) At the end of each semester, SGPA and CGPA shall be calculated up to two places of decimal without rounding off.
- (8) To clear / pass a particular subject the minimum required grade and grade point shall be as per the regulations framed by the Academic Council thereof.
- (9) A student shall earn all the credits allotted to a particular subject if he / she clears (pass) that subject.
- (10) For the award of degree a candidate should have secured minimum CGPA as per the regulations framed by the Academic Council in this regard.
- (11) The final examination grade sheet at the end of final semester examination of the course shall show the CGPA earned in the course. The CGPA can be converted into equivalent percentage marks as per the regulations framed by the Academic Council in this regard.

9. TRANSCRIPT

The transcript issued to a student after completion of the course shall contain the consolidated record of all the courses taken semester wise by the student, grades obtained, SGPA of each semester and the final CGPA.

10. Notwithstanding the above, the University shall ensure that the study programme leading to B. Arch. Degree shall conform, to the standard set by the relevant regulations and norms of the Statute Body.
11. The Ordinance and the Examination, Evaluation Policy and Promotion to higher semester, as above, may be reviewed and amended from time to time subject to the approval of the Academic Council.

AMITY UNIVERSITY CHHATTISGARH
ORDINANCE NO. 20
BACHELOR OF INTERIOR DESIGNING (B.ID.) FOUR YEARS DEGREE COURSE

1. APPLICABILITY

- (1) The Undergraduate degree Course in Interior Designing (4 years Degree Course, in brief) shall be of four year duration, and shall be designed as Bachelor of Interior Designing (B.ID.), in the concerned branch.
- (2) The degree of B.ID. shall be awarded after the successful completion of the Course.
- (3) The evaluation shall be on the basis of Grades and Credits earned by the student in the said course.

2. ELIGIBILITY FOR ADMISSIONS

- (1) No candidate, shall be admitted to the architecture course unless he/she has passed an examination at the end of the new 10+2 scheme of Senior School Certificate Examination or equivalent with 45% marks
- (2) The University reserves the right to cancel the admission of any student and ask him/her to discontinue his/her studies at any stage of his /her career on the grounds of unsatisfactory academic performance or misconduct.
- (3) The Ordinance and the Admission Policy, Eligibility & Selection Procedure, as above, may be reviewed and amended from time to time subject to the approval of the Academic Council.
- (4) Reservation for ST/SC/OBC/PWD candidates shall be applicable as per the guidelines issued by Department of Higher Education, State Government time to time.

3. DURATION OF THE COURSE

- (1) The duration of the course shall be four years divided into eight equal semesters.
- (2) The academic calendar including semester breaks shall be declared by the Academic Council at the beginning of each year.
- (3) The maximum duration available to a student for completion of B.ID. Course shall be six years. The maximum duration of the course shall include the period

of withdrawal, absence and different kinds of leave permissible to a student, but it shall exclude the period of Rustication, if any.

- (4) At the beginning of each semester, every student shall have to register within the duration prescribed in the academic calendar.

4. EXAMINATIONS

- (1) The University or an independent examining body shall conduct the examinations at the end of each stage.
- (2) The sessional work shall, as far as possible, be assessed by a jury of internal and external examiners.
- (3) The weightage of marks for subjects having both class work marks as well as examination marks may not exceed the ratio of 70:30.
- (4) The pass percentage shall not be less than 45% in each subject and shall not be less than 50% in the aggregate.
- (5) Candidates who have passed in the internal assessment shall only be permitted to appear in an examination.
- (6) The University shall adopt the system of continuous evaluation consisting of Internal Assessment during the semester and End Semester Examination for assessing the students' performance during the programme of study.
- (7) The detailed examination scheme for End Semester Examination as well as Internal Assessment for all components of the curriculum shall be laid down by the Academic Council.
- (8) A student may be debarred from appearing in the End Semester Examination by the Dean/Director of the School / Faculty due to any of the following reasons:
- (a) Disciplinary action taken against the student.
 - (b) On the recommendation of concerned Head of the department, if
 - (i) The attendance in the Lecture / Tutorial / Practical classes is below 75% or as may be determined by the Academic Council, in the semester.
 - (ii) The performance in the Internal Assessment during the Semester has been found unsatisfactory.
- (9) The University shall conduct full examination at the end of each semester for the regular students. This examination will also enable those students to appear in the

theory / practical courses who may have failed or missed the previous semesters' examination.

(10) The teachers may conduct the makeup examination for the students who have missed or failed in the Internal Assessment, with the approval of the Vice-Chancellor upon recommendation of Dean/ Director of the School/Faculty.

(11) If a candidate has passed a semester examination in full he / she shall be permitted to reappear in that examination for improvement in division / marks / grades or for any other purpose.

(12) The Ordinance and the Examination Procedure, as above, may be reviewed and amended from time to time subject to the approval of the Academic Council.

5. EVALUATION (ASSESSMENT) OF PERFORMANCE

(1) BASIS OF MARKS

- (a) The performance of a candidate in each semester shall be evaluated for each component of the curriculum separately following the system of continuous evaluation consisting of End Semester Examinations and Internal Assessment. The maximum marks in each component of curriculum shall be as per the examination scheme declared by the Academic Council.
- (b) The minimum pass-marks for the End Semester Examination and the Internal Assessment shall be as prescribed by the Academic Council for each course.

(2) BASIS OF CREDITS

- (a) One hour of contact lecture (L) shall be equal to one credit whereas two hours of contact tutorial (T) and / or practical (P) shall be equal to one credit. Thus, $\text{Credit} = \{L + (T+P)/2\}$. Credit in a subject shall be a whole number, not fractional number. If a credit in a subject turns out in fraction then it shall be rounded up to nearest whole number.
- (b) A candidate shall earn the credits allotted to a semester only when he/she passes the said semester.

- (c) A candidate shall be eligible for the award of degree of B. Arch., only when he / she earns all the credits allotted to the course in which he / she has taken admission.

6. ATTENDANCE

Students are expected to have 100% attendance. Relaxation of maximum 25% may be allowed to cater for sickness or other valid reasons beyond the control of the students for which written permission of HoI/HoD is mandatory. Candidates appearing as regular students for any semester examination are required to attend at least 75 percent of the lectures and 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.

7. PROMOTION TO HIGHER SEMESTERS:

A student shall be promoted for the next academic year/ semester of a programme, if he/she has obtained the required minimum SGPA and CGPA in previous semesters & year respectively as decided by the academic council of the university. If the Student does not fulfill the minimum SGPA in each semester and CGPA criteria may be promoted to next semester/ year on the recommendation of Dean/Director and placed on Academic Probation (AP) provided he/she has cleared minimum number of Credit units as decided by the academic Council. However, under special circumstances, the Vice Chancellor shall condone the criteria of minimum SGPA and CGPA provided that there are sufficient reasons, such cases shall be duly recommended by the Dean/Director of the School/Faculty.

8. CREDIT BASED GRADING SYSTEM

- (1) Each course along with its weightage in terms of credits shall be recommended by the concerned Board of Studies (BoS) and shall be approved by the Academic Council and the Governing Body. Only approved courses can be offered during any semester.
- (2) Each student registered for a course, shall be awarded a letter grade. The letter grade awarded to a student shall depend upon his cumulative performance in the End Semester Examination and Internal Assessment.
- (3) The letter grades to be used and their numerical equivalents (called the Grade Points) shall be as per the regulations framed by the Academic council in this regard and subjected to amendment time to time.

- (4) The letter grades shall be awarded for each subject, theoretical or practical and for each module (component) of the curriculum separately.
- (5) The Semester Grade Point Average (SGPA) for a semester is a weighted average of course grade points obtained by a student in a semester and reflects the performance of a student in that semester. The SGPA for each semester shall be calculated as per the regulations framed by the Academic Council.
- (6) The Cumulative Grade Point Average (CGPA) is the weighted average of course grade points obtained by a student for all courses taken since his/her admission to the degree programme and reflects the cumulative performance of a student.
- (7) At the end of each semester, SGPA and CGPA shall be calculated up to two places of decimal without rounding off.
- (8) To clear / pass a particular subject the minimum required grade and grade point shall be as per the regulations framed by the Academic Council thereof.
- (9) A student shall earn all the credits allotted to a particular subject if he / she clears (pass) that subject.
- (10) For the award of degree a candidate should have secured minimum CGPA as per the regulations framed by the Academic Council in this regard.
- (11) The final examination grade sheet at the end of final semester examination of the course shall show the CGPA earned in the course. The CGPA can be converted into equivalent percentage marks as per the regulations framed by the Academic Council in this regard.

9. TRANSCRIPT

The transcript issued to a student after completion of the course shall contain the consolidated record of all the courses taken semester wise by the student, grades obtained, SGPA of each semester and the final CGPA.

10. Notwithstanding the above, the University shall ensure that the study programme leading to B. ID. Degree shall conform, to the standard set by the relevant regulations.
11. The Ordinance and the Examination, Evaluation Policy and Promotion to higher semester, as above, may be reviewed and amended from time to time subject to the approval of the Academic Council.

AMITY UNIVERSITY CHHATTISGARH
ORDINANCE NO. 21
MASTER OF ARCHITECTURE (M. ARCH.) TWO YEARS DEGREE COURSE

1. APPLICABILITY

The degree of Master of Architecture (M. Arch.) shall be awarded to a candidate who as per the provisions of this ordinance has successfully completed the Course work and Thesis work within the prescribed time period.

2. ELIGIBILITY FOR ADMISSIONS

- (1) The candidate with Bachelor of Architecture degree course or equivalent courses recognized by the Council of Architecture and who has cleared Common Entrance Test (CET) shall be admitted to the post graduate course in architecture.
- (2) The Admission policy shall be as decided from time to time by the Governing Body of the University and guidelines issued by the regulatory body shall be adhered to.
- (3) Candidates who have qualified for the award of the Bachelor's degree in the relevant field of study and preferably who have a valid GATE (Graduate Aptitude Test in Engineering) score with minimum percentile fixed by the governing body and regulatory body, from time to time, shall be eligible to apply for admission to the M.Arch. Programme.
- (4) Notwithstanding what has been stated in (3) above regarding GATE applications, the candidates sponsored by organizations recognized by the Governing Body and applications from foreign nationals received through proper channel may be considered for admission to the M.Arch. programme without qualifying in GATE. Their admission shall, however, be governed by the regulations prescribed by the University and Regulatory Body in this respect.
- (5) The eligibility criteria for admission to the M.Arch. programme shall be as decided by the Academic Council of the University, adhering to notifications/guidelines of Statute Body, from time to time and announced by the University for Admission each year.

- (6) The award of the M.Arch. Degree shall be in accordance with the regulations of the University.
- (7) Reservation for ST/SC/OBC/PWD candidates shall be applicable as per the guidelines issued by Department of Higher Education, State Government time to time.

3. DURATION OF THE COURSE

- (1) Post graduate full time degree / diploma courses in architecture shall have a minimum duration of 2 academic years or 4 semesters of approximately 18 working weeks duration.
- (2) Post graduate part time degree / diploma courses in architecture shall have a minimum duration of 3 academic years or 6 semesters of approximately 18 working weeks duration.
- (3) Post graduate certificate course in architecture shall have a minimum duration of one academic year or 2 semesters of approximately 18 working weeks duration. Students who have successfully completed a post graduate certificate course shall be eligible to enroll in the 3rd semester of a post graduate degree / diploma course in the same specialization.
- (4) The academic calendar including semester breaks shall be declared by the Academic Council at the beginning of each year.
- (5) The maximum duration available to a student for completion of M.Arch. Course shall be four years or as prescribed by the statute body. The maximum duration of the course shall include the period of withdrawal, absence and different kinds of leave permissible to a student, but it shall exclude the period of Rustication, if any.
- (6) At the beginning of each semester, every student shall have to register himself/ herself within the duration prescribed in the academic calendar.

4. STRUCTURE OF THE COURSE

The structure of all M.Arch. Courses, Scheme of Examination, Curriculum and Syllabi shall be as prescribed by the Academic Council based on the guidelines given by the statute body in this regard.

5. EVALUATION (ASSESSMENT) OF PERFORMANCE

(1) BASIS OF MARKS

- (a) The performance of a candidate in each semester shall be evaluated for each component of the curriculum separately following the system of continuous evaluation consisting of End Semester Examinations and Internal Assessment. The maximum marks in each component of curriculum shall be as per the examination scheme declared by the Academic Council.
- (b) The minimum pass-marks for the End Semester Examination and the Internal Assessment shall be as framed by the Academic Council for each course from time to time.
- (c) A student failing in the Internal Assessment of any theoretical and /or practical (laboratory) subject shall not be allowed (permitted) to appear in the End Semester Examination of that subject unless special approval is granted by the Academic Council.

(2) BASIS OF CREDITS

- (a) One hour of contact in lecture (L) shall be equal to one credit where as two hours of contact in tutorial (T) and / or practical (P) shall be equal to one credit. Thus, $\text{Credit} = \{L + (T+P)/2\}$. Credit in a subject shall be a whole number, not fractional number, If a credit in a subject turns out in fraction then it shall be rounded off to the nearest whole number.
- (b) A candidate shall earn the credits allotted to a semester only when he/she passes the said semester.
- (c) A candidate shall be eligible for the award of degree of M.Arch., only when he / she earns all the credits allotted to the course in which he / she has taken admission.

6. ATTENDANCE

Students are expected to have 100% attendance. Relaxation of maximum 25% may be allowed to cater for sickness or other valid reasons beyond the control of the students for which written permission of HoI/HoD is mandatory. Candidates appearing as regular students for any semester examination are required to attend at least 75 percent of the lectures and 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.

7. PROJECT & THESIS EVALUATION

The evaluation of Project work and Thesis shall be done as per the procedure laid down in the regulations framed by the Academic Council, based on the guidelines given by Council of Architecture, in this regard.

8. CREDIT BASED GRADING SYSTEM

- (1) Each course along with its weightage in terms of credits shall be recommended by the concerned Board of Studies (BoS) and shall be approved by the Academic Council and the Governing Body. Only approved courses can be offered during any semester.
- (2) Each student registered for a course, shall be awarded a letter grade. The letter grade awarded to a student shall depend upon his cumulative performance in the End Semester Examination and Internal Assessment.
- (3) The letter grades to be used and their numerical equivalents (called the Grade Points) shall be as per the regulations framed by the Academic council in this regard and subjected to amendment time to time.
- (4) The letter grades shall be awarded for each subject, theoretical or practical and for each module (component) of the curriculum separately.
- (5) The Semester Grade Point Average (SGPA) for a semester is a weighted average of course grade points obtained by a student in a semester and reflects the performance of a student in that semester. The SGPA for each semester shall be calculated as per the regulations framed by the Academic Council in this regard.
- (6) The Cumulative Grade Point Average (CGPA) is the weighted average of course grade points obtained by a student for all courses taken since his/her admission to the degree programme and reflects the cumulative performance of a student.
- (7) At the end of each semester, SGPA and CGPA shall be calculated up to two places of decimal without rounding off.
- (8) To clear / pass a particular subject the minimum required grade and grade point shall be as per the regulations framed by the Academic Council from time to time in this regard.

- (9) A student shall earn all the credits allotted to a particular subject if he / she clears (pass) that subject.
- (10) For the award of degree a candidate should have secured minimum CGPA as per the regulations framed by the Academic Council in this regard.
- (11) The final examination grade sheet at the end of final semester examination of the course shall show the CGPA earned in the course. The CGPA can be converted into equivalent percentage marks as per the regulations framed by the Academic Council from time to time in this regard.

9. TRANSCRIPT

The transcript issued to a student after completion of the course shall contain the consolidated record of all the courses taken semester wise by the student, grades obtained, SGPA of each semester and the final CGPA.

10. Notwithstanding the above, the University shall ensure that the study programme leading to M.Arch. Degree shall conform, to the standard set by the relevant regulations / norms of the UGC and shall conform, to the standard set by the Council of Architecture.
11. The Ordinance and the Examination, Evaluation Policy and Promotion to higher semester, as above, may be reviewed and amended from time to time subject to the approval of the Academic Council.

AMITY UNIVERSITY CHHATTISGARH
ORDINANCE NO. 22
BACHELOR OF ARTS, BACHELOR OF LAWS (HONOURS)
[B.A.LL.B (H) FIVE YEARS INTEGRATED PROGRAMME]

1. APPLICABILITY

- (1) The Integrated Degree Course in Law (5years Integrated Programme) shall be of five years duration, and shall be designed as Bachelor of Arts, Bachelor of Laws (Hons.)
- (2) The under graduate degree shall be awarded for the integrated course B.A., LL.B (H) being taught in the University and upon successful completion of the Course.
- (3) The evaluation shall be on the basis of Grades and Credits earned by the student in the said course.

2. ELIGIBILITY FOR ADMISSIONS

1. The Admission policy shall be as decided from time to time by the Board of Management of the University and in compliance with guidelines of Department of Higher Education, State Government and the Rules of Legal Education, Bar Council of India.
2. The University reserves the right to cancel the admission of any student and ask him/her to discontinue his/her studies at any stage of his /her career on the grounds of unsatisfactory academic performance or misconduct.
3. The Ordinance and the Admission Policy, eligibility & Selection Procedure, as above, may be reviewed and amended from time to time subject to the approval of the Academic Council and in conformity to the Rules of Legal Education, Bar Council of India.
4. Reservation for ST/SC/OBC/PWD candidates shall be applicable as per the guidelines issued by Department of Higher Education, State Government time to time.

3. DURATION OF THE COURSE

- (1) The duration of the course shall be five years divided into ten equal semesters.

- (2) The University may offer Capstone Semester at the end of tenth semester examination to interested candidates. This shall be of up to eight weeks duration. Separate fee shall be charged for this Semester which shall be decided by the Board of Management.
- (3) The academic calendar including semester breaks shall be declared by the Academic Council at the beginning of each year.
- (4) The maximum duration available to a student for completion of B.A., LL.B (H) Course shall be seven years. The maximum duration of the course shall include the period of withdrawal, absence and different kinds of leave permissible to a student, but it shall exclude the period of Rustication, if any.
- (5) At the beginning of each semester, every student shall have to register within the duration prescribed in the academic calendar.

4. EXAMINATIONS

- (1) The University shall adopt the system of continuous evaluation consisting of Internal Assessment during the semester and End Semester Examination for assessing the students' performance during the programme of study.
- (2) The detailed examination scheme for End Semester Examination as well as Internal Assessment for all components of the curriculum shall be laid down by the Academic Council.
- (3) A student may be debarred from appearing in the End Semester Examination by the Dean/Director of the School / Faculty due to any of the following reasons:
 - (a) Disciplinary action taken against the student.
 - (b) On the recommendation of concerned Head of the department, if
 - (i) The attendance in the Lecture / Tutorial / Practical classes is below 75% or as may be determined by the Academic Council, in the semester.
 - (ii) The performance in the Internal Assessment during the Semester has been found unsatisfactory.
- (4) The University shall conduct full examination at the end of each semester for the regular students. This examination will also enable those students to appear in the theory / practical courses who may have failed or missed the previous semesters' examination.

- (5) The teachers may conduct the makeup examination for the students who have missed or failed in the Internal Assessment, with the approval of the Vice-Chancellor upon recommendation of Dean/ Director of the School/Faculty.
- (6) If a candidate has passed a semester examination in full he / she shall be permitted to reappear in that examination for improvement in division / marks / grades or for any other purpose.
- (7) The Ordinance and the Examination Procedure, as above, may be reviewed and amended from time to time subject to the approval of the Academic Council.

5. EVALUATION (ASSESSMENT) OF PERFORMANCE

(3) BASIS OF MARKS

- (a) The performance of a candidate in each semester shall be evaluated for each component of the curriculum separately following the system of continuous evaluation consisting of End Semester Examinations and Internal Assessment. The maximum marks in each component of curriculum shall be as per the examination scheme declared by the Academic Council.
- (b) The minimum pass-marks for the End Semester Examination and the Internal Assessment shall be as prescribed by the Academic Council for each course.

(4) BASIS OF CREDITS

- (a) One hour of contact lecture (L) shall be equal to one credit whereas two hours of contact tutorial (T) and / or practical (P) shall be equal to one credit. Thus, $\text{Credit} = \{L + (T+P)/2\}$. Credit in a subject shall be a whole number, not fractional number. If a credit in a subject turns out in fraction then it shall be rounded up to nearest whole number.
- (b) A candidate shall earn the credits allotted to a semester only when he/she passes the said semester.
- (c) A candidate shall be eligible for the award of degree of B.A.LL.B (H), only when he / she earns all the credits allotted to the course in which he / she has taken admission.

6. ATTENDANCE

Students are expected to have 100% attendance. Relaxation of maximum 25% may be allowed to cater for sickness or other valid reasons beyond the control of the students for which written permission of HoI/HoD is mandatory. Candidates appearing as regular students for any semester examination are required to attend at least 75 percent of the lectures and 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.

7. PROMOTION TO HIGHER SEMESTERS:

A student shall be promoted for the next academic year/ semester of a programme, if he/she has obtained the required minimum SGPA and CGPA in previous semesters & year respectively as decided by the academic council of the university. If the Student does not fulfill the minimum SGPA in each semester and CGPA criteria may be promoted to next semester/ year on the recommendation of Dean/Director and placed on Academic Probation (AP) provided he/she has cleared minimum number of Credit units as decided by the academic Council. However, under special circumstances, the Vice Chancellor shall condone the criteria of minimum SGPA and CGPA provided that there are sufficient reasons, such cases shall be duly recommended by the Dean/Director of the School/Faculty

8. CREDIT BASED GRADING SYSTEM

- (1) Each course along with its weightage in terms of credits shall be recommended by the concerned Board of Studies (BoS) and shall be approved by the Academic Council and the Governing Body. Only approved courses can be offered during any semester.
- (2) Each student registered for a course, shall be awarded a letter grade. The letter grade awarded to a student shall depend upon his cumulative performance in the End Semester Examination and Internal Assessment.
- (3) The letter grades to be used and their numerical equivalents (called the Grade Points) shall be as per the regulations framed by the Academic council in this regard and subjected to amendment time to time.
- (4) The letter grades shall be awarded for each subject, theoretical or practical and for each module (component) of the curriculum separately.

- (5) The Semester Grade Point Average (SGPA) for a semester is a weighted average of course grade points obtained by a student in a semester and reflects the performance of a student in that semester. The SGPA for each semester shall be calculated as per the regulations framed by the Academic Council.
- (6) The Cumulative Grade Point Average (CGPA) is the weighted average of course grade points obtained by a student for all courses taken since his/her admission to the degree programme and reflects the cumulative performance of a student. The CGPA at the end of n^{th} semester shall be calculated as per the regulations framed by the Academic Council in this respect.
- (7) At the end of each semester, SGPA and CGPA shall be calculated up to two places of decimal without rounding off.
- (8) To clear / pass a particular subject the minimum required grade and grade point shall be as per the regulations framed by the Academic Council thereof.
- (9) A student shall earn all the credits allotted to a particular subject if he / she clears (pass) that subject.
- (10) For the award of degree a candidate should have secured minimum CGPA as per the regulations framed by the Academic Council in this regard.
- (11) The final examination grade sheet at the end of final semester examination of the course shall show the CGPA earned in the course. The CGPA can be converted into equivalent percentage marks as per the regulations framed by the Academic Council in this regard.

9. TRANSCRIPT

The transcript issued to a student after completion of the course shall contain the consolidated record of all the courses taken semester wise by the student, grades obtained, SGPA of each semester and the final CGPA.

10. Notwithstanding the above, the University shall ensure that the study programme leading to B.A., LL.B (H) degree shall conform, to the standard set by the BAR COUNCIL OF INDIA.
11. The Ordinance and the Examination, Evaluation Policy and Promotion to higher semester, as above, may be reviewed and amended from time to time subject to the approval of the Academic Council.

AMITY UNIVERSITY CHHATTISGARH
ORDINANCE NO. 23
BACHELOR OF BUSINESS ADMINISTRATION, BACHELOR OF LAWS (HONOURS)
[BBA. LL.B (H) FIVE YEARS INTEGRATED PROGRAMME]

1. APPLICABILITY

- (1) The Integrated Degree Course in Law (5years Integrated Programme) shall be of five years duration, and shall be designed as Bachelor of Business Administration, Bachelor of Laws (Hons.)
- (2) The under graduate degree shall be awarded for the integrated course BBA. LL.B (H) being taught in the University and upon successful completion of the Course.
- (3) The evaluation shall be on the basis* of Grades and Credits earned by the student in the said course.

2. ELIGIBILITY FOR ADMISSIONS

1. The Admission policy shall be as decided from time to time by the Board of Management of the University and in compliance with guidelines of Department of Higher Education, State Government and the Rules of Legal Education, Bar Council of India.
2. The University reserves the right to cancel the admission of any student and ask him/her to discontinue his/her studies at any stage of his /her career on the grounds of unsatisfactory academic performance or misconduct.
3. The Ordinance and the Admission Policy, eligibility & Selection Procedure, as above, may be reviewed and amended from time to time subject to the approval of the Academic Council and in conformity to the Rules of Legal Education, Bar Council of India.
4. Reservation for ST/SC/OBC/PWD candidates shall be applicable as per the guidelines issued by Department of Higher Education, State Government time to time.

3. DURATION OF THE COURSE

- (1) The duration of the course shall be five years divided into ten equal semesters.
- (2) The University may offer Capstone Semester at the end of tenth semester examination to interested candidates. This shall be of up to eight weeks

duration Separate fee shall be charged for this Semester which shall be decided by the Board of Management.

- (3) The academic calendar including semester breaks shall be declared by the Academic Council at the beginning of each year.
- (4) The maximum duration available to a student for completion of BBA, LL.B (H) Course shall be seven years. The maximum duration of the course shall include the period of withdrawal, absence and different kinds of leave permissible to a student, but it shall exclude the period of Rustication, if any.
- (5) At the beginning of each semester, every student shall have to register within the duration prescribed in the academic calendar.

4. EXAMINATIONS

- (1) The University shall adopt the system of continuous evaluation consisting of Internal Assessment during the semester and End Semester Examination for assessing the students' performance during the programme of study.
- (2) The detailed examination scheme for End Semester Examination as well as Internal Assessment for all components of the curriculum shall be laid down by the Academic Council.
- (3) A student may be debarred from appearing in the End Semester Examination by the Dean/Director of the School / Faculty due to any of the following reasons:
 - (a) Disciplinary action taken against the student.
 - (b) On the recommendation of concerned Head of the department, if
 - (i) The attendance in the Lecture / Tutorial / Practical classes is below 75% or as may be determined by the Academic Council, in the semester.
 - (ii) The performance in the Internal Assessment during the Semester has been found unsatisfactory.
- (4) The University shall conduct full examination at the end of each semester for the regular students. This examination will also enable those students to appear in the theory / practical courses who may have failed or missed the previous semesters' examination.
- (5) The teachers may conduct the makeup examination for the students who have missed or failed in the Internal Assessment, with the approval of the Vice – Chancellor upon recommendation of Dean/ Director of the School/Faculty.

- (6) If a candidate has passed a semester examination in full he / she shall be permitted to reappear in that examination for improvement in division / marks / grades or for any other purpose.
- (7) The Ordinance and the Examination Procedure, as above, may be reviewed and amended from time to time subject to the approval of the Academic Council.

5. EVALUATION (ASSESSMENT) OF PERFORMANCE

(1) BASIS OF MARKS

- (a) The performance of a candidate in each semester shall be evaluated for each component of the curriculum separately following the system of continuous evaluation consisting of End Semester Examinations and Internal Assessment. The maximum marks in each component of curriculum shall be as per the examination scheme declared by the Academic Council.
- (b) The minimum pass-marks for the End Semester Examination and the Internal Assessment shall be as prescribed by the Academic Council for each course.

(2) BASIS OF CREDITS

- (a) One hour of contact lecture (L) shall be equal to one credit whereas two hours of contact tutorial (T) and / or practical (P) shall be equal to one credit. Thus, $\text{Credit} = \{L + (T+P)/2\}$. Credit in a subject shall be a whole number, not fractional number. If a credit in a subject turns out in fraction then it shall be rounded up to nearest whole number.
- (b) A candidate shall earn the credits allotted to a semester only when he/she passes the said semester.
- (c) A candidate shall be eligible for the award of degree of BBA.LL.B (H) only when he / she earns all the credits allotted to the course in which he / she has taken admission.

6. ATTENDANCE

Students are expected to have 100% attendance. Relaxation of maximum 25% may be allowed to cater for sickness or other valid reasons beyond the control of the students for which written permission of HoI/HeD is mandatory. Candidates appearing as regular

students for any semester examination are required to attend at least 75 percent of the lectures and 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.

7. PROMOTION TO HIGHER SEMESTERS:

A student shall be promoted for the next academic year/ semester of a programme, if he/she has obtained the required minimum SGPA and CGPA in previous semesters & year respectively as decided by the academic council of the university. If the Student does not fulfill the minimum SGPA in each semester and CGPA criteria may be promoted to next semester/ year on the recommendation of Dean/Director and placed on Academic Probation (AP) provided he/she has cleared minimum number of Credit units as decided by the academic Council. However, under special circumstances, the Vice Chancellor shall condone the criteria of minimum SGPA and CGPA provided that there are sufficient reasons, such cases shall be duly recommended by the Dean/Director of the School/Faculty

8. CREDIT BASED GRADING SYSTEM

- (1) Each course along with its weightage in terms of credits shall be recommended by the concerned Board of Studies (BoS) and shall be approved by the Academic Council and the Governing Body. Only approved courses can be offered during any semester.
- (2) Each student registered for a course, shall be awarded a letter grade. The letter grade awarded to a student shall depend upon his cumulative performance in the End Semester Examination and Internal Assessment.
- (3) The letter grades to be used and their numerical equivalents (called the Grade Points) shall be as per the regulations framed by the Academic council in this regard and subjected to amendment time to time.
- (4) The letter grades shall be awarded for each subject, theoretical or practical and for each module (component) of the curriculum separately.
- (5) The Semester Grade Point Average (SGPA) for a semester is a weighted average of course grade points obtained by a student in a semester and reflects the performance of a student in that semester. The SGPA for each semester shall be calculated as per the regulations framed by the Academic Council.

- (6) The Cumulative Grade Point Average (CGPA) is the weighted average of course grade points obtained by a student for all courses taken since his/her admission to the degree programme and reflects the cumulative performance of a student.
- (7) At the end of each semester, SGPA and CGPA shall be calculated up to two places of decimal without rounding off.
- (8) To clear / pass a particular subject the minimum required grade and grade point shall be as per the regulations framed by the Academic Council thereof.
- (9) A student shall earn all the credits allotted to a particular subject if he / she clears (pass) that subject.
- (10) For the award of degree a candidate should have secured minimum CGPA as per the regulations framed by the Academic Council in this regard.
- (11) The final examination grade sheet at the end of final semester examination of the course shall show the CGPA earned in the course. The CGPA can be converted into equivalent percentage marks as per the regulations framed by the Academic Council in this regard.

9. TRANSCRIPT

The transcript issued to a student after completion of the course shall contain the consolidated record of all the courses taken semester wise by the student, grades obtained, SGPA of each semester and the final CGPA.

10. Notwithstanding the above, the University shall ensure that the study programme leading to B.A., LL.B (H) degree shall conform, to the standard set by the Bar Council of India.
11. The Ordinance and the Examination, Evaluation Policy and Promotion to higher semester, as above, may be reviewed and amended from time to time subject to the approval of the Academic Council.

AMITY UNIVERSITY CHHATTISGARH
ORDINANCE NO. 24
BACHELOR OF COMMERCE, BACHELOR OF LAWS (HONOURS)
[B.COM.LL.B (H) FIVE YEARS INTEGRATED PROGRAMME]

1. APPLICABILITY

- (1) The Integrated Degree Course in Law (5years Integrated Programme) shall be of five years duration, and shall be designed as Bachelor of Commerce, Bachelor of Laws (Hons.)
- (2) The under graduate degree shall be awarded for the integrated course B.Com. LL.B (H) being taught in the University and upon successful completion of the Course.
- (3) *The evaluation shall be on the basis of Grades and Credits earned by the student in the said course.*

2. ELIGIBILITY FOR ADMISSIONS

1. The Admission policy shall be as decided from time to time by the Board of Management of the University and in compliance with guidelines of Department of Higher Education, State Government and the Rules of Legal Education, Bar Council of India.
2. The University reserves the right to cancel the admission of any student and ask him/her to discontinue his/her studies at any stage of his /her career on the grounds of unsatisfactory academic performance or misconduct.
3. The Ordinance and the Admission Policy, eligibility & Selection Procedure, as above, may be reviewed and amended from time to time subject to the approval of the Academic Council and in conformity to the Rules of Legal Education, Bar Council of India.
4. Reservation for ST/SC/OBC/PWD candidates shall be applicable as per the guidelines issued by Department of Higher Education, State Government time to time.

3. DURATION OF THE COURSE

- (1) The duration of the course shall be five years divided into ten equal semesters.
- (2) The University may offer Capstone Semester at the end of tenth semester examination to interested candidates. This shall be of up to eight weeks

duration Separate fee shall be charged for this Semester which shall be decided by the Board of Management.

- (3) The academic calendar including semester breaks shall be declared by the Academic Council at the beginning of each year.
- (4) The maximum duration available to a student for completion of B.Com., LL.B (H) Course shall be seven years. The maximum duration of the course shall include the period of withdrawal, absence and different kinds of leave permissible to a student, but it shall exclude the period of Rustication, if any.
- (5) At the beginning of each semester, every student shall have to register within the duration prescribed in the academic calendar.

4. EXAMINATIONS

- (1) The University shall adopt the system of continuous evaluation consisting of Internal Assessment during the semester and End Semester Examination for assessing the students' performance during the programme of study.
- (2) The detailed examination scheme for End Semester Examination as well as Internal Assessment for all components of the curriculum shall be laid down by the Academic Council.
- (3) A student may be debarred from appearing in the End Semester Examination by the Dean/Director of the School / Faculty due to any of the following reasons:
 - (a) Disciplinary action taken against the student.
 - (b) On the recommendation of concerned Head of the department, if
 - (i) The attendance in the Lecture / Tutorial / Practical classes is below 75% or as may be determined by the Academic Council, in the semester.
 - (ii) The performance in the Internal Assessment during the Semester has been found unsatisfactory.
- (4) The University shall conduct full examination at the end of each semester for the regular students. This examination will also enable those students to appear in the theory / practical courses who may have failed or missed the previous semesters' examination.
- (5) The teachers may conduct the makeup examination for the students who have missed or failed in the Internal Assessment, with the approval of the Vice – Chancellor upon recommendation of Dean/ Director of the School/Faculty.

- (6) If a candidate has passed a semester examination in full he / she shall be permitted to reappear in that examination for improvement in division / marks / grades or for any other purpose.
- (7) The Ordinance and the Examination Procedure, as above, may be reviewed and amended from time to time subject to the approval of the Academic Council.

5. EVALUATION (ASSESSMENT) OF PERFORMANCE

(1) BASIS OF MARKS

- (a) The performance of a candidate in each semester shall be evaluated for each component of the curriculum separately following the system of continuous evaluation consisting of End Semester Examinations and Internal Assessment. The maximum marks in each component of curriculum shall be as per the examination scheme declared by the Academic Council.
- (b) The minimum pass-marks for the End Semester Examination and the Internal Assessment shall be as prescribed by the Academic Council for each course.

(2) BASIS OF CREDITS

- (a) One hour of contact lecture (L) shall be equal to one credit whereas two hours of contact tutorial (T) and / or practical (P) shall be equal to one credit. Thus, $\text{Credit} = \{L + (T+P)/2\}$. Credit in a subject shall be a whole number, not fractional number. If a credit in a subject turns out in fraction then it shall be rounded up to nearest whole number.
- (b) A candidate shall earn the credits allotted to a semester only when he/she passes the said semester.
- (c) A candidate shall be eligible for the award of degree of B.Com. LL.B only when he / she earns all the credits allotted to the course in which he / she has taken admission.

6. ATTENDANCE

Students are expected to have 100% attendance. Relaxation of maximum 25% may be allowed to cater for sickness or other valid reasons beyond the control of the students for which written permission of HoI/HoD is mandatory. Candidates appearing as regular students for any semester examination are required to attend at least 75 percent of the

lectures and 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.

7. PROMOTION TO HIGHER SEMESTERS:

A student shall be promoted for the next academic year/ semester of a programme, if he/she has obtained the required minimum SGPA and CGPA in previous semesters & year respectively as decided by the academic council of the university. If the Student does not fulfill the minimum SGPA in each semester and CGPA criteria may be promoted to next semester/ year on the recommendation of Dean/Director and placed on Academic Probation (AP) provided he/she has cleared minimum number of Credit units as decided by the academic Council. However, under special circumstances, the Vice Chancellor shall condone the criteria of minimum SGPA and CGPA provided that there are sufficient reasons, such cases shall be duly recommended by the Dean/Director of the School/Faculty

8. CREDIT BASED GRADING SYSTEM

- (1) Each course along with its weightage in terms of credits shall be recommended by the concerned Board of Studies (BoS) and shall be approved by the Academic Council and the Governing Body. Only approved courses can be offered during any semester.
- (2) Each student registered for a course, shall be awarded a letter grade. The letter grade awarded to a student shall depend upon his cumulative performance in the End Semester Examination and Internal Assessment.
- (3) The letter grades to be used and their numerical equivalents (called the Grade Points) shall be as per the regulations framed by the Academic council in this regard and subjected to amendment time to time.
- (4) The letter grades shall be awarded for each subject, theoretical or practical and for each module (component) of the curriculum separately.
- (5) The Semester Grade Point Average (SGPA) for a semester is a weighted average of course grade points obtained by a student in a semester and reflects the performance of a student in that semester. The SGPA for each semester shall be calculated as per the regulations framed by the Academic Council.

- (6) The Cumulative Grade Point Average (CGPA) is the weighted average of course grade points obtained by a student for all courses taken since his/her admission to the degree programme and reflects the cumulative performance of a student.
- (7) At the end of each semester, SGPA and CGPA shall be calculated up to two places of decimal without rounding off.
- (8) To clear / pass a particular subject the minimum required grade and grade point shall be as per the regulations framed by the Academic Council thereof.
- (9) A student shall earn all the credits allotted to a particular subject if he / she clears (pass) that subject.
- (10) For the award of degree a candidate should have secured minimum CGPA as per the regulations framed by the Academic Council in this regard.
- (11) The final examination grade sheet at the end of final semester examination of the course shall show the CGPA earned in the course. The CGPA can be converted into equivalent percentage marks as per the regulations framed by the Academic Council in this regard.

9. TRANSCRIPT

The transcript issued to a student after completion of the course shall contain the consolidated record of all the courses taken semester wise by the student, grades obtained, SGPA of each semester and the final CGPA.

10. Notwithstanding the above, the University shall ensure that the study programme leading to B.Com., LL.B (H) degree shall conform, to the standard set by the Bar Council of India.
11. The Ordinance and the Examination, Evaluation Policy and Promotion to higher semester, as above, may be reviewed and amended from time to time subject to the approval of the Academic Council.

AMITY UNIVERSITY CHHATTISGARH
ORDINANCE NO. 25
BACHELOR OF TECHNOLOGY, BACHELOR OF LAWS (HONOURS)
[B.TECH. LL.B (H) SIX YEARS INTEGRATED PROGRAMME]

1. APPLICABILITY

- (1) The Integrated Degree Course in Law (6 years Integrated Programme) shall be of six years duration, and shall be designed as Bachelor of Technology, Bachelor of Laws (Hons.)
- (2) The under graduate degree shall be awarded for the integrated course B.Tech. LL.B (H) being taught in the University and upon successful completion of the Course.
- (3) The evaluation shall be on the basis of Grades and Credits earned by the student in the said course.

2. ELIGIBILITY FOR ADMISSIONS

1. The Admission policy shall be as decided from time to time by the Board of Management of the University and in compliance with guidelines of Department of Higher Education, State Government and the Rules of Legal Education, Bar Council of India.
2. The University reserves the right to cancel the admission of any student and ask him/her to discontinue his/her studies at any stage of his /her career on the grounds of unsatisfactory academic performance or misconduct.
3. The Ordinance and the Admission Policy, eligibility & Selection Procedure, as above, may be reviewed and amended from time to time subject to the approval of the Academic Council, AICTE norms and in conformity to the Rules of Legal Education, Bar Council of India.
4. Reservation for ST/SC/OBC/PWD candidates shall be applicable as per the guidelines issued by Department of Higher Education, State Government time to time.

3. DURATION OF THE COURSE

- (1) The duration of the course shall be six years divided into twelve equal semesters.

- (2) The University may offer Capstone Semester at the end of tenth semester examination to interested candidates. This shall be of up to eight weeks duration. Separate fee shall be charged for this Semester which shall be decided by the Board of Management.
- (3) The academic calendar including semester breaks shall be declared by the Academic Council at the beginning of each year.
- (4) The maximum duration available to a student for completion of B.Tech. LL.B (H) Course shall be six years. The maximum duration of the course shall include the period of withdrawal, absence and different kinds of leave permissible to a student, but it shall exclude the period of Rustication, if any.
- (5) At the beginning of each semester, every student shall have to register within the duration prescribed in the academic calendar.

4. EXAMINATIONS

- (1) The University shall adopt the system of continuous evaluation consisting of Internal Assessment during the semester and End Semester Examination (ESE) for assessing the students' performance during the programme of study.
- (2) The detailed examination scheme for End Semester Examination as well as Internal Assessment for all components of the curriculum shall be laid down by the Academic Council.
- (3) A student may be debarred from appearing in the End Semester Examination by the Dean/Director of the School / Faculty due to any of the following reasons:
 - (a) Disciplinary action taken against the student.
 - (b) On the recommendation of concerned Head of the department, if
 - (i) The attendance in the Lecture / Tutorial / Practical classes is below 75% or as may be determined by the Academic Council, in the semester.
 - (ii) The performance in the Internal Assessment during the Semester has been found unsatisfactory.
- (4) The University shall conduct full examination at the end of each semester for the regular students. This examination will also enable those students to appear in the theory / practical courses who may have failed or missed the previous semesters' examination.

- (5) The teachers may conduct the makeup examination for the students who have missed or failed in the Internal Assessment, with the approval of the Vice-Chancellor upon recommendation of Dean/ Director of the School/Faculty.
- (6) If a candidate has passed a semester examination in full he / she shall be permitted to reappear in that examination for improvement in division / marks / grades or for any other purpose.
- (7) The Ordinance and the Examination Procedure, as above, may be reviewed and amended from time to time subject to the approval of the Academic Council.

5. EVALUATION (ASSESSMENT) OF PERFORMANCE

(1) BASIS OF MARKS

- (a) The performance of a candidate in each semester shall be evaluated for each component of the curriculum separately following the system of continuous evaluation consisting of End Semester Examinations and Internal Assessment. The maximum marks in each component of curriculum shall be as per the examination scheme declared by the Academic Council.
- (b) The minimum pass-marks for the End Semester Examination and the Internal Assessment shall be as prescribed by the Academic Council for each course.

(2) BASIS OF CREDITS

- (a) One hour of contact lecture (L) shall be equal to one credit whereas two hours of contact tutorial (T) and / or practical (P) shall be equal to one credit. Thus, $\text{Credit} = \{L + (T+P)/2\}$. Credit in a subject shall be a whole number, not fractional number. If a credit in a subject turns out in fraction then it shall be rounded up to nearest whole number.
- (b) A candidate shall earn the credits allotted to a semester only when he/she passes the said semester.
- (c) A candidate shall be eligible for the award of degree of B.Tech., LL.B, only when he / she earns all the credits allotted to the course in which he / she has taken admission.

6. ATTENDANCE

Students are expected to have 100% attendance. Relaxation of maximum 25% may be allowed to cater for sickness or other valid reasons beyond the control of the students for which written permission of HoI/HoD is mandatory. Candidates appearing as regular students for any semester examination are required to attend at least 75 percent of the lectures and 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.

7. PROMOTION TO HIGHER SEMESTERS:

A student shall be promoted for the next academic year/ semester of a programme, if he/she has obtained the required minimum SGPA and CGPA in previous semesters & year respectively as decided by the academic council of the university. If the Student does not fulfill the minimum SGPA in each semester and CGPA criteria may be promoted to next semester/ year on the recommendation of Dean/Director and placed on Academic Probation (AP) provided he/she has cleared minimum number of Credit units as decided by the academic Council. However, under special circumstances, the Vice Chancellor shall condone the criteria of minimum SGPA and CGPA provided that there are sufficient reasons, such cases shall be duly recommended by the Dean/Director of the School/Faculty

8. CREDIT BASED GRADING SYSTEM

- (1) Each course along with its weightage in terms of credits shall be recommended by the concerned Board of Studies (BoS) and shall be approved by the Academic Council and the Governing Body. Only approved courses can be offered during any semester.
- (2) Each student registered for a course, shall be awarded a letter grade. The letter grade awarded to a student shall depend upon his cumulative performance in the End Semester Examination and Internal Assessment.
- (3) The letter grades to be used and their numerical equivalents (called the Grade Points) shall be as per the regulations framed by the Academic council in this regard and subjected to amendment time to time.
- (4) The letter grades shall be awarded for each subject, theoretical or practical and for each module (component) of the curriculum separately.

- (5) The Semester Grade Point Average (SGPA) for a semester is a weighted average of course grade points obtained by a student in a semester and reflects the performance of a student in that semester. The SGPA for each semester shall be calculated as per the regulations framed by the Academic Council.
- (6) The Cumulative Grade Point Average (CGPA) is the weighted average of course grade points obtained by a student for all courses taken since his/her admission to the degree programme and reflects the cumulative performance of a student.
- (7) At the end of each semester, SGPA and CGPA shall be calculated up to two places of decimal without rounding off.
- (8) To clear / pass a particular subject the minimum required grade and grade point shall be as per the regulations framed by the Academic Council thereof.
- (9) A student shall earn all the credits allotted to a particular subject if he / she clears (pass) that subject.
- (10) For the award of degree a candidate should have secured minimum CGPA as per the regulations framed by the Academic Council in this regard.
- (11) The final examination grade sheet at the end of final semester examination of the course shall show the CGPA earned in the course. The CGPA can be converted into equivalent percentage marks as per the regulations framed by the Academic Council in this regard.

9. TRANSCRIPT

The transcript issued to a student after completion of the course shall contain the consolidated record of all the courses taken semester wise by the student, grades obtained, SGPA of each semester and the final CGPA.

10. Notwithstanding the above, the University shall ensure that the study programme leading to B.Tech. LL.B degree shall conform, to the standard set by the Bar Council of India.
11. The Ordinance and the Examination, Evaluation Policy and Promotion to higher semester, as above, may be reviewed and amended from time to time subject to the approval of the Academic Council.

AMITY UNIVERSITY CHHATTISGARH
ORDINANCE NO. 26
MASTER OF LAWS (LL.M) – ONE YEAR POST GRADUATE DEGREE COURSE

1. APPLICABILITY

The degree of Master of Laws shall be awarded to a candidate who as per the provisions of this ordinance has successfully completed the Course work and Thesis/Dissertation work within the prescribed time period.

2. ELIGIBILITY FOR ADMISSIONS

1. The Admission policy shall be as decided from time to time the Board of Management of the University and in compliance with guidelines of Department of Higher Education, State Government, UGC and the Rules of Legal Education, Bar Council of India.
2. The University reserves the right to cancel the admission of any student and ask him/her to discontinue his/her studies at any stage of his /her career on the grounds of unsatisfactory academic performance or misconduct.
3. The Ordinance and the Admission Policy, eligibility & Selection Procedure, as above, may be reviewed and amended from time to time subject to the approval of the Academic Council and in conformity to the University Grant Commission rules.
4. The award of the LL.M Degree shall be in accordance with the regulations of the University.
5. Reservation for ST/SC/OBC/PWD candidates shall be applicable as per the guidelines issued by Department of Higher Education, State Government time to time.

3. DURATION OF THE COURSE

- (1) The normal duration of the LL.M programme including dissertation shall be of two semesters.
- (2) At the beginning of each semester, every student shall have to register himself/herself within the duration prescribed in the academic calendar.

4. STRUCTURE OF THE COURSE

The structure of all LL.M Courses, Scheme of Examination, Curriculum and Syllabi shall be as prescribed by the Academic Council in this regard in compliance with the UGC rules.

5. EVALUATION (ASSESSMENT) OF PERFORMANCE

(1) BASIS OF MARKS

- (a) The performance of a candidate in each semester shall be evaluated for each component of the curriculum separately following the system of continuous evaluation consisting of End Semester Examinations and Internal Assessment. The maximum marks in each component of curriculum shall be as per the examination scheme declared by the Academic Council.
- (b) To pass (qualify) the particular component of curriculum a candidate has to pass separate if in the Internal Assessment and the End Semester Examination of that component of curriculum.
- (c) The minimum pass-marks for the End Semester Examination and the Internal Assessment shall be as framed by the Academic Council for each course from time to time.
- (d) A student failing in the Internal Assessment of any theoretical and /or practical (laboratory) subject shall not be allowed (permitted) to appear in the End Semester Examination of that subject unless special approval is granted by the Academic Council.

(2) BASIS OF CREDITS

- (a) One hour of contact in lecture (L) shall be equal to one credit where as two hours of contact in tutorial (T) and / or practical (P) shall be equal to one credit. Thus, $\text{Credit} = \{L + (T+P)/2\}$. Credit in a subject shall be a whole number, not fractional number. If a credit in a subject turns out in fraction then it shall be rounded off to the nearest whole number.
- (b) A candidate shall earn the credits allotted to a semester only when he/she passes the said semester.
- (c) A candidate shall be eligible for the award of degree of M. Tech., only when he / she earns all the credits allotted to the course in which he / she has taken admission.

6. ATTENDANCE

Students are expected to have 100% attendance. Relaxation of maximum 25% may be allowed to cater for sickness or other valid reasons beyond the control of the students for which written permission of Hol/HoD is mandatory. Candidates appearing as regular students for any semester examination are required to attend at least 75 percent of the lectures and 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.

7. THESIS/DISSERTATION EVALUATION

The evaluation of Thesis/Dissertation shall be done as per the procedure laid down in the regulations framed by the Academic Council in this regard in compliance with the UGC and Bar Council of India recommendations.

8. BREAK IN THE PROGRAMME

No break in the programme shall be permitted unless according to the University rules.

9. DISSERTATION/THESIS WORK IN INDUSTRY OR OTHER ORGANISATIONS

As per the University regulations and in compliance with the UGC norms.

10. CREDIT BASED GRADING SYSTEM

- (1) Each course along with its weightage in terms of credits shall be recommended by the concerned Board of Studies (BoS) and shall be approved by the Academic Council and the Governing Body. Only approved courses can be offered during any semester.
- (2) Each student registered for a course, shall be awarded a letter grade. The letter grade awarded to a student shall depend upon his cumulative performance in the End Semester Examination and Internal Assessment.
- (3) The letter grades to be used and their numerical equivalents (called the Grade Points) shall be as per the regulations framed by the Academic council in this regard and subjected to amendment time to time.
- (4) The letter grades shall be awarded for each subject, theoretical or practical and for each module (component) of the curriculum separately.
- (5) The Semester Grade Point Average (SGPA) for a semester is a weighted average of course grade points obtained by a student in a semester and reflects the performance of a student in that semester. The SGPA for each semester

shall be calculated as per the regulations framed by the Academic Council in this regard.

- (6) The Cumulative Grade Point Average (CGPA) is the weighted average of course grade points obtained by a student for all courses taken since his/her admission to the degree programme and reflects the cumulative performance of a student.
- (7) At the end of each semester, SGPA and CGPA shall be calculated up to two places of decimal without rounding off.
- (8) To clear / pass a particular subject the minimum required grade and grade point shall be as per the regulations framed by the Academic Council from time to time in this regard.
- (9) A student shall earn all the credits allotted to a particular subject if he / she clears (pass) that subject.
- (10) For the award of degree a candidate should have secured minimum CGPA as per the regulations framed by the Academic Council in this regard.
- (11) The final examination grade sheet at the end of final semester examination of the course shall show the CGPA earned in the course. The CGPA can be converted into equivalent percentage marks as per the regulations framed by the Academic Council from time to time in this regard.

11. TRANSCRIPT

The transcript issued to a student after completion of the course shall contain the consolidated record of all the courses taken semester wise by the student, grades obtained, SGPA of each semester and the final CGPA.

12. Notwithstanding the above, the University shall ensure that the study programme leading to LL.M degree shall conform, to the standard set by UGC recommendations.
13. The Ordinance and the Examination, Evaluation Policy and Promotion to higher semester, as above, may be reviewed and amended from time to time subject to the approval of the Academic Council.

AMITY UNIVERSITY CHHATTISGARH
ORDINANCE NO. 27
MASTER OF PHILOSOPHY (M.PHIL) TWO YEARS DEGREE COURSE

1. APPLICABILITY

The degree of Master of Philosophy (M. Phil.) shall be awarded to a candidate who as per the provisions of this ordinance has successfully completed the Course work and Thesis work within the prescribed time period.

2. ELIGIBILITY FOR ADMISSIONS

- a. The Admission policy shall be as decided from time to time by the Governing Body of the University. The guidelines issued by UGC and/or the State Government shall be adhered to.
- b. Candidates who have qualified for the award of the Master's degree in the relevant field of study with minimum pass-marks/ percentile fixed by the Governing Body, from time to time, shall be eligible to apply for admission to the M.Phil. programme. A relaxation of 5% marks shall be given to the candidates belonging to SC/ST/OBC/PWD categories.
- c. The eligibility criteria for admission to the M.Phil. programme shall be as decided by the Academic Council of the University from time to time and announced by the University for Admission each year.
- d. The award of the M.Phil. Degree shall be in accordance with the regulations of the University.
- e. Reservation for ST/SC/OBC/PWD candidates shall be applicable as per the guidelines issued by Department of Higher Education, State Government time to time.

3. DURATION OF THE COURSE

- a. The normal duration of the M. Phil. programme including project work shall be four semesters. Candidates may be permitted to do their project work in approved organizations as prescribed in the regulations.
- b. The academic calendar including semester breaks shall be declared by the Academic Council at the beginning of each year.
- c. The maximum duration available to a student for completion of M. Phil. Course shall be four years. The maximum duration of the course shall include

the period of withdrawal, absence and different kinds of leave permissible to a student, but it shall exclude the period of Rustication, if any.

- d. At the beginning of each semester, every student shall have to register himself/herself within the duration prescribed in the academic calendar.

4. STRUCTURE OF THE COURSE

The structure of M. Phil. Courses, Scheme of Examination, Curriculum and Syllabi shall be as prescribed by the Academic Council in this regard

5. EVALUATION (ASSESSMENT) OF PERFORMANCE

A. BASIS OF MARKS

- The performance of a candidate in each semester shall be evaluated for each component of the curriculum separately following the system of continuous evaluation consisting of End Semester Examinations and Internal Assessment. The maximum marks in each component of curriculum shall be as per the examination scheme declared by the Academic Council.
- The minimum pass-marks for the End Semester Examination and the Internal Assessment shall be as framed by the Academic Council for each course from time to time.
- A student failing in the Internal Assessment of any theoretical and /or practical (laboratory) subject shall not be allowed (permitted) to appear in the End Semester Examination of that subject unless special approval is granted by the Academic Council.

B. BASIS OF CREDITS

- One hour of contact in lecture (L) shall be equal to one credit where as two hours of contact in tutorial (T) and / or practical (P) shall be equal to one credit. Thus, $\text{Credit} = \{L + (T+P)/2\}$. Credit in a subject shall be a whole number, not fractional number. If a credit in a subject turns out in fraction then it shall be rounded off to the nearest whole number.
- A candidate shall earn the credits allotted to a semester only when he/she passes the said semester.

- c. A candidate shall be eligible for the award of degree of M.Sc. only when he / she earns all the credits allotted to the course in which he / she has taken admission.

6. ATTENDANCE

Students are expected to have 100% attendance. Relaxation of maximum 25% may be allowed to cater for sickness or other valid reasons beyond the control of the students for which written permission of HoI/HoD is mandatory. Candidates appearing as regular students for any semester examination are required to attend at least 75 percent of the lectures and 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.

7. PROJECT & THESIS EVALUATION

The evaluation of Project work and Thesis shall be done as per the procedure laid down in the regulations framed by the Academic Council in this regard.

8. BREAK IN THE PROGRAMME

Students may be permitted to take a break in the programme for joining a job provided that they have completed the course work. The project work may be done during a later period either in the organization where they work if it has desired Research and Development facility, or in the University. Such students shall complete the project work within the maximum duration for completion of the programme. Students desirous of discontinuing their programme at any stage with the intention of completing the project work at a later date shall seek and obtain the permission of the Dean/Director of the School/Faculty before doing so.

9. PROJECT WORK IN INDUSTRY OR OTHER ORGANISATIONS

- a. Sponsored candidates from Research and Developmental Organizations which have facilities of research work in the area proposed and those students who get employment in such organization after completion of the coursework, may be permitted to carry out their project and thesis work in such organizations.

- b. Regular candidates may also be permitted to carry out their project and thesis work in reputed Research and Development Units and other reputed Organizations.
- c. The students who are permitted to do the project and thesis work in an industry or Research and Development units and other reputed Organizations, shall have to pay the tuition and other fees to the University for the duration of such work. They shall not be eligible to receive any stipend / scholarship / fellowship from the University if they are receiving any financial support from the industry/ organization in which they are doing the project / thesis work.

10. CREDIT BASED GRADING SYSTEM

- a. Each course along with its weightage in terms of credits shall be recommended by the concerned Board of Studies (BoS) and shall be approved by the Academic Council and the Governing Body. Only approved courses can be offered during any semester.
- b. Each student registered for a course, shall be awarded a letter grade. The letter grade awarded to a student shall depend upon his cumulative performance in the End Semester Examination and Internal Assessment.
- c. The letter grades to be used and their numerical equivalents (called the Grade Points) shall be as per the regulations framed by the Academic council in this regard and subjected to amendment time to time.
- d. The letter grades shall be awarded for each subject, theoretical or practical and for each module (component) of the curriculum separately.
- e. The Semester Grade Point Average (SGPA) for a semester is a weighted average of course grade points obtained by a student in a semester and reflects the performance of a student in that semester. The SGPA for each semester shall be calculated as per the regulations framed by the Academic Council in this regard.
- f. The Cumulative Grade Point Average (CGPA) is the weighted average of course grade points obtained by a student for all courses taken since his/her admission to the degree programme and reflects the cumulative performance of a student.

- g. At the end of each semester, SGPA and CGPA shall be calculated up to two places of decimal without rounding off.
- h. To clear / pass a particular subject the minimum required grade and grade point shall be as per the regulations framed by the Academic Council from time to time in this regard.
- i. A student shall earn all the credits allotted to a particular subject if he / she clears (pass) that subject.
- j. For the award of degree a candidate should have secured minimum CGPA as per the regulations framed by the Academic Council in this regard.
- k. The final examination grade sheet at the end of final semester examination of the course shall show the CGPA earned in the course. The CGPA can be converted into equivalent percentage marks as per the regulations framed by the Academic Council from time to time in this regard.

11. TRANSCRIPT

The transcript issued to a student after completion of the course shall contain the consolidated record of all the courses taken semester wise by the student, grades obtained, SGPA of each semester and the final CGPA.

- 12 Notwithstanding the above, the University shall ensure that the study programme leading to M. Phil. Degree shall conform, to the standard set by the relevant regulations / norms of the UGC and the concerned regulatory body (if applicable).
- 13 The Ordinance and the Examination, Evaluation Policy and Promotion to higher semester, as above, may be reviewed and amended from time to time subject to the approval of the Academic Council.

AMITY UNIVERSITY CHHATTISGARH
ORDINANCE NO. 28
DOCTOR OF PHILOSOPHY (Ph.D.)

1. APPLICABILITY

The degree of Doctor of Philosophy (Ph. D.) is awarded to a candidate who as per the provisions of this Ordinance has submitted the thesis on the basis of original research either in a particular discipline or involving more than one discipline that makes a contribution to the advancement of knowledge.

2. DEPARTMENT RESEARCH COMMITTEE (DRC)

All academic matters related to Ph.D. degree shall be processed by the Departmental Research Committee (hereinafter DRC) consisting of the following:

- a) Head of the concerned department – Chairman
- b) Three members from the department from amongst the department teachers engaged in active research.
- c) Two outside experts nominated by the Vice Chancellor.

For conducting the meeting of the DRC, minimum four members shall be required including one outside expert.

3. RESEARCH DEGREE COMMITTEE (RDC)

1. The Research Degree Committee (hereinafter RDC) shall be responsible for maintaining the standards of the research work leading to the award of degree of Ph.D. The Committee shall consist of the following:-

- a) Vice Chancellor or his nominee – Chairman
- b) Dean of the concerned Faculty / School of Studies
- c) Chairman Board of Studies of the concerned subject/subjects
- d) Two Professors/Associate Professors from the Departments nominated by the Vice Chancellor
- e) Two outside experts nominated by the Vice Chancellor out of a panel of five experts given by the Chairman of the Board of Studies concerned

2. Four members including one outside expert shall form the quorum for the meetings of RDC. The Supervisor / Co-Supervisor shall be entitled to be present during the oral presentation of the candidate.

3. No TA and DA shall be payable to the candidate as well as the Supervisor/Co-Supervisor for attending the RDC meeting.
4. The meeting of the RDC shall be held in the University Office. The frequency of RDC meetings shall be as per the regulations framed by the Academic Council in this regard. The Committee shall consider the proposals of DRC for approval of the Supervisor/Co-supervisor and confirm the same if found suitable. If the proposal is not found suitable, the Committee shall ask the DRC to send another proposal.
5. The Committee shall also formally recommend the registration of a candidate for the award of Ph.D. degree.

4. ADMISSION POLICY & PROCEDURE

The policy adopted by the University for the registration of candidates for the award of Ph. D. Degree and the Admission Procedure shall be as per the regulations framed by the Academic Council, in accordance with the UGC Regulations in this regard.

5. ELIGIBILITY FOR REGISTRATION FOR DEGREE OF DOCTOR OF PHILOSOPHY

A candidate for the registration of Ph.D. must, at the time of application hold Master's degree in the relevant Discipline / Subject with at least 55% marks or an equivalent grade of the University, a deemed University or any other University incorporated by any law for the time being in force and recognized by the University or possess M. Phil degree through a regular programme from an University, a deemed University or any other University, incorporated by any law for the time being in force and recognized by the University. A relaxation of 5% marks shall be given to candidates belonging to SC/ST/OBC/PWD categories. Further, eligibility and procedure for admissions to Ph.D. program shall comply with the provisions of UGC Regulations, 2016.

6. PERIOD OF RESEARCH AND EXTENSION

The minimum and maximum duration for the completion of Ph.D. programme shall be as per the regulations framed by the Academic Council. If a candidate fails to complete the programme for some reason, in maximum duration as specified, then

extension shall be granted as per the regulations framed by the Academic Council from time to time in this regard.

7. RESIDENTIAL REQUIREMENTS

The residential requirements for the candidates pursuing Ph. D. programme shall be as per the rules and regulations framed by the Academic Council, in accordance with the UGC Regulations in this regard.

8. CRITERIA/ELIGIBILITY FOR RESEARCH SUPERVISOR/CO-SUPERVISOR

- (1) Faculty not below the rank of a University Associate Professor, working in the University who has obtained a Doctorate Degree in the subject, has publications in Standard journals and has five years of experience in the respective field. Notwithstanding the aforesaid, the competency norms laid down by UGC shall be adhered to.
- (2) A recognized supervisor who fails to publish research papers during last five years shall not be eligible to enroll new candidate under his/her supervision. The persons who have been recognized as Supervisors / Co-Supervisors shall be eligible to supervise even after their superannuation. However, in this case the superannuated faculty, with a permission of the Chairman, DRC, shall have to co-opt an additional Co-supervisor, who is in service, from the relevant research center approved by the University.
- (3) The person recommended as Co-Supervisor to guide the Research Scholar must be any one of the following:
 - (a) A recognized Supervisor of the University
 - (b) An Officer working in an organization of State/Central Government who has obtained a doctorate degree in the relevant subject and has published at least five research papers in reputed journals (ISSN) and has at least two years of experience in teaching/research.
 - (c) A Scientist/Director working in a research institute / organization / establishment / laboratory recognized by the University, who has obtained a doctorate degree and has published five research papers in the concerned subject and has two year post-doctoral research experience.

- (d) – A Supervisor shall not have at any given point of time more than eight Ph.D. Scholars as per UGC guidelines in this regards (i.e. Assistant Professor – 04, Associate Professor – 06, Professor – 08).

9. CHANGE OF SUPERVISOR

Under special circumstances, the candidate may be allowed to change the Supervisor on the recommendation of the RDC. However, no major change in the topic of research shall be permitted due to change in supervisor.

10. RESEARCH WORK PROGRESS REVIEW

- (1) The candidate shall submit, in every six months, a record of attendance, receipt of fees paid and progress report of the work through his/her supervisor in the prescribed format.
- (2) The progress of the work carried out during the past six months shall be presented by the candidate before the RDC. During the presentation the Supervisor/Co- Supervisor shall also be present.
- (3) If the progress of the work is not found to be satisfactory in two consecutive reports and the presentation or no reports have been received for a period of one year or the candidate fails to deposit the prescribed fee, the Vice Chancellor, on the recommendation of the RDC may order the removal of the name of the scholar from the list of those registered for the Ph.D. Degree.

11. SUBMISSION OF SYNOPSIS OF THESIS & PRE-PH.D. PRESENTATION

- (1) Prior to submission of the thesis, the candidate shall make a pre-Ph.D. presentation before the DRC, that may be open to all faculty members and research students, for getting the feedback and comments, which may be suitably incorporated into the draft thesis under the advice of the supervisor.
- (2) The candidate shall submit six copies of the summary of the thesis together with a list of at least two research papers published or accepted for publication in a standard journal through his/her Supervisor to the Registrar about two months prior to the anticipated date of submission of the thesis.
- (3) The supervisor shall submit two panels of at least five names of examiners in each. The Panel one shall comprise names of the reputed foreign university Professors / Associate Professors and panel two shall consist of the names of

Indian University/ Institutions Professors/Associate Professors actively engaged in the concerned area of research. Provided that the panel of examiners shall be obtained from the Chairman, Board of Studies of the subject concerned, in case the candidate is related to the supervisor.

- (4) The terms "relations" shall include: Father, Mother, Wife, Husband, Daughter, Son, Grand Son, Grand Daughter, Brother, Sister, Nephew, Niece, Grand Nephew/Niece, Uncle, Aunt, Son-in-law, Sister-in-law, Father-in-law, First Cousin-in-law etc.
- (5) The Vice Chancellor shall approve the names of two examiners, as per the regulations of the Academic Council in this regard, for sending the Synopsis of the Thesis to them. In case of refusal from one or both examiners, then the Registrar shall obtain approval for alternate examiner(s) from the same panels. This process shall last till the consent from the examiner(s) is / are received.

12. STRUCTURE OF Ph.D. THESIS

The following specifications shall to be followed by every candidate while preparing his/her Ph. D. Thesis:

- (1) The candidate shall follow the instructions of the University in regard to the typographic format, content, the first page, declarations, certificates, number of pages and annexure in the thesis.
- (2) The publication(s) of the candidate shall be attached along with the thesis as an appendix.

13. SUBMISSION OF THESIS

- (1) Ph.D. candidates shall publish the minimum number of research papers as specified by the Academic Council in the regulations in referred journals specified in the approved list by the respective Board of Studies/ UGC before the submission of thesis for adjudication and produce evidence for the same in the form of a reprint or acceptance letter or acceptance letter along with a copy of the paper. This shall be submitted along with the submission form while submitting the Ph.D. thesis.
- (2) Six copies of the Ph.D. thesis shall be submitted (Four copies with soft cover and two copies with hard cover) by the candidates, along with the 6 copies of

the summary of the Ph. D. thesis. The soft copy of Ph.D. thesis shall also be submitted by the candidates.

- (3) A one page abstract of the Ph.D. thesis (in triplicate) shall also be submitted by the candidates along with the thesis.
- (4) Key words (not less than 10) and List of Abbreviations shall be included in the synopsis, thesis, summary and abstract of the thesis.

14. EVALUATION PROCEDURE OF THESIS

The evaluation procedure of the Ph. D. Thesis and the conduction of Viva Voce Examination (Oral Defense of the Thesis) shall be as per the regulations framed by the Academic Council, in accordance with the UGC Regulations in this regard.

15. PROVISIONAL CERTIFICATE AND THE DEGREE

The candidates shall be issued provisional certificate after successful completion of the viva-voce examination and on approval of the same by the Vice-Chancellor and subsequent ratification by the Governing Body, provisional degree shall be issued. The date of issuance of the notification by the University regarding the award of Ph.D. shall be deemed as the date of conferment of Degree. The Degree shall be formally awarded in the ensuing convocation.

16. SCHEDULE OF PAYMENT OF FEE

The fee for the various stages of Ph. D. programme shall be fixed by the Board of Management and the same shall be deposited by the candidates as per the schedule declared by the Academic Council.

17. Notwithstanding the above, the University shall ensure that the study programme leading to Ph. D. Degree shall conform, to the standards set by the relevant regulations /norms of the UGC or the concerned statutory bodies, as the case may be.

AMITY UNIVERSITY CHHATTISGARH
ORDINANCE NO. 29
CONDUCT OF EVALUATION & EXAMINATIONS FOR PROGRAMMES LEADING
TO ALL BACHELOR'S/MASTER'S DEGREES AND UNDERGRADUATE/ POST
GRADUATE DIPLOMAS FOLLOWING SEMESTER SYSTEM

1. APPLICABILITY

This ordinance shall apply to all programmes leading to all Bachelor's/Master's degrees and Under Graduate / Post-Graduate Diplomas /Certificate Courses following semester system (other than programmes for which separate ordinance is notified).

2. DEFINITIONS

- 2.1 **"Academic Year"** means the period of nearly 12 months 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.
- 2.2 **"Attested"** means signed and verified by an officer competent or self-attested.
- 2.3 **"Amity Common Admission Test (AMCAT)"** shall mean the Common Admission Test conducted by the Amity University, Chhattisgarh (AUC) for admission to academic programmes of the University.
- 2.4 **"Annual Grade Point Average (AGPA)"** means the Annual Grade Point Average under Annual Examination System.
- 2.5 **"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.
- 2.6 **"Audit Programme"** shall mean a Programme Unit opted by a student out of Programme Units for which the student is awarded grades and does not earn credits.
- 2.7 **"Candidate"**
 - 2.7.1 **"Regular Candidate"**, means a person who is undergoing a regular Programme of study in the University Teaching Department (UTD).
 - 2.7.2 **"Ex-Student Candidate"**, means a person who was admitted to an examination as a regular candidate 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/ permission again to the same examination.
 - 2.7.3 **"Failed Candidate"**, means a student who could not get minimum marks to clear a subject in an examination.

- 2.8 **"Board of Examiners"** means 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 s of the University.
- 2.9 **"Programme Unit"** means component of an Academic Programme for which details of syllabus and required number of contact hours per week are specified.
- 2.10 **"Programme Code"** means curricular component identified by a designated code number normally consisting of a string of alphanumeric characters.
- 2.11 **"Programme Credits"** means an integer number indicating the weightage assigned to a Programme Unit, Project, Research work or any other academic component, on the basis of contact hours per week on all learning activities.
- 2.12 **"CGPA"** means the Cumulative Grade Point Average of a student.
- 2.13 **"End Term Examinations"** means an examination conducted by the AUC at the end of Year/ Semester as prescribed in Scheme of evaluation of a programme.
- 2.14 **"Enrolment"**, means the period for which a candidate's registration is valid.
- 2.15 **"Examination Centre"** means any 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.
- 2.16 **"Examination Committee"** means the Committee as constituted in the Statutes to coordinate activities relating to conduct of examinations and devise detailed procedures for an efficient, transparent and fair evaluation system of students.
- 2.17 **"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.
- 2.18 **"External Examiner"** means a person who is appointed as Examiner and is not in the employment of the university or faculty of other faculty/school of the university
- 2.19 **"Examination Sub -Committee"** shall mean a Sub - Committee constituted by the University to work under Examination Committee.
- 2.20 **"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.
- 2.21 **"Invigilator"** means a person who assists the Superintendent of the Examination Centre in conducting and supervising an examination at a centre.

- 2.22 **"Maximum Registration Period"** means 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.
- 2.23 **"Minimum Registration Period"** means 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.
- 2.24 **"Ordinances"** mean the Ordinances of Amity University, Chhattisgarh.
- 2.25 **"PG Diploma"** means the Post Graduate Diploma in areas approved by the Executive Council.
- 2.26 **"Question Paper"** means a document containing the question(s) to be answered by a candidate during examination.
- 2.27 **"Result Moderation Committee"** means the committee appointed by the University to moderate grades/marks awarded by the Evaluators in different Programme units at a given level of a curriculum.
- 2.28 **"Scheme of Teaching and Examination"** means the scheme of teaching and examination for a programme as approved by the Academic Council.
- 2.29 **"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.
- 2.30 **"Semester System"** means a programme wherein each academic year is apportioned into various sectors, normally each of six months duration, pertaining to teaching, training, internship, cap storing etc.
- 2.31 **"SGPA"** means Semester Grade Point Average.
- 2.32 **"Statutes"** means the Statutes of Amity University, Chhattisgarh.
- 2.33 **"Superintendent of Examination Centre"** means a person appointed by the University 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.
- 2.34 **"Tabulator"** means a person specially engaged for tabulating the result from award lists and the result sheets prepared by the Office.
- 2.35 **"Teaching Experience"** means teaching experience in the subject in an Institution recognized by the AUC.
- 2.36 **"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. shall apply accordingly.

4. Acronyms

AGPA	Annual Grade Point Average
CGPA	Cumulative Grade Point Average
AUC	Amity University, Chhattisgarh
CAT	Common Admission Test
CoE	Controller of Examinations
ESE	End Semester Examinations
IAE	Internal Assessment Evaluation
'F' Grade	Fail Grade
'I' Grade	Incomplete Grade
HoC	Head of Centre
HoD	Head of Department
HoI	Head of the Institution
PG Programme	Post Graduate Programme
Pro VC	Pro Vice Chancellor
S Grade	Satisfactory Grade
SGPA	Semester Grade Point Average
U Grade	Unsatisfactory Grade
UG Programme	Under Graduate Programme
UTD	University Teaching Department
VC	Vice Chancellor

3. ADMISSION OF VARIOUS CATEGORIES OF STUDENTS TO THE UNIVERSITY EXAMINATION

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. Filled up examination forms of all the candidates with the complete examination fees shall be forwarded by the Head of Department (HoD) so as to reach the designated centre on or before the last date prescribed by the University. It shall be the responsibility of the HoD to see that the candidate

- possesses minimum academic qualifications for appearing in the examination, has fulfilled attendance norms and is of good conduct.
- 3 Controller of Examinations (CoE) of the University or the HoD 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 Institutional property and all the articles 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.
- 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 HoD who shall 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 shall 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.
- 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 Programme 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.
- 6 A regular candidate shall submit his/her application form with the form fees and examination fees, which shall be forwarded by the 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.
- 7 In case of each application, the HoD shall certify that the candidate:

- (a) is eligible for appearing in the examination to which he seeks admission.
 - (b) He/she has displayed good conduct.
- 8 The Head of the University Teaching Department (UTD) or HoD concerned shall send list of eligible candidates for examination, as per examination schedule declared by the University.
- 9 No Candidates shall be allowed to take the end semester/annual examination unless one has:
- (a) Paid all the due fees and:
 - (i) Obtained "No Dues" certificates from the concerned Department. Submitted the Project Report/Job Internship Certificate, as notified by the Director/ HoD.
 - (ii) Received in-plant training as prescribed by the Director/ HoD.
- 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 prosecuted a regular Programme 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 Programme 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, 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.
- 11 In computing the attendance for fulfillment of the conditions regarding prosecution of a regular Programme of study:
- (a) Attendance at lectures delivered and practical's, if any held during the academic session shall be counted.
 - (b) Attendance at NCC/ACC/NSS/Amity Military Training Camps during the session shall be taken as full attendance at lectures/practical's on each such day of the camp and the day of journey to such camp.
 - (c) 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.
 - (d) For special reasons such as prolonged illness, deficiency in percentage of attendance not exceeding 5% in each subject (in addition to 75% minimum required to be eligible to appear in an examination) may be condoned by the VC, provided that he is fully satisfied of the validity of the reasons.
- 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 in the prescribed format for admission to the examination through the Director/HoD School of Studies indicating the subject or subjects in which he desires to present himself 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 of the School of Studies, so as to reach the University on or before the last date prescribed for the purpose by the University.
- 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 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) If he/she was duly admitted to the said examination as a regular candidate but could not appear then a certificate from the Director/HoD of the concerned Department last attended by him showing the year, the roll number and the examination to which he was admitted as a regular candidate has to be mentioned with application forms.
- 14 An ex-student candidate for an examination shall submit through the forwarding officer i.e. the HoD that he/she has pursued a regular Programme of study, an application for admission to the examination in the prescribed form on or before the last date notified by the University and specify therein:
- a) The subject paper or subjects/papers in which he/she desires to present himself/ herself for the examination.
 - b) Evidence of having been admitted to the examination earlier as required along with his/her latest passport size photograph duly attested by the forwarding officer along with crossed bank draft drawn in favor of the University or in any other manner prescribed by the University.
 - c) An Ex-student 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 of

syllabus of the examination and he is permitted by the University to offer instead a different subject or paper.

- d) An ex-student candidate shall 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.

15. An ex-student candidate shall appear from the examination centre allotted by the University.

4. EXAMINATIONS

1. The University shall hold examinations approved by the Academic Council and as it may notify time to time for awarding Bachelors/ Masters degrees, Under-graduate/ Post-graduate Diplomas, as case may be, as per the prescribed Schemes of Teaching & Examinations and Syllabi as are approved by the Academic Council.
2. Examinations of the University shall be open to regular students i.e. candidates who have undergone a course of study in the University for a period specified for that programme of study in the Scheme of Teaching & Examination and Syllabi
3. Provided that the Academic council may allow any other category of candidates to take the University Examination for any specified academic programme subject to the fulfillment of such conditions as may be laid down by the Academic Council from time to time.

Provided further, that a student may be debarred from appearing in the End Semester Examination as provided in clause 15 of this Ordinance or as provided in any other Ordinance of the University.

5. PROGRAMMES CONTENT & DURATION

1. A Bachelor's/Master's degree and Under-graduate/Post-graduate diploma programme shall comprise of a number of courses and/or other components as specified in the Scheme of Teaching & Examination and Syllabi of the

concerned programme, as are approved by the Academic Council. Each course shall be assigned a weightage in terms of specified Credits.

2. The minimum period required for completion of a programme shall be the programme duration as specified in the Scheme of Teaching & Examination and Syllabi for the concerned programme.
3. The maximum permissible period for completing a programme shall be as per the regulations framed by the Academic Council in this regard.

6. SEMESTER

1. The Calendar of activities for evaluation and examination shall be notified by the University for each semester before the start of Academic Year.
2. The academic break-up of the semesters devoted to instructional work shall be as per the ordinances of the concerned programme.

7. EXAMINATION COMMITTEE

1. There shall be an Examination Committee at the University level constituted by the Academic Council.
2. The composition of the Examination Committee shall be as under:

(a) Pro-VC/Dean Academics	- Chairperson
(b) Deans of Faculties/Heads of Departments	- Member
(not exceeding eight) nominated by the VC.	
(c) CoE.	- Member Secretary

Note:

1. Tenure of the Examination Committee shall be for two years.
 2. Presence of two third members shall constitute quorum of the meeting.
 3. There shall 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.
3. 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 numbers 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 associated with examination.
- (h) To consider any written report/ representation/ complaints received within seven days after completion of the examination regarding question paper setting etc., and to consider specific recommendations of the Examination Sub-Committee of Departments/ s and to recommend to 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, as the case may be.
- (i) To investigate the cases of understandable divergence in the results of any Programme 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.

8. EXAMINATION SUB – COMMITTEE

- 1 **Constitution.** Each Department shall constitute an Examination Sub-Committee to oversee the examinations of the concerned Department. The composition of the Sub-Committee shall be as under:

- (a) Head of Department - Chairperson
- (b) Two senior faculty members of the Department - Members

- 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 shall record reasons for the same in writing.
- (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 taking action by the Examination Discipline Committee of the University.
- (m) Arrange spot evaluation of answer books by the Evaluators approved by the VC, if desired by the University.

9. MODERATION BOARD FOR MODERATION OF QUESTION PAPERS.

1 Composition

Moderation Board shall be constituted by the VC as under for one or more Programmes as hereunder.

- (a) Dean / Head of Department - 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.

2 Functions

The functions of the Moderation Board shall be:

- (a) To ensure that question papers prepared are strictly in accordance with the Programme 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 Programme contents and indicate weightage / marks for each question or part/ parts thereof, time prescribed and to correct errors, if any.

10. EXAMINATION DISCIPLINARY COMMITTEE

1 General

There shall be an Examination Disciplinary Committee at the University level constituted by the VC to consider the cases of misconduct, misbehavior of students and the matter relating to the use of unfair means in examination and disorderly conduct of examinations.

2 Composition

The constitution of the Examination Discipline Committee shall be as under:

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

Notes:

1. The Chairperson may co-opt any Head of Department 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 at the meeting shall constitute the quorum.

II. RESULTS MODERATION COMMITTEE

1 Composition

The University shall constitute a Results Moderation Committee for each Programme as under:

- | | |
|---|--------------------|
| (a) Pro-VC/Dean Academics/Dean of Faculty | - Chairperson |
| (b) Head of Department nominated by VC | - Member |
| (c) One Senior Faculty member
(from each broad discipline) | - Member |
| (d) CoE. | - Member Secretary |

2 Functions

The functions of Results Moderation Committee shall be 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 shall 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.

a. 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 on the recommendation of moderation committee.
- b. 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 before the Result Moderation Committee.
 - c. The recommendations of the Moderation Committee shall be placed before the VC for approval.

12. APPOINTMENTS

1. Controller of Examination (CoE)

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.

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 Programmes. 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 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 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.

2. Examination Superintendent

2.1 The VC shall, in consultation with the HoD and CoE, appoint Exam Superintendent and Assistant Exam Superintendent (if any required), for the examination centre of their respective Departments for smooth conduct of examinations. The Superintendent shall be fully conversant with Examination Regulations of the University. The Exam Superintendent/Assistant Exam Superintendent shall function under the guidance of CoE and shall be responsible for the following duties/tasks:

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

- (c) The Exam 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.
- (d) The Exam 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.
- (e) The Exam 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.
- (f) Unless otherwise directed, preferably only faculty members and staff from the respective Department shall be appointed as Invigilators.
- (g) The Superintendent shall ensure on every day of exam matter that all examinees are in possession of their **I - Card** and **Admit Card** and signatures of all candidates appearing in the examination are taken on the relevant form.

13. ACADEMIC PROGRAMME COMMITTEE

- (1) There shall be an Academic Programme Committee in each Faculty/School of Study/ Centre of the University.
- (2) All the Professors of the Faculty/School of Studies / Center shall constitute the Academic Programme Committee of which the Dean/Director of the School / Faculty shall act as its Chairman, This Committee shall coordinate the implementation of the conduct of examination and evaluation for each programme with optimum utilization of resources.

- (3) The Academic Programme Committee shall also perform other tasks as assigned to it by the Board of Studies of the concerned faculty/school of the University or by the Dean of Faculty/ School.
- (4) The Academic Programme Committee shall meet as and when required but at least once every semester. The Chairman of the Committee shall convene the meetings.

14. EXAMINATION FEES

The Registrar shall notify the fees payable by the students for various examinations, after the same is approved by the Vice-Chancellor. A student who has not paid the prescribed fees before the start of examinations shall not ordinarily be eligible to appear in the examination.

15. ATTENDANCE

Students are expected to have 100% attendance. Relaxation of maximum 25% may be allowed to cater for sickness or other valid reasons beyond the control of the students for which written permission of HoI/HoD is mandatory. Candidates appearing as regular students for any semester examination are required to attend at least 75 percent of the lectures and 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.

- (1) A student who has been detained due to shortage of attendance shall not be allowed to be promoted to the next semester and he/she shall be required to take re-admission and repeat all courses of the said semester with the next batch of the students.
- (2) Dean/Director of the Faculty/ School shall announce the names of all such students who are not eligible to appear in the end semester examination, before the start of the end semester examination and simultaneously intimate the same to the Controller of Examination. In case any student appears by default, who in fact has been detained by the Faculty / School, his/her result shall be treated as null and void.

16. EVALUATION & EXAMINATION

- (1) The overall weightage of a course in the Syllabi and Scheme of Teaching & Examination shall be determined in terms of credits assigned to the course.
- (2) The evaluation of students in a course shall have following components unless specifically stated otherwise in the Scheme of Teaching & Examination and Syllabi as:
 - (i) Evaluation through an End Semester Examination (ESE);
 - (ii) Internal Assessment Evaluation (IAE);
- (3) The University shall have the right to call for the records of teacher's continuous evaluation as and when required.
- (4) End Semester Practical Examinations shall be conducted by the Board of Examinations for each practical. The Board shall consist of one or more examiners.
- (5) For any other type of examination, not covered above, the mode of conduct of examination shall be decided by the Controller of Examinations on the recommendation of the Board of Studies with the approval of the Vice-Chancellor.
- (6) The distribution of weightage for various components of evaluation shall be as prescribed in the concerned Ordinance.
- (7) For any other components of a programme not covered by the above, the weightage shall be prescribed by the Board of Studies with the approval of the Vice Chancellor.

17. CONDUCT OF END SEMESTER EXAMINATIONS

- (1) The Controller of Examination shall prepare and duly publish a programme for the conduct of examinations specifying the dates of each examination and the last dates by which applications and fees for examinations shall be paid by the intending examinees.
- (2) The schedule of examination shall be notified by the Controller of Examinations at least 2 weeks prior to the first day of the commencement of end semester examinations.

- (3) For theory as well as practical examinations and viva-voce for thesis/project report etc., all examiners shall be recommended by the Chairman of Board of Studies and approved by the Vice-Chancellor. Provided that the Vice-Chancellor may, by his discretion, may delegate his authority to the Chairman Academic Council.
- (4) The Controller of Examination shall, in consultation with the Dean of the Faculty/ School where there is an examination center, appoint Centre Superintendent Examination and Assistant Superintendent Examination if any, for each examination center and shall issue instructions for their guidance.
- (5) The Superintendent of the Examination at each center shall be personally responsible for the safe custody of question papers and the answer books sent to him and shall render to the Controller of Examination a complete account of used and unused question papers and answer books.
- (6) The Centre Superintendent shall supervise the work of invigilator working under him and shall conduct the examinations strictly according to the instructions issued by the University.
- (7) The Centre Superintendent of the examination shall, whenever necessary, send a confidential report to the Controller of Examination about the conduct of examination mentioning therein the performance of the Invigilators and the general behavior of the examinees. He shall send a daily report on the number of examinee attending each of examinations, absentee roll numbers and such other information relating to the examinations being held at the school/center, along with any other matter which he/she thinks fit to be brought to the notice of the University. He/she shall also be responsible for maintenance and submission of the account of advance money received and expenditure incurred in connection with the conduct of the examinations to the Controller of Examination of the University.
- (8) The Centre Superintendent shall have the power to expel an examinee, from examination on subsequent examination days, or any of the following ground:
 - (i) That the examinee created a nuisance or serious disturbance at the examination centre.

- (ii) That the examinee showed a seriously aggressive attitude towards an invigilator or a member of the staff entrusted with the examination work.
- (9) If necessary, the Superintendent may ask for police assistance to meet any unpleasant situation created by the candidate. The Controller of Examinations should be informed at the earliest about such incident.
- (10) Unless otherwise directed, only teachers of Faculties /Schools of Studies shall be appointed as Invigilators by the Superintendent.
- (11) It shall be the duty of Superintendent to ensure that an examinee is the same person who had filled in the form of application for appearing at the examination, by way of checking the photograph pasted on the form and signature (one already on the form and other to be obtained in the examination hall).
- (12) The Controller of Examination may, on the recommendation of the Centre Superintendent appoint an amanuensis to write down dictation pertaining to answers to questions at the examination of behalf of an examinee who is unable to write himself/herself on account of severe short sightedness or sudden illness, provided that such an amanuensis shall be a man/woman possessing qualification of at least one class examination lower than the examination concerned.
- (13) Subject to the provision of this ordinance, the Academic Council may from time to time make, alter or modify rules and procedure about the conduct of examinations.

18. DURING EXAMINATION

- (1) No examinee shall leave the examination hall within an hour of the start of the examination for any purpose whatsoever and no late comer will be permitted for the examination after 30 minutes of its commencement.
- (2) Examinees desirous of leaving the examination hall temporarily shall be permitted to do so for a maximum period of 5 minutes. The absence shall be recorded and if the examinee fails to return within this limit of 5 minutes, he/she shall not be permitted to enter the Examination Hall, unless he/she gives convincing explanation.

- (3) A candidate found talking during the examination hours shall be warned not to do so. If the candidate continues talking in spite of the warning by the invigilator, the answer book of such examinee shall be withdrawn and a second answer book shall be supplied. Only the second answer book shall be sent for valuation. The first answer book shall be cancelled and sent to the Controller of Examination by the Centre Superintendent.
- (4) The Centre Superintendent of an examination center shall take action against an examinee who is found assisting or attempting to use Unfair Means in the examination hall or within the premises of the examination center during the hours of examination, in the following manner:
 - (a) The examinee shall be called upon to surrender all the objectionable materials found in his / her possession including the answer book and a memorandums shall be prepared with date and time.
 - (b) The statement of the examinee and the invigilator shall be recorded.
 - (c) The examinee shall be issued a fresh answer book marked "Duplicate-Using Unfair Means" to attempt answer within the remaining time prescribed for the examination.
 - (d) All the material so collected and the entire evidence along with a statement of the examinee and the answer book, duly signed shall be forwarded to the Controller of Examination by name, in a separate confidential sealed registered packet marked "Unfair Means" along with the observations of the Superintendent.
 - (e) The material so collected from the examinee together with both the answer book collected while using unfair means and the other supplied afterward, will be sent to the Examiner by the Controller of Examination for assessing both the answer books separately and to report if the examinee has actually used unfair means in view of the material collected.
 - (f) The cases of the use of unfair means at the examination as reported by the Centre Superintendent along with the report of the Examiner shall be examined by the Committee to be appointed by the Academic Council every year for the purpose.
 - (g) The Committee shall, after examining the cases, decide the action to be taken in each case and report to the Academic Council all cases of the use of unfair means.

- (h) The quantum of punishment for using unfair means in the examination shall depend on the severity of the case and shall be in following categories:

Category-A: Examination of that theory paper shall be cancelled in which the candidate has been found using unfair means.

Category-B: Present full examination (theory) shall be cancelled.

Category-C: Present examination shall be cancelled in full and student shall be debarred from appearing in next examination and therefore candidate cannot be admitted in next coming semester / year.

Category-D: Present examination shall be cancelled in full and the candidate shall be debarred for next two examinations.

Category-E: Cancellation of present full examination and debarred for next three examinations and case will be reported to the police for criminal proceeding against the candidate.

19. DISSERTATION / THESIS

For dissertation/thesis for Master's degree programmes, wherever, specified in the scheme, the evaluation shall be done and marks awarded by a Committee comprising an internal examiner, who will ordinarily be the supervisor, and one or more external examiner(s). The examiners shall be appointed by the Vice-Chancellor, out of a panel of three or more names suggested.

AMITY UNIVERSITY CHHATTISGARH
ORDINANCE NO. 30
PAYMENTS/REMUNERATION FOR EXAMINATION WORK

1. The rates of remuneration for all purposes for paper-setters/examiners/ staff shall be determined of Board of Management of the University and rules in this regard shall be framed.
2. The actual freight, postal or courier charges and other expenses incurred by the examiner shall 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 Directors/Deans. The decision of the Vice Chancellor shall be final.

AMITY UNIVERSITY CHHATTISGARH
ORDINANCE NO. 31
AWARD OF DEGREES, DIPLOMAS, CERTIFICATES AND OTHER ACADEMIC
DISTINCTIONS

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, BCI, COA, NCTE, MCI, Pharmacy Council of India and such other Statutory Bodies.
2. The degree, diploma, certificate, citations and other documents relating to other academic distinctions shall be signed by the Registrar and countersigned by the Vice Chancellor. Provisional Certificates shall be signed by the Controller of Examination.
3. A student shall be awarded a degree/diploma, if:
 - a. He/She has registered himself/herself, has undergone the Programme 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 and no disciplinary action is pending against him/her.
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.
5. Approval accorded by the Academic Council for award of the respective degrees, diplomas or certificates etc. shall be placed before the Board of Management for its concurrence. On being concurred by the Board of Management, the degrees, diplomas or certificates shall be awarded to the successful candidates at convocation.
6. In case of emergencies, the degrees, diplomas, certificates shall be awarded to the successful students before the convocation with the approval of the Vice Chancellor and the matter shall be reported to the Academic Council.
7. The nomenclature of the Degrees/ Diploma/Certificates that would be conferred by the University under different Faculty / Schools of Studies /Centers shall be determined by the Academic Council in accordance with the guidelines issued by UGC.

AMITY UNIVERSITY CHHATTISGARH
ORDINANCE NO. 32
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 shall remain in force for a period of one academic year and the subsequent continuation shall be based on the CGPA (as specified by the University in its Regulation) obtained at the Semester/Annual Examinations.
2. In addition, the University may also award Research Scholarships/Fellowships to promote academic excellence among the students. These shall be awarded, based on the results of examinations, the criteria for which shall 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 shall 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 shall be decided by the Board of Management of the University.
 - (d) The scholar shall not join any other Programme 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 Programme 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 appears 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 Programme of study with the Programme 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 Department 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 Department 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 and 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 department 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 Dispute Resolution committee. The committee shall send its recommendations to Chancellor for approval. Chancellor shall have the power to approve or reject the recommendations of the said committee. Following shall be the members of "Dispute Resolution 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 Directors/Deans. The decision of the Vice Chancellor shall be final.

**AMITY UNIVERSITY CHHATTISGARH
ORDINANCE NO. 33
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 university/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 persistent idleness or has been guilty of misconduct, the Head of the concerned Department/School, should inform the Chief Proctor/ Registrar/ Vice Chancellor, depending upon the nature/gravity of the offence, the Head of the concerned Department/School 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 ensuing examination; or rusticate such a student,
- (b) Before Inflicting any punishment as aforesaid, the Vice Chancellor shall give the student concerned an opportunity of personal hearing and record the reasons of inflicting the punishment in writing.
- (c) The Vice Chancellor 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 not guilty.
- (e) The rustication of a student from a department shall entail the removal of his name from the register of enrolled students.
3. All students pursuing a Programme of studies at the University Teaching Departments 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 entering into an altercation 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 in an unauthorized manner.
 - (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 disciplinary 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 shall 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/her by the Proctor for disciplinary action, or by any responsible person or constituted authority of the University. He/she may also take suo moto action in which in his/her opinion calls for disciplinary action.
9. The Chief Proctor may delegate any of his powers to Proctors. In the absence of Chief Proctor, the Proctor/Assistant 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 two Assistant Proctors shall constitute the quorum for sittings of such investigations.
12. There shall be a Disciplinary 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 Disciplinary 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 Disciplinary 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, which shall be maintained as 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 University Teaching Departments 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, shall 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 directors/ deans. The decision of the Vice-Chancellor shall be final.

AMITY UNIVERSITY CHHATTISGARH
ORDINANCE NO. 34
CO-OPERATION AND COLLABORATION WITH OTHER UNIVERSITIES AND
INSTITUTIONS

- 15 The University may seek cooperation and collaboration with the existing *universities and Institutes of Higher Education* in India and abroad and execute a Memorandum of Understanding (MoU) detailing the extent and area of cooperation and collaboration mutually agreed upon.
- 16 In the interest of academic excellence the University may like to collaborate with institutions of repute with respect to academic exchange program. Such proposals may be sent by the University or received from other institutions. The University shall get the proposal scrutinized by a committee appointed by the vice chancellor. Then the proposal shall be placed before the Vice Chancellor for necessary action.
- 17 The University may collaborate with universities and Institutes of Excellence engaged in Higher Education in the country and abroad for the Research and consultancy work from time to time.
- 18 The University may collaborate with the Government organizations and Institutes for providing training, teaching and guidance to the students of economically weaker sections of the society and to the teachers of schools and colleges of the state.
- 19 A copy of the MOU will be sent to the CGPURC for information.
- 20 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/ Deans. The decision of the Vice-Chancellor shall be final.
- 21 All the decisions taken by the University shall be communicated to the CGPURC for information.

AMITY UNIVERSITY CHHATTISGARH
ORDINANCE NO. 35
RESIDENCE OF STUDENTS (HOSTEL)

The University provides Hostel facility for students in its own campus.

General Rules(Rules have been framed for running the Hostels)

1. These rules may be called the rules for Hostels of the Amity University, Chhattisgarh.
2. These rules shall be applicable to all the Hostels of the University

Admission

1. 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.
2. Incomplete or wrongly filled application forms shall not be considered.
3. Each applicant for admission shall furnish a character certificate from the Head of the institution last attended, along with application.
4. After an applicant has been admitted or re-admitted he/she may be allotted a bed in a room by the warden.
5. Students who have earlier availed the hostel facilities and seeking re-admission must also apply for admission ensuring clearance of 'No Dues' of previous year (if any) and then deposit their readmission fees.
6. No student, who has failed or dropped out in the examination or warned for any disciplinary action shall be readmitted to the hostel except with explicit permission by the Vice Chancellor.
7. The parents of the students shall submit a recent pass-port size colored 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.
8. 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 Programme in the University his/her admission in the hostel shall be considered afresh.

9. Initially a bona-fide student may be considered for admission for one year only and in case of unsatisfactory conduct, re-admission in the hostel shall not be considered.
10. 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.
11. 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.
12. Music systems/Radio/T.V. are not allowed in the rooms, however it may be permitted with carphone attachment.
13. 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.
14. 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.
15. 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 and Other Charges

1. Hostellers shall pay yearly rent as prescribed by the University. Late fees shall be charged after the last date 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).
2. Every students admitted or re-admitted to the hostel shall pay caution money refundable at the time of leaving the hostel on completion of the Programme/degree.

3. In case, the study Programme is not completed within the stipulated period and the hosteller is required to extend his/her stay in the hostel for completing the Programme he/she may be allowed to continue his/her stay in the hostel on the recommendations of the Programme coordinator and concerned warden after 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

1. The facility of mess /canteen shall be provided by the University on payment basis; cooking is strictly prohibited in the hostel rooms.
2. Every hosteller shall be required to pay monthly mess charges in advance as notified by the Hostel Committee.

Hostel Rooms and Allotment

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

- (a) Students pursuing undergraduate courses and whose parents are residing in rural areas and students belonging to economically weaker sections of the society shall be given preference over other students.
- (b) Physically Handicapped Students.
- (c) SC/ST/OBC Students.
- (d) Students pursuing professional Programmes 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 University Regulations.

Attendance

1. Attendance shall be taken in hostel every evening at prescribed 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 shall be as follows-
2. Attendance time for girls shall be 21:30 hours.

3. Attendance time for boys shall be 22:00 hours.

Hostel Management Committees

1. 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 one more.

(a) Hostel Management Committee.

The Committee shall comprise

- | | |
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| (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 Hostel 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 comprise of the following:

- | | |
|--|------------|
| (i) Chief Warden | - Chairman |
| (ii) Hostel Student's Representatives (one each
for approx 20-25 members) | - Members |

(iii) Hostel Prefects and Associate Prefects for various functions

like food, health and extracurricular activities. - Members

Misconduct and Indiscipline

1. Gambling of any kind and use of liquor and smoking etc is prohibited in the hostel and campus.
2. 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.
3. Pornographic literature and exotic posters/displays etc. are not permitted in the hostels.
4. 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.
5. Use of electric heater and iron etc. are not allowed in the hostel. Heavy fine may be imposed for violation of this rule.
6. Hostellers are strictly prohibited to keep firearms with them. No pets are permitted to be kept in the hostel by the hostellers.
7. In exigencies, all hostellers shall vacate their rooms 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.
8. Hostellers shall not give shelter to any outsider. Anyone found guilty on this account shall be severely punished which may include removal from the hostel.
9. No meeting shall be held in the hostel premises without the prior permission of the warden.
10. 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.
11. 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

1. Every hosteller shall maintain a high standard of discipline, and behave 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.
2. 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 shall 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.
3. 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.
4. 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.
5. 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.
6. 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 from the Hostellers. Such action taken, however, shall be brought to the notice of the Registrar/ Vice-Chancellor in writing.
7. 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.

8. 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.
9. 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 Deans. The decision of the Vice-Chancellor shall be final.

AMITY UNIVERSITY CHHATTISGARH
ORDINANCE NO. 34
CO-OPERATION AND COLLABORATION WITH OTHER UNIVERSITIES AND
INSTITUTIONS

- 15 The University may seek cooperation and collaboration with the existing universities and Institutes of Higher Education in India and abroad and execute a Memorandum of Understanding (MoU) detailing the extent and area of cooperation and collaboration mutually agreed upon.
- 16 In the interest of academic excellence the University may like to collaborate with institutions of repute with respect to academic exchange program. Such proposals may be sent by the University or received from other institutions. The University shall get the proposal scrutinized by a committee appointed by the vice chancellor. Then the proposal shall be placed before the Vice Chancellor for necessary action.
- 17 The University may collaborate with universities and Institutes of Excellence engaged in Higher Education in the country and abroad for the Research and consultancy work from time to time.
- 18 The University may collaborate with the Government organizations and Institutes for providing training, teaching and guidance to the students of economically weaker sections of the society and to the teachers of schools and colleges of the state.
- 19 A copy of the MOU will be sent to the CGPURC for information.
- 20 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/ Deans. The decision of the Vice-Chancellor shall be final.
- 21 All the decisions taken by the University shall be communicated to the CGPURC for information.

AMITY UNIVERSITY CHHATTISGARH
ORDINANCE NO. 35
RESIDENCE OF STUDENTS (HOSTEL)

The University provides Hostel facility for students in its own campus.

General Rules(Rules have been framed for running the Hostels)

1. These rules may be called the rules for Hostels of the Amity University, Chhattisgarh.
2. These rules shall be applicable to all the Hostels of the University

Admission

1. 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.
2. Incomplete or wrongly filled application forms shall not be considered.
3. Each applicant for admission shall furnish a character certificate from the Head of the institution last attended, along with application.
4. After an applicant has been admitted or re-admitted he/she may be allotted a bed in a room by the warden.
5. Students who have earlier availed the hostel facilities and seeking re-admission must also apply for admission ensuring clearance of 'No Dues' of previous year (if any) and then deposit their readmission fees.
6. No student, who has failed or dropped out in the examination or warned for any disciplinary action shall be readmitted to the hostel except with explicit permission by the Vice Chancellor.
7. The parents of the students shall submit a recent pass-port size colored 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.
8. 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 Programme in the University his/her admission in the hostel shall be considered afresh.

9. Initially a bona-fide student may be considered for admission for one year only and in case of unsatisfactory conduct, re-admission in the hostel shall not be considered.
10. 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.
11. 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.
12. Music systems/Radio/T.V. are not allowed in the rooms, however it may be permitted with earphone attachment.
13. 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.
14. 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.
15. 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 and Other Charges

1. Hostellers shall pay yearly rent as prescribed by the University. Late fees shall be charged after the last date 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).
2. Every students admitted or re-admitted to the hostel shall pay caution money refundable at the time of leaving the hostel on completion of the Programme/degree.

3. In case, the study Programme is not completed within the stipulated period and the hosteller is required to extend his/her stay in the hostel for completing the Programme he/she may be allowed to continue his/her stay in the hostel on the recommendations of the Programme coordinator and concerned warden after 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

1. The facility of mess /canteen shall be provided by the University on payment basis; cooking is strictly prohibited in the hostel rooms.
2. Every hosteller shall be required to pay monthly mess charges in advance as notified by the Hostel Committee.

Hostel Rooms and Allotment

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

- (a) Students pursuing undergraduate courses and whose parents are residing in rural areas and students belonging to economically weaker sections of the society shall be given preference over other students.
- (b) Physically Handicapped Students.
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- (d) Students pursuing professional Programmes 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 University Regulations.

Attendance

1. Attendance shall be taken in hostel every evening at prescribed 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 shall be as follows-
2. Attendance time for girls shall be 21:30 hours.

3. Attendance time for boys shall be 22:00 hours.

Hostel Management Committees

1. 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 one more.

(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 Hostel 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 comprise of the following:

- | | | |
|------|---|------------|
| (i) | Chief Warden | - Chairman |
| (ii) | Hostel Student's Representatives (one each
for approx 20-25 members) | - Members |

(iii) Hostel Prefects and Associate Prefects for various functions

like food, health and extracurricular activities. - Members

Misconduct and Indiscipline

1. Gambling of any kind and use of liquor and smoking etc is prohibited in the hostel and campus.
2. 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.
3. Pornographic literature and exotic posters/displays etc. are not permitted in the hostels.
4. 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.
5. Use of electric heater and iron etc. are not allowed in the hostel. Heavy fine may be imposed for violation of this rule.
6. Hostellers are strictly prohibited to keep firearms with them. No pets are permitted to be kept in the hostel by the hostellers.
7. In exigencies, all hostellers shall vacate their rooms 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.
8. Hostellers shall not give shelter to any outsider. Anyone found guilty on this account shall be severely punished which may include removal from the hostel.
9. No meeting shall be held in the hostel premises without the prior permission of the warden.
10. 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.
11. 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.

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2. 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 shall 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.
3. 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.
4. 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.
5. 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.
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