

# **The Jaypee University, Anoopshahr Uttar Pradesh**

(Established by the U.P. Government vide Act No. 8, 2014)

## **Proposed Ordinances**

**(For Consideration of Executive Council)**

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# **The Jaypee University, Anoopshahr Uttar Pradesh Ordinances**

## **1. Short Title and Commencement:**

- (1) These ordinances, may be called the first ordinances of the Jaypee University, Anoopshahr.
- (2) They shall come into force on such date as the Executive Council may, appoint therefor.

## **2. Definitions:**

In these ordinances unless the context otherwise requires:

- (i) "A Regular Course of Study" means the courses of study running in the University as full time or campus-based study.
- (ii) "Act" means Uttar Pradesh Adhiniyam No. 8, 2014.
- (iii) "Branch of Courses of Study", means the area of the specialization of the study of any of the programmes of respective faculties.
- (iv) "Controller of Examination", means the person who has been put in charge to conduct the examination(s).
- (v) "Course Coordinator", means the teacher of the University who has been assigned the responsibility of co-ordinating the teaching of the respective course in the respective semester or academic year.
- (vi) "Dean" means the Dean (Academics) of the University.
- (vii) "Degree/Diploma" means a Degree/Diploma or any other qualification awarded by University.
- (viii) "Degree/Diploma Programmes", means the Degree/Diploma Programmes in the respective branch/department of the respective faculty.
- (ix) "Detained candidate", means the candidate who has taken admission in the University as regular student but has not been permitted to appear in the examination due to shortfall of attendance.

- (x) "Doctoral Programmes", means the Doctorate/Research Programmes in the respective branch/department of the respective faculty.
- (xi) "Duration of Course", means the whole tenure of the particular programme (grace period of the programme is not included in the tenure).
- (xii) "Endowment Fund" means the endowment fund of the University.
- (xiii) "Examination Hall", means the examination place, room, location, where students have to appear for the respective examination.
- (xiv) "Examination Pattern", means the system of the Examination being followed by the University.
- (xv) "Ex-student Candidate" means the candidate who has taken admission in the University as regular student and was not able to appear in the examination in the admission year or declared failed in the admission year or detained due to shortfall of attendance, indiscipline or any other reason and seeks permission to appear in the examination in the next academic year.
- (xvi) "External Examiner", means the examiner from other University/Institution.
- (xvii) "Fee" means the collection made by the University from the students, by whatever name it may be called.
- (xviii) "Higher Education" means study of curriculum or course knowledge beyond 10+2 level.
- (xix) "Internal Examiner", means the examiner from a teaching department of the University.
- (xx) "Invigilator", means the teacher or person who has been assigned duty in the particular Examination Hall.
- (xxi) "Main Campus" means the main campus of the University situated in Uttar Pradesh, consisting of minimum five University teaching departments, schools of studies and where the main office of the University is located.
- (xxii) "Mode of Study", means the way of study i.e. Full Time or Part Time.
- (xxiii) "Ordinance" means the First Ordinance 2014 of Jaypee University, Anoopshahar, Uttar Pradesh made under Uttar Pradesh Adhiniyam No. 8, 2014.
- (xxiv) "Post Graduate Programmes", means the Master's Degree Programmes in the respective branch/department of the respective faculty.
- (xxv) "Regular Candidate", means the candidate who is studying in full time programme running in the University in the respective academic year, and seeks permission for appearing in examination of the University as such.

- (xxvi) "Regulation" means the regulation made under the provisions of the Act.
- (xxvii) "Section", "Sub-Section", "Item" respectively mean section of the Ordinance, sub-section of the "section" and Item of the "Section" or "Sub-Section" of the above said ordinance.
- (xxviii) "Trust" means Jaiprakash Sewa Sansthan (JSS) a 'not for profit' Trust registered under the Income Tax Act, 1961, at 63, Basant Lok, Vasant Vihar, New Delhi.
- (xxix) "University Grants Commission" or "UGC" means the University Grants Commission established under the University Grants Commission Act, 1956 (No. 3 of 1956).
- (xxx) "University Grants Commission Regulation 2010" or "UGC Regulation 2010" means the University Grants Commission (Establishment of and maintenance of Standards in University) Regulation 2010 made under the University Grants Commission Act, 1956 (No. 3, 1956).
- (xxxi) "Undergraduate Programmes", means the Bachelor's Degree programmes in the respective branch/department of the respective faculty.
- (xxxii) "University" means Jaypee University, Anoopshahar, Uttar Pradesh.
- (xxxiii) "Words and Expressions" used but not defined in these Ordinances shall have the same meaning as assigned to them in the Act.

### **3. Procedure for Admission and Enrolment:**

(1) Preliminary Process:

- (a) Admission and Enrolment shall be done by the Registrar of the University as per the eligibility conditions prescribed for the courses offered by the University.
- (b) The University will publish an admission advertisement in the newspapers and upload a detailed admission notification on the University website as well, for admissions to all courses offered by the University.
- (c) The admission notification shall clearly specify the admission/enrolment criteria for each programme as prescribed by the University.
- (d) A separate merit list of all eligible applicants for each course shall be prepared based on the criteria notified in the admission notification. Admissions shall be offered to individual students in order of merit as per this merit list.
- (e) Each admitted student shall be allotted a permanent enrolment number and issued an identity card bearing enrolment number.

- (2) Procedure for submission/rejection of applications for admission & enrolment:
- (a) All duly filled application forms from candidates for admission with necessary fees and prescribed certificates shall be submitted to the Registrar or the designated officer as per the requirements of admission notification before the last date specified.  
All applications not accompanied with requisite fee or certificates or received after last date prescribed shall be summarily rejected.
  - (b) The Vice-Chancellor may, for special reasons to be recorded and on payment of the late fee as prescribed by the University, permit consideration for enrolment of a student whose application form, enrolment fee and the copy of the certificates have been submitted after the due date, and if the Vice-Chancellor is satisfied that the delay in submission is not due to any lack of diligence on the part of the student, he may sanction remission of the late fee.
  - (c) No student shall be deemed to have been admitted to any course of study as a regular student of the University unless his/her name is borne on the register of enrolled students.
  - (d) Application forms of all candidates not fulfilling the minimum qualifications and/or other eligibility conditions prescribed for admission to the course of study concerned, shall be rejected by the University and the fee deposited will not be refunded.
  - (e) No person, who is under sentence or expulsion or rustication from another institution/university shall be admitted to any course of study during the period for which the sentence is in operation.
- (3) Changes in student's personal records:
- (a) A student who is enrolled in the University may apply for a change, correction or alteration in one's own name or surname to the Registrar of the University with prescribed fee along with necessary valid documents.
  - (b) The Registrar, if satisfied with the reasonableness of the request, may pass an order for the change or correction of the name of the student.
  - (c) Any change, addition or modification, shall be recorded by the University Registry in red ink under the attestation of the Registrar and a certificate to that effect shall be issued to the applicant.

- (d) Under no circumstances shall any alternation be made in the University certificate, diploma, degree and other documents issued in favour of the applicant prior to the order for a change or correction in the name.
- (e) The application for change or correction in the name shall be supported by an affidavit and shall be countersigned by a first class magistrate. It shall be submitted through the Head of the Department where the students is studying.
- (4) **Late Admission:**  
Late admissions may be accepted purely at the discretion of the Vice-Chancellor in accordance with instructions/guidelines issued by UGC/Govt. of UP/AICTE/UGC from time to time.
- (5) **Procedure of Withdrawal:**  
In compliance with instructions of MHRD/AICTE/UGC, students may withdraw their admission by the date of registrations or before as specified by the University. The University will refund his/her deposited amount after deducting processing fee, which at present is Rs. 1000/- (One thousand only). In case the candidate registers on the specified dates or later and then withdraws, the refund shall be made after deducting pro-rata monthly charges, provided the seat is filled up, otherwise, the student shall forfeit the entire amount. Further, in case a candidate withdraws after the date of closure of the admission process, the entire amount deposited by the candidate, except the caution money shall be forfeited.
- (6) Reservation of seats and relaxation in fees for the candidates belonging to SC/ST/Other Backward Class Categories shall be observed as per the norms/policies laid down by the State Government from time to time.
- (7) Fee shall be prescribed by the University after due approval of the Executive Council.

#### **4A Bachelor of Technology (B.Tech.)**

(This Ordinance will also be applicable to Lateral Entry Students)

- (1) The first degree in Engineering of four year (eight semester) course, hereinafter, shall be designated as BACHELOR OF TECHNOLOGY (B.Tech.) in respective branch.
- (a) The degree of Bachelor of Technology (hereinafter called B.Tech.) shall include the branches as under:
- (i) Electronics and Communication Engineering (ECE)

- (ii) Computer Science and Engineering (CSE)
  - (iii) Civil Engineering (CE)
  - (iv) Mechanical Engineering (MEC)
  - (v) Information Technology (IT)
  - (vi) Any branch specified under the UGC Act 1956
- (b) The studies and examination of these B.Tech. Courses shall be on the basis of marks-cum-credit system and final evaluation shall be by grading system. Studies in each year shall be divided in two semesters viz. Odd Semester (July to Dec) and Even Semester (Jan to June).
- (2) Admission:
- (a) Minimum qualification for admission to the first year B.Tech. shall be qualifying the Senior Secondary School Certificate (10+2) Examination with Physics, Chemistry and Mathematics conducted by CBSE, New Delhi, or an equivalent examination from a recognized Board.
  - (b) Non-resident Indian (NRI) candidates shall also be eligible for admission in B.Tech. in accordance with directives of the Government of India/Govt. of Uttar Pradesh, provided they satisfy the criterion of sub clause (a) of this clause.
  - (c) The admissions to B.Tech. course shall be generally governed by the rules of the UGC/AICTE or any other competent authority of the Govt. of India or the Govt. of Uttar Pradesh and shall be as notified in the admission notification of the respective academic year.
  - (d) A candidate who has qualified the polytechnic three year diploma course/B.E./B/Tech.- I<sup>st</sup> year in related branch of engineering or 03 Yrs B.Sc. degree course with Physics, Chemistry and Mathematics from any recognized, Technical Board/ University or equivalent examination shall also be eligible for admission to B.Tech. - II<sup>nd</sup> year through Lateral Entry process and minimum qualification for such Lateral Entry shall be as per the prevalent norms of the Govt. of India/Government of Uttar Pradesh.
- (3). Promotion to Higher Semester and Year
- A candidate who has been admitted in the B.Tech. engineering course will be promoted to the higher class in accordance with the following rules:



- (a) A candidate who has been admitted in the B.Tech. course and has appeared in the examination of the Odd Semester of a particular year, will automatically be promoted to the even Semester of the year irrespective of failing in any number of subjects.
  - (b) A candidate who has appeared in the even semester of a particular academic year will automatically be promoted to the odd semester of the next academic year irrespective of failing in any number of subjects but will be required to score a minimum CGPA as per rules/regulations and on condition of registering the backlog courses on offer first in the newly registered semester. However, all registrations, including backlog courses, shall be subject to course credit limits as prescribed by the University.
  - (c) To pass a particular course of the B.Tech. degree, the minimum required grade is D for both theory and practical examinations separately.
  - (d) In the B.Tech. course, theory and practical courses shall be counted separately and the weightage of evaluation for both the courses shall be separate.
  - (e) For successful completion of the degree, a candidate should have
    - (i) Earned the minimum number of course credits as prescribed in the schemes of study for the respective admission year.
    - (ii) Obtained CGPA of at least 4.5.
    - (iii) Completed all requirements within maximum duration laid for the degree.
- (4). Award of Credits and Grades:
- (a) Each course, alongwith its weightage in terms of units and equivalent credits, shall be recommended by the Boards of Studies concerned and shall be approved by the Academic Council and Executive Council. Only approved courses can be offered during any semester.
  - (b) A Student shall be continuously evaluated for his/her academic performance in a subject through Lectures, Tutorial work, practical's, home assignments, mid-semester tests, field work, seminars, quizzes, end-semester examinations etc. and regularity, as proposed by the

respective Board of Studies and approved by the Academic Council and Executive Council of the University.

- (c) The distribution of weightage/marks for each component shall be decided by the respective Board of Studies and approved by the Academic Council and Executive Council of the University.
- (d) Each student, registered for a course, shall be awarded a grade by the faculty/course coordinator(s) concerned with the specific subject/paper. The grades awarded to a student shall depend upon his/her continuous evaluation through performance in various examinations, assignments, quizzes, laboratory work, class work, mid-semester tests etc. and regularity.

(5). Duration of the Course:

- (a) There shall be at least Fifteen weeks of teaching in every semester.
- (b) One lecture/tutorial hour per week per semester is assigned one credit.
- (c) On laboratory hour per week per semester is assigned half a credit.
- (d) Courses like colloquiums, projects, seminars and self study type shall have credits as assigned to them.
- (e) Some courses are without credit and are referred to as non-credit (NC) courses.
- (f) The maximum duration of the programme shall be six year.

(6). Attendance

Candidates appearing as regular students for any semester examination are required to attend 80% of the lectures & tutorials delivered and the practical classes held separately in each subject of the course of study, provided that a short fall in attendance upto 10% can be condoned by the Vice-Chancellor of the University in genuine cases of hardship.

(7). Medium of Instruction and Examination

- (a) The medium of instruction and examination shall be English throughout the course of study.
- (b) The subjects to be studied in different semesters of Bachelor of Technology shall be as per the schemes, approved by the Academic Council.

(8). General

Notwithstanding anything contained in these Ordinances and Regulations, all the B.Tech. students will be governed by the rules, regulations and procedures framed by the University regarding this matter, and on matters of general discipline, and implemented from time to time.

**4B Master of Technology (M.Tech.)**

(1). The higher degree in Engineering of two year (four semester) course through regular studies and three year (six semester) through part time studies shall be designated as MASTER OF TECHNOLOGY (M.Tech.) in Engineering in respective branches.

(a) The postgraduate degree of Master of Technology (hereinafter called M.Tech.) shall be in following departments:

(i) Electronics & Communications Engineering (ECE)

(ii) Computer Science & Engineering (CSE)

(iii) Civil Engineering (CE)

(iv) Mechanical Engineering (ME)

(v) Information Technology (IT)

(vii) Any other department established by the University Authorities.

(b) The studies and examination of these M.Tech. courses shall be on the basis of marks-cum-credit system and final evaluation shall be by grading system. Studies in each year shall be divided in two semesters viz. Odd Semester (July to Dec) and Even Semester (Jan to June).

(2). Admission:

(a) Minimum qualification for admission to the first year M.Tech. shall be B.E./B.Tech. in an appropriate branch with at least 60% aggregate marks or its equivalent CGPA from any recognized University/Institution or any other qualification as recommended by UGC/AICTE for a particular course.

(b) Applicants possessing a valid GATE Score shall be given preference over those candidates who do not possess a GATE Score for a full time course.

- (c) Applicants who do not possess a GATE Score may be required to appear in the University Entrance Examination.
  - (d) All full time and part time candidates who are sponsored for PG studies must have at least two years experience in the relevant field.
  - (e) Admissions shall be done in the University based on merit.
  - (f) The admissions to M.Tech. course shall be generally governed by the rules of the UGC/AICTE or any other competent authority of the Govt. of India or the Govt. of Uttar Pradesh and shall be as notified in the admission notification of the respective academic year.
- (3). Promotion to Higher Semester and Year:
- A candidate who has been admitted in the M.Tech. Engineering course will be promoted to the higher class in accordance with the following rules:
- a. A candidate who has been admitted in the M.Tech. course and has appeared in the examination of the Odd Semester of a particular year, will automatically be promoted to the Even Semester of the year irrespective of failing in any number of subjects.
  - b. A candidate who has appeared in the Even Semester of a particular academic year will automatically be promoted to the Odd Semester of the next academic year irrespective of failing in any number of subjects but will be required to score a minimum CGPA as per rules/regulations and on condition of registering the backlog courses on offer first in the newly registered semester. However, all registrations, including backlog courses, shall be subject to course credit limits as prescribed by University.
  - c. To pass a particular course of the M.Tech. degree, the minimum required grade is D for both theory and practical examinations separately.
  - d. In the M.Tech. course, theory and practical courses shall be counted separately and the weightage of evaluation for both the courses shall be separate.
  - e. For successful completion of the degree, a candidate should have
    - i. Earned the minimum number of course credits as prescribed in the schemes of study for the respective admission year.
    - ii. Obtained CGPA of at least 5.0.

- iii. Completed all requirements within maximum duration laid for the degree.
- (4.) Award of Credits and Grades:
- (a) Each course, along with its weightage in terms of units and equivalent credits, shall be recommended by the Boards of Studies concerned and shall be approved by Academic Council. Only approved courses can be-offered during any semester.
  - (b) A student shall be continuously evaluated for his/her academic performance in a subject through Lectures, Tutorial work, Practical's, Home Assignments, Mid-Semester tests, field work, Seminars, Quizzes, End-Semester examinations etc. and regularity, as proposed by the respective Board of Studies and approved by the Academic Council.
  - (c) The distribution of weightage/marks for each component shall be decided by the respective Board of Studies and approved by the Academic Council.
  - (d) Each student registered for a course, shall be awarded a grade by the faculty/course coordinator(s) concerned with the specific subject/paper. The grades awarded to a student shall depend upon his/her continuous evaluation through performance in various examinations, assignments, quizzes, laboratory work, class work, mid-semester tests, thesis, project etc. work and regularity.
- (5.) Duration of a Course:
- (a) There shall be at least fifteen weeks of teaching in every semester.
  - (b) One lecturer/tutorial hour per week per semester is assigned one credit.
  - (c) One laboratory hour per week per semester is assigned half a credit.
  - (d) Courses like colloquiums, projects, seminars and self study type shall have credits as assigned to them.
  - (e) Some courses are without credit and are referred to as non-credit (NC) courses.
  - (f) The maximum duration of the programme shall be three and four years in respect of regular & part time scholars.
- (6.) Attendance

Candidates appearing as regular students for any semester examination are required to attend 80% of the lectures & tutorials delivered and the practical classes held separately in each subject of the course of study, provided that a short fall in attendance upto 10% can be condoned by the Vice-Chancellor of the University in genuine cases.

(7). Medium of Instruction and Examination

(a) The medium of instruction and examination shall be English throughout the course of study.

(b) The subjects to be studied in different semesters of Master of Technology shall be as per the schemes, approved by the Academic Council.

(8). General

Notwithstanding anything contained in these Ordinances and Regulations, all the M.Tech. Scholars will be governed by the rules, regulations and procedures framed by the University regarding this matter, and on matters of general discipline, and implemented from time to time.

#### **4C. Doctor of Philosophy (Ph.D.)**

(1). The higher degree in research field in the different specializations such as Engineering, Science, Management, Humanities, Social Sciences and Mathematics is referred as Ph.D. As per the guidelines, the duration of the doctorate degree in Engineering stream is 03 years (minimum) and 06 yrs (maximum) and for the other streams is 03 yrs (minimum) and 07 yrs (maximum) through full time as well as part time basis. The degree shall be designated as DOCTOR OF PHILOSOPHY (Ph.D.) in the respective branches/research area.

(a) The doctorate degree of Doctor of Philosophy (hereinafter called Ph.D.) shall include the branches as under:

- i. Electronics & Communications Engineering (ECE)
- ii. Computer Science & Engineering (CSE)
- iii. Civil Engineering (CE)
- iv. Mechanical Engineering (ME)
- v. Information Technology (IT)
- vi. Sciences i.e. Physics, Chemistry
- vii. Mathematics

- viii. Management/Humanities/Social Sciences.
  - ix. Specialization of any other department established by the University
- (b) The studies and examination of the Ph. D. courses shall be on the basis of marks- cum-credit system and final evaluation shall be by grading system. Studies in each year shall be divided in two semesters viz. Odd Semester (July to Dec) and Even Semester (Jan to June).
- (2). Admission:
- (a) Minimum qualification for admission to the first year Ph.D. shall be M.E./M.Tech. in an appropriate branch with at least 60% aggregate marks or its equivalent CGPA from any recognized University/Institutions or any other qualification as recommended by UGC/AICTE for a particular course.
  - (b) Minimum qualification for admission to the first year Ph.D. in Science/Mathematics/Humanities/Management Stream shall be Master's Degree/M.Phill. in appropriate specialization with at least 60% aggregate marks or its equivalent CGPA from any recognized University/Institutions or any other qualification as recommended by UGC/AICTE for a particular course.
  - (c) The Ph.D. Entrance Test will be conducted by the University; all applicants who qualify in the entrance will have to face the personal interview. Candidates are required to discuss their research interests and proposed research work at the time of the Interview.
  - (d) Applicants who have qualified GATE/SLET/UGC/CSIR (JRF) shall be given preference over those candidates who do not possess GATE/SLET/UGC/CSIR (JRF) on a full-time basis.
  - (e) All full-time & part-time candidates who have been sponsored for Ph.D. studies must have at least two years experience in the relevant field.
  - (f) Admission shall be done in the University based on merit.
  - (g) The admissions to Ph. D. course shall be generally governed by the rules of the UGC/AICTE or any other competent authority of the Govt. of India or the Govt. of Uttar Pradesh and shall be as notified in the admission notification of the respective academic year.
- (3). Ph.D. Thesis Supervisor(s), their Eligibility Criteria and Allocation
- (a) For every Ph.D. student, a Ph.D. Supervisor (hereinafter referred as Supervisor-I) will be decided considering available specializations of the

faculty members and research interests of the student. Additional supervisor(s) (herein referred as Supervisor-II), if required may be appointed with the approval of the Vice-Chancellor.

There will be a Doctoral Program Monitoring Committee (DPMC) for every Ph.D. Research Scholar. The DPMC will consist of the Dean of the faculty (Chairman), respective Supervisor(s), two Faculty members (including one from an allied discipline) to be nominated by the Vice-Chancellor.

- (b) The Supervisor(s) shall himself/herself be a Ph.D. degree holder.
- (c) At any given point of time, no Supervisor will have more than 8 Ph.D. students.

(4). Course Work

- (a) Every student admitted to the Ph.D. Program will have to register for a minimum of
  - (i) 9 credits of course work to be recommended by the Supervisor(s), if the candidate possesses M.Tech. degree.
  - (ii) 18 credits of course work to be recommended by the Supervisor(s), if the candidate possesses Master's Degree in Sciences/Humanities/Social Sciences/Mathematics/Management.
- (b) The course work should be successfully completed within the first three semesters after registration.
- (c) The Research Scholar must obtain a minimum of 'B' Grade in every registered course/subject.
- (d) Obligatory courses/subjects are
  - (i) Research Methodologies including Quantitative Methods and Computer Applications - 3 Credits.
  - (ii) Review of published Research Work in the relevant field - 3 Credits (Literature Survey and Seminar).
  - (iii) (a) One Advanced Level Course/Subject for Scholars having M.Tech. Degree - 3 Credits.  
OR  
(b) Four Advanced Level Courses/Subjects for Scholars having Masters Degree in Sciences/Humanities/Social Sciences/Management/Mathematics - 12 Credits.



- (iv) All Courses/Subjects should be relevant to the proposed Ph.D. work. They will be specified by the DPMC on the recommendations of the Supervisor(s).
- (5). Evaluation and Assessment Methods:
- (a) Residential Requirement
    - (i) The registered Ph.D. students are required to work full time throughout the tenure of their Ph.D. Program.
    - (ii) However, in special cases of Sponsored students (from recognized Organizations) and Part Time students, the residential requirement may be relaxed to a minimum of one semester. It is desirable that the scholar spends one full year here for conveniently completing the course work and having greater interaction with the Supervisor(s).
    - (iii) After successful completion of the minimum residential requirement and satisfactory completion of the course work, the part time candidates, or if sponsored by an Academic/Research Organization/Reputed Industry, may be permitted to return to the parent Organization and continue his/her Ph.D. work there provided the Organization has necessary facilities to carry out Ph.D. Research Work.
    - (iv) Such candidates will have to be in constant touch with the Supervisor-I. It is desirable that they spend at least two weeks every semester in University and interact with the Supervisor-I.
    - (v) They have to report for every Semester Seminars and for all Performance Evaluation Requirements in order to renew their Registration.
    - (vi) The requirement of the Supervisor-II having Ph.D. degree from sponsoring organizations for such candidates may be relaxed, provided, the Supervisor-II has long R & D experience.
  - (b) Process for submission of Thesis:
    - (i) Completed the course work requirement successfully,
    - (ii) Completed the Research Work,
    - (iii) Published at least two papers in referred journals and
    - (iv) Prepared a draft Ph.D. thesis, he/she will be required to
      - (a) Submit a draft Synopsis of the Ph.D. work and

- (b) Deliver a Synopsis Seminar, which will be open to all Faculty Members and Research Scholars.
- (v) On the recommendations of the DPMC, the candidate will be required to submit the final Ph.D. Synopsis in the specified format with all suggested modifications included, within one week of the Ph.D. Synopsis Seminar.
- (vi) The candidate will be required to submit his/her Ph.D. Thesis in the specified format and fulfilling other requirements within two months of the submission of the final Ph.D. Synopsis.
- (vii) Two panels each consisting of five Experts having long experience and good standing in the relevant field of the Ph.D. work, will be proposed by the Supervisor to the Vice-Chancellor. The First Panel will have Experts from within India and the Second Panel will have Experts from outside India.
- (viii) The Vice-Chancellor will finalize the Examiners, one from each Panel, to whom the Thesis will be sent for Evaluation after obtaining their consent.
- (ix) The approved Examiners will be approached, along with a copy of the Synopsis, to seek their consent.
- (x) The Supervisor(s) is/are also required to submit an Evaluation Report on Thesis.
- (xi) The External Examiners are supposed to give their Evaluation Reports and Recommendations in a prescribed format within eight weeks of the receipt of the Thesis.
- (xii) The External Indian Examiner will also be the Examiner for the Viva-Voce Examination (Open Defence). If the external Indian examiner is unable to conduct Viva-Voce, the Vice-Chancellor can select another expert from India to conduct the Viva-Voce.
- (xiii) The Recommendations and the Evaluation Reports from all the Examiners including the Supervisor(s) will be placed before the Vice-Chancellor for further action.
- (xiv) If the Vice-Chancellor finds the Recommendations and the Evaluation Reports from both the External examiners Satisfactory, the date of the

final Viva-Voce Examination will be decided in consultation with the External Viva-Voce Examiner.

(xv) In case, the Report(s) and Recommendations of one of the two External Examiners are not Favourable, the Thesis would be sent to another Examiner, from the respective Panel, to be decided by the Vice-Chancellor, for the evaluation.

(xvi) However, if the Report(s) and the Recommendations from two External Examiners are not Favourable, then the Thesis will be rejected and the Ph.D. degree will not be awarded.

The candidate may, however, be allowed to Re-register to continue the Ph.D. work on the same topic and under the same Supervisor(s) for a minimum period of one year. A fresh Thesis has to be submitted by the candidate within two years. The normal process of the Evaluation will be followed afresh.

(xvii) Once the Thesis is accepted, the candidate will be required to defend his/her Ph.D. work and the Thesis in an open Viva-Voce Examination. He/she has to answer satisfactorily the queries of the Examiners at the time of the Viva-Voce Examination where the External Indian Thesis Examiner shall be present along with the DPMC members.

(xviii) On the successful completion of the final Ph.D. Viva-Voce Examination and evaluation process, the report shall be submitted to the Vice-Chancellor for approving the award of Ph.D. degree to the candidate. Further, the candidate will be required to submit the final version of the Thesis in the required format, incorporating all the suggestions of the Viva-Voce Board, both in Hard as well as Soft forms.

(xix) After the approval of the Vice-Chancellor, the award of the Ph.D. degree would be announced and a Provisional Certificate would be issued to the candidate.

(xx) The final Degree will be awarded in the Convocation.

(6). Depository with UGC

Following the successful completion of the Evaluation Process and the announcement of the Award of the Ph.D. Degree, a soft copy of the Ph.D. Thesis will be sent to the UGC within a period of thirty days.

(7). Award of Credits & Grades

(a) Each course, along with its weightage in terms of units and equivalent credits, shall be recommended by the Supervisor concerned and shall be approved by the Academic Council. Only approved courses can be offered during any semester.

(b) A student shall be continuously evaluated for his/her academic performance in subject through Lecture, Tutorial work, Practical, Home assignment, mid-semester tests, field work, seminars, quizzes, end-semester examination etc. and regularity, as proposed by respective Board of Studies and approved by the Academic Council of the University.

(c) The distribution of weightage/marks for each component shall be decided by the respective of Board of Studies and approved by the Academic Council of the University.

(d) Each candidate, registered for a course, shall be awarded grade by the faculty/course coordinator(s) concerned with the specific theory course. The grades awarded to a student shall depend upon his/her continuous evaluation through performance in various examinations, assignments, quizzes, laboratory work, class work, mid-semester tests etc. and regularity.

(8). Medium of Instruction and Examination

(a) The medium of instruction and examination shall be English throughout the course of study.

(b) The subjects to be studied in different semester of Ph.D. shall be as per the schemes, approved by the Board of Studies.

(9). General

Notwithstanding anything contained in these Ordinances and Regulations, all the Ph.D. Scholars will be governed by the rules and procedures framed by the University regarding this matter, and on matters of general discipline, and implemented from time to time.

#### **4D. Master of Science (M.Sc.)**

(1). The postgraduate degree in Science/Mathematics of two year (four semester) course through regular studies, shall be designated as MASTER OF SCIENCE (M.Sc.) in Science/Mathematics branches.

(a) The postgraduate degree of Master of Science (hereinafter called M.Sc.) in Science/Mathematics shall include the specialization as under:

- (i) Physics
- (ii) Chemistry
- (iii) Mathematics.
- (iv) Specialization of any other department established by the University.

(b) The studies and examination of these M. Sc. courses shall be on the basis of marks- cum-credit system and final evaluation shall be by grading system. Studies in each year shall be divided in two semesters viz. Odd Semester (July to Dec) and Even Semester (Jan to June).

(2). Admission:

(a) Minimum qualification for admission to the first year M.Sc. shall be B.Sc. with Physics, Chemistry & Mathematics with at least 60% aggregate marks or its equivalent CGPA from any recognized University/Institution or any other qualification as recommended by UGC/AICTE for a particular course.

(b) Candidates with B.E./B.Tech. degree in engineering & technology with minimum 60% aggregate marks will also be eligible for admission in the M.Sc. in Mathematics programme only.

(c) Applicants who desire admission in the M.Sc. programme, may have to appear in the Entrance Examination.

(d) Admissions shall be done in the University based on merit.

(3). Promotion to Higher Semester and Year:

A candidate who has been admitted in the M.Sc. course will be promoted to the higher class in accordance with the following rules:

- a. A candidate who has been admitted in the M.Sc. course and has appeared in the examination of the Odd Semester of a particular year, will automatically be promoted to the Even Semester of the year irrespective of failing in any number of subjects.

- b. A candidate who has appeared in the Even Semester of a particular academic year will automatically be promoted to the Odd Semester of the next academic year irrespective of failing in any number of subjects but will be required to score a minimum CGPA as per rules/regulations and on condition of registering the backlog courses on offer first in the newly registered semester. However, all registrations, including backlog courses, shall be subject to course credit limits as prescribed by University.
- c. To pass a particular course of the M.Sc. degree, the minimum required grade is D for both theory and practical examinations separately.
- d. In the M.Sc. course, theory and practical courses shall be counted separately and the weightage of evaluation for both the courses shall be separate.
- e. For successful completion of the degree, a candidate should have
  - i. Earned the minimum number of course credits as prescribed in the schemes of study for the respective admission year.
  - ii. Obtained CGPA of at least 5.0.
  - iii. Completed all requirements within maximum duration laid for the degree.

(4.) Award of Credits and Grades:

- (a) Each course, along with its weightage in terms of units and equivalent credits, shall be recommended by the Boards of Studies concerned and shall be approved by Academic Council. Only approved courses can be-offered during any semester.
- (b) A student shall be continuously evaluated for his/her academic performance in a subject through Lectures, Tutorial work, Practical's, Home Assignments, Mid-Semester tests, Field Work, Seminars, Quizzes, End-Semester examinations etc. and regularity, as proposed by the respective Board of Studies and approved by the Academic Council of the University.
- (c) The distribution of weightage/marks for each component shall be decided by the respective Board of Studies and approved by the Academic Council.
- (d) Each student registered for a course, shall be awarded a grade by the faculty/course coordinator(s) concerned with the specific subject/paper. The grades awarded to a student shall depend upon his/her continuous evaluation through performance in various examinations, assignments, quizzes,

laboratory work, class work, mid-semester tests, thesis, project work etc. and regularity.

(5). Duration of a Course:

- (a) There shall be at least fifteen weeks of teaching in every semester.
- (b) One lecturer/tutorial hour per week per semester is assigned one credit.
- (c) One laboratory hour per week per semester is assigned half a credit.
- (d) Courses like colloquiums, projects, seminars and self study type shall have credits as assigned to them.
- (e) Some courses are without credit and are referred to as non-credit (NC) courses.
- (f) The maximum duration of the course shall be three years. In some special cases, fixed duration may be condoned with the approval of the Vice-Chancellor .

(6). Attendance

Candidates appearing as regular students for any semester examination are required to attend 80% of the lectures delivered and the practical classes held separately in each subject of the course of study, provided that a short fall in attendance upto 10% can be condoned by the Vice-Chancellor of the University in genuine cases.

(7). Medium of Instruction and Examination

- (a) The medium of instruction and examination shall be English throughout the course of study.
- (b) The subjects to be studied in different semesters of Master of Science in Science/Mathematics shall be as per the schemes, approved by the Board of Studies and the Academic Council.

(8). General

Notwithstanding anything contained in these Ordinances and Regulations, all the M.Sc. Scholars will be governed by the rules, regulations and procedures framed by the University regarding this matter, and on matters of general discipline, and implemented from time to time.

## **5. Conditions for Award of Fellowship/Scholarship/Stipend/Medals/Prizes**

- (1). (a) Every year at an appropriate time, the University shall invite applications from Students/Scholars through a notice for the awards to be made.

- (b) All awards fellowships, Research Scholarships and other scholarships shall be made on the recommendation of a committee consisting of:
- (i) Vice-Chancellor - Chairman
  - (ii) Directors - Member
  - (iii) Dean (Academic) - Member
  - (iv) Registrar - Member Secretary
- (2). Subject to the general conditions applicable to all fellowships and research scholarships as laid down in Section 4 below, the value, duration and conditions of the award of UGC fellowships shall be such as are laid down by the UGC.
- (3). The value and duration of Research scholarships instituted by the University shall be laid down by the Executive Council in consultation with the Academic Council.
- (4). The award of fellowships and research scholarships shall be made subject to the following conditions:
- (a) The fellow/scholar will do whole time research work under an approved supervisor on a subject approved by the University.
  - (b) The fellow/scholar shall not accept or hold any appointment paid or otherwise or receive any emolument, salary, stipend etc., from any other source during the tenure of the award nor shall he/she engage him/herself in any profession or trade during that period. He/she may, however, undertake teaching assignment of not more than 12 hours a week in the University, where he/she is working without accepting any remuneration.
  - (c) The fellow/scholar shall not join any other course of study or appear in any examination after commencing work under the fellowship/scholarship.  
Provided that the Vice-Chancellor may, on the recommendation of the supervisor, permit the fellow/scholar to join an essential subject/course or a Language diploma course and appear in an examination.
  - (d) Unless permitted by the Dean (Academic) on the recommendation of the Supervisor to work for a specified period at some other place, the fellow/scholar shall be required to attend the Department, where he/she is to work on all working days.
  - (e) If any information submitted by a fellow/scholar in his application is found to be incorrect, incomplete or misleading, the award may be terminated (by the Academic Council) after giving him an opportunity of being heard.



- (f) If at any time it should appear to the University that the progress or conduct of the fellow/scholar has not been satisfactory, the fellowship/scholarship may be suspended or withdrawn.
  - (g) Leave for a maximum of thirty days in a year (15 day in each semester) in addition to general holidays may be taken by a fellow/scholar with the approval of the Supervisor and the Director/Dean(Academic) of the University. However, vacation period e.g. summer vacation, Dussehra, Diwali and X-mass vacations are not included in general holidays. No other leave with fellowship/scholarship shall be admissible.
  - (h) The fellow/scholar may, in a special case, be allowed leave by the University without fellowship/scholarship for a period not exceeding three months during the tenure of the award on the recommendation of the supervisor.
  - (i) The fellow/scholar shall be required to pay the fee prescribed by the University where he works.
- (5). Postgraduate scholarship instituted by the University shall ordinarily be tenable for academic session i.e. ten month in the first year and ten months in the second year on condition that the scholarship holder produces a certificate of efficiency in studies from the Head of the Department in the subject of study.
  - (6). If two or more candidates are eligible for the award of the last scholarship, the scholarship shall be divided equally between the candidates concerned.
  - (7). The scholarship shall be tenable from the date on which the workload is assigned in the respective semester in all cases.
  - (8). The payment of scholarships shall be made only on receipt of scholar's receipt bills duly countersigned by the Head of Department where he studies. No scholarship shall be drawn for a month unless the scholarship holder has attended the Institution/University regularly in that month.
  - (9). The drawal of scholarship shall be done in accordance with the procedure, that may be laid down by the University.
  - (10). A scholarship holder shall not combine any other course of study without permission of the Vice-Chancellor.
  - (11). A scholarship shall be cancelled, if the scholarship holder fails to secure the examination result as prescribed by the University.
  - (12). If a scholarship holder is unable to appear at the previous examination on account of sickness or any other reasonable cause, the scholarship for the months of March and

April shall be paid only if the head of the Institution certifies that the scholar diligently studied for the examination, but was unable to take the examination for reasons beyond 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 standard in the succeeding year in the first attempt.

(13). A scholarship holder shall at all times maintain good conduct and behaviour and observe all rules of discipline.

(14). 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 Executive Council guilty of a breach of para 13 of the Ordinance.
- (c) The order of termination passed by the Executive Council.

Initially, the University will be awarding fellowships/scholarships to specific course of studies. Details with terms and conditions of the courses of study are as in the following paras:

(15). (I) Jaypee India Scholarship

Jaypee India Scholarship is being awarded by the sponsoring body i.e. Japrakash Sewa Sansthan, New Delhi for those undergraduate students, who are from an economically weak background and are unable to study further, on the following terms & conditions:

- (a) Student should have passed 10+2/Intermediate/Sr. Secondary Certification with minimum 80% marks aggregate.
- (b) They should have secured a minimum CGPA -7.0 in each semester level or annual level.
- (c) They will have to clear each and every subject which has been offered in the respective semesters in their regular attempt.
- (d) Jaypee India Scholarship will be awarded to the student on his/her annual basis performance as above. If he/she fails to fulfil the above requirement, the scholarship will be cancelled for the subsequent years.

(II) In addition to above, applications of students desirous to take scholarship from Govt. of U.P./ Govt. of India or any other department under Government schemes or on behalf of their parents/employers, will be processed on priority.

- (16). Award of Fellowship for postgraduate course
- (a) Conditions for awarding of Scholarship:
- (i) Scholarship as may be decided from time to time will be awarded only to those students who are admitted on full time basis and who have a valid GATE score greater than or equal to 90 percentile. Scholarship may also be awarded to students with lower GATE percentile depending upon the merit position as per decision of the Management.
  - (ii) Initially the Scholarship will be given for one semester only. Its continuation is subject to satisfactory performance.
  - (iii) Full time students, who were not awarded a fellowship would be considered for scholarship at the end of each of the Academic year. Such scholarship may be offered to all students who have SGPA greater than or equal to 8.0. No award of scholarship will be considered after the second semester is over.
- (b) The students may be allocated load by the HODs, for the following:
- (i) Assistance in Tutorial Classes for UG programmes.
  - (ii) Assistance in Lab Classes for UG programmes.
  - (iii) Assist HOD, nominated supervisor(s), M.Tech. programme coordinator(s) or faculty incharge fellowship coordination for:
    - (a) Record keeping in the Deptt.
    - (b) Development of Labs.
    - (c) Stock taking of Labs/Stores
    - (d) Literature survey
    - (e) Report(s) preparation
  - (iv) Tabulation of Results
  - (v) Evaluation of Tutorial & Lab work
  - (vi) Invigilation Duties
  - (vii) Any other work assigned by HOD/University Authorities
- (c) Teaching Load
- The total assistantship load of 8 hrs/weeks shall be assigned to the students under arrangement with HODs. The load to the fellows may be assigned by the HODs and monitored by M.Tech. programme coordinators/fellowship coordinator/course coordinators.
- (d) Fellowship proforma:

It is mandatory for students to fill in all columns, as relevant in the specified proforma. Supervisors/M.Tech. programme coordinators/fellowship coordinators and HODs are required to ensure correctness before submission of the forms by the 7<sup>th</sup> of the succeeding month.

(e) Initially the Scholarship will be given for one semester only. Its continuation is subject to satisfactory performance as given under clause (f) below.

(f) Withdrawal of fellowship:

(a) Failure in any subject

(b) CGPA is less than 7.5

(c) Conversion from full time to part time status

(d) Attendance in Lectures, Tutorials and Laboratories taken separately is less than 80%

(e) Unsatisfactory performance in the teaching load allocated

(g) Amount of fellowship

The Executive Council on recommendation of the Academic Council will decide the amount of fellowship from time to time.

(17). Award of Fellowship of Ph.D. scholars

(a) Those candidates admitted on a full time basis shall be considered on request for the award of Doctoral Fellowship of the amount as decided by the Executive Council of the University from time to time. The scholars shall assist in teaching load of the University assigned by the HOD concerned as under:

(i) Assistance in Tutorial Classes for UG programmes.

(ii) Assistance in Lab Classes for UG programmes.

(iii) Assist HOD, nominated supervisor(s), PG programme coordinator(s) or faculty incharge fellowship coordination:

(a) Record keeping in the Deptt.

(b) Development of Labs.

(iv) Evaluation of Tutorial & Lab work

(v) Invigilation Duties

(vi) Any other work assigned by the HOD/Institutional Authorities.

(c) Teaching Load

The total assistantship load of 8 to 12 hrs/weeks shall be assigned to the candidate under arrangement with supervisor/HODs. The load to the Scholars

may be assigned by the HODs and monitored by Ph.D. programme coordinators/fellowship coordinator/course coordinators.

(d) Fellowship proforma:

It is mandatory for students to fill in all columns, as relevant in the specified proforma. Supervisors/Ph.D. programme coordinators/fellowship coordinators and HODs are required to ensure correctness before submission of the forms by the 7th of the succeeding month.

(e) Initially the Scholarship will be given for one semester only. Its continuation is subject to satisfactory performance.

(f) Withdrawal of fellowship:

(i) Performance of all fellowship holders shall be reviewed at the end of each semester.

(ii) If anyone or more of the following conditions are satisfied

(a) Failure in completing research assignment.

(b) Conversion from full time to part time status.

(c) Attendance in Lectures, Tutorials and Laboratories taken separately is less than 80%.

(d) Unsatisfactory performance in the teaching load allocated.

(e) Unsatisfactory progress of the research work.

(g) Amount of fellowship

The Executive Council will decide the amount of fellowship from time to time.

## **6. Students Residence Rules**

(1). Conditions of Residence of Students:

(a) Students who have enrolled in the University may be provided boarding & lodging facility in a hostel on the University campus.

(b) Students desirous of staying in the campus will be separately accommodated in the Boys' and Girls' Hostel. The hostel accommodates one, two, three and four beds to a room.

(c) In the hostel, students will be staying in earmarked accommodation as per batch or as allotted to them.

(d) In the first year, students will be allotted hostel accommodation on a first come basis. For subsequent years, students may be allotted rooms as per choice of a group of 2-3 students.

- (e) All rules & Regulations/Standing Orders made by the University in regard to hostellers, shall be abided by all residents.
- (2). Rules and Regulation for Hostels
- (a) A new student, on arrival, will report to the Hostel Warden/Administrator who will allot him/her a room/seat in one of the Hostels, if available after the student has paid fees and has got registered.
  - (b) The following are the Standing Orders for Hostel inmates:
    - (i) A student is required to check the room furniture, fixtures, electrical fittings etc. on occupation.
    - (ii) The student will sign a receipt for the same.
    - (iii) The student will be responsible for the upkeep of the same during his/her stay.
    - (iv) Any shortage will have to be made good by the students staying in that room before handing over the charge of the room at the end of the academic session or while vacating the room.
    - (v) He / She will be charged for any damage done to furniture, fixture, fittings and the articles issued to him/her along with the disciplinary action, if so warranted.
  - (c) Any student may be required to vacate his/her room as and when notified by the competent authority.
  - (d) Students are cautioned to be solely responsible about the safety of their belongings. They should close their rooms securely when they leave the room even for short periods or when they are sleeping. Any theft either of a student's personal property or of the University property should be reported promptly to the Warden/Administrator.
  - (e) Students should not keep large sums of money or valuable articles with them or in their rooms. They are advised to open a Savings Account in a Bank/Post Office.
  - (f) Inmates should not indulge in acts such as loud playing of musical instruments or radio or loud singing or dancing etc. which may disturb others at study or work in the Hostels.
  - (g) Students are not permitted to keep fire-arms or any lethal weapon with them in the Hostel premises even though possessing a license for it.

- (h) Consumption of liquor/intoxicants/drugs inside or outside the Campus is strictly prohibited. Any violation will invoke rustication from the Hostel and even from the University. Smoking is prohibited inside the hostel premises.
- (i) Students are prohibited from keeping obscene literature/video films/CDs in their possession. Any violation in this regard will result in severe disciplinary action.
- (j) Electrical appliances like electrical irons, heaters, VCD/DVD player, T.V., VCP and VCR etc. are not to be used in hostel rooms.
- (k) Hostel inmates found with the electric connections, computer cabling, outlets, fittings and using additional electrical appliances shall be penalized, and the appliance/ gadget will be confiscated.
- (l) Lights, Fans etc. should be switched on only when needed and switched off when not required or when going out of the room. Similarly, water taps must be closed promptly after use. Electricity and water are scarce resource, and they must be conserved.
- (m) Students, unless specially permitted, will be allowed to occupy the rooms allotted to them in their hostel only a day prior to commencement of their academic session. Likewise they must vacate their rooms, within 3 days of the closure of their academic session. They will render themselves liable to disciplinary action and payments at enhanced rates for any unauthorized occupation beyond the stipulated period mentioned above.
- (n) Before proceeding on summer vacation, students must hand over the charge of their rooms, the furniture and the fittings etc. to Hostel Supervisor/Caretaker and get a receipt from him. If a student fails to do so, the Warden/Administrator is authorized to break open locked room and make an inventory of the articles found therein. The University authorities shall not be responsible for the private belongings of the students found in such rooms.
- (o) The Warden/Administrator is assisted by a Supervisor/Caretaker in day-to-day working of the Hostels. The Hostel inmates shall refer their difficulties of whatever nature to the Warden/Administrator, who will take necessary action. Matters related to indiscipline shall be reported to the Warden/Administrator.
- (p) Students are not allowed to bring Cars, Two Wheelers inside the Campus.

- (q) No furniture shall be removed from the room and used elsewhere either inside or outside the Hostel without the permission of or under the orders of the Warden/Administrator.
- (r) No student is allowed to engage a private servant. Also no pets such as dogs/monkeys/cats etc. are allowed in the Hostel.
- (s) Female visitors in the boys' hostel and male visitors in the girls' hostel are not allowed to visit or stay in the rooms of the students. They shall however be allowed to meet their ward in earmarked parents room or cafeteria.
- (t) Students are prohibited from giving shelter to any other student/outsider in their rooms. In case of any unauthorized shelter, the student will be liable to disciplinary action. Unauthorized occupation/shelter to any outsider will be reported to local administration for suitable action.
- (u) With the permission of the Warden, girl students may be permitted to go out in batches of three or more but not singly, for shopping, purchases etc. This is for their own safety.
- (v) All students must be present in their respective hostels as per specified times unless specifically permitted to stay out in the night and for a specific reason in writing by the Registrar/Warden.
- (w) Any students, who does not occupy the Hostel room allotted to him within seven days of his registration, shall lose the Hostel seat and the same may be allocated to the next student in the queue.
- (x) Students will be charged for Boarding and Lodging beyond the semester at the rates as decided by the management.
- (y) All students staying in the hostels during summer vacations shall have to abide by the Hostel Rules in vogue.
- (z) Students are required to observe the mess timings religiously. They will be denied entry & food beyond the prescribed timings.
- (aa) Provision of items of daily use including bread, butter, biscuits etc. are available on payment at the Tuck shop which is open as per times specified.
- (ab) Ragging in any form is unlawful and strictly prohibited. Student found ragging may be expelled from the Hostel as well the University. An FIR will also be lodged against any student indulging in ragging.



- (ac) Students not returning from outside, to their hostels by 07:00 PM without the permission from the Warden will attract disciplinary action by way of deduction of disciplinary marks if found guilty. The student will be expelled from the Hostel in case of repeated offences.
- (ad) Students staying in the Hostel may visit their parents and local guardians provided name, address & phone Nos. are registered with the Warden's office, on weekends by obtaining an out pass. Out pass during week days will not normally be given unless there is an emergency. Delay in returning for any reason whatsoever must be notified to the Warden immediately and his/her permission sought.
- (ae) All the students are charged Hostel fee for the semester, as such they must completely vacate their rooms within three days of conclusion of the semester. Any stay beyond that without written permission of a competent authority shall attract disciplinary action and payment at enhanced rates or on rates as specified by the authority for both boarding as well as lodging.

#### **7. Rules for Discipline and Award of Discipline Grade :**

- (1). All students pursuing a course of studies at the University shall observe a code of conduct as may be laid down by the Executive Council and Academic Council of the University and also abide by all rules and regulations of the University framed and notified from time to time.
- (2). Any violation of the code of conduct or breach of any rules or regulations of the University by any student shall constitute an act of indiscipline and shall make him liable for disciplinary action against him.
- (3). The following acts, in particular, shall constitute acts of gross indiscipline and any student indulging in any of them shall render him/herself liable for disciplinary action against him.
  - (a) Disobeying the teacher/officials or misbehaving in the class.
  - (b) Quarrelling or fighting in any University building, hostels or in the campus amongst themselves or indulging in any activity which amounts to ragging and or harassment of other students.
  - (c) Quarrelling or fighting with a University employee or any employee of the University mess/canteen/cafeteria/security or any other public utility functioning in the campus.

- (d) Behaving in the University campus or outside in a manner which is indecent or which is meant to annoy or harass the students, teacher, officers or employee of the University.
- (e) Visiting socially unacceptable websites, consuming liquor or banned substances like drugs etc.
- (f) Damage to the University property.
- (g) Indulging in acts of theft, stealing and misappropriating.
- (h) Any other activity that defames the University and constitutes indiscipline.
- (i) Use of mobile in the class/academic area.

Cases as above or any other which constitute indiscipline shall be determined by the University Disciplinary Committee.

- (4). University Disciplinary Committee (UDC) will be formed by the Vice-Chancellor as under:

- (a) Chairman - Professor/Associate Professor
- (b) Four Members - One Associate Professor, one Warden of a Hostel, one Assistant Professor.

The UDC may seek assistance of other faculty, hostel superintendent, security staff and other staff to investigate the cases of indiscipline. This will be Standing Committee to investigate all cases of student indiscipline.

- (5). Procedure for Enquiry.

- (i) The case(s) of indiscipline shall be processed as given below:  
Any case of indiscipline received shall be referred to the University Disciplinary Committee (UDC), which after considering the case on its merit may dispose of depending upon the nature of which, or it may refer the case, within 24 hours of the case referred to it, with its comments to the Vice-Chancellor depending upon the quantum of offence.
- (ii) The Dean (Academic) may suspend a student for a period up to a maximum of 15 days for any act of indiscipline if committed in the presence of a faculty member/officer of the University, which is detrimental to the maintenance of a healthy atmosphere and law and order in the campus.
- (iii) The Vice-Chancellor may suspend a student, if in his opinion, the student has committed a breach of discipline or a prima facie case exists against the

student, and institute an inquiry by such a committee or inquiry officer as the Vice-Chancellor may constitute/appoint for this purpose.

- (iv) The following punishment may be imposed for good and sufficient reasons:
  - (a) Imposition of monetary fine.
  - (b) Deduction of marks from the disciplinary group of marks.
  - (c) Imposition of a monetary or/and marks fine or putting on conduct probation for the rest of the stay in the University.
  - (d) Warning or imposition of suspended fine and warning (a suspended fine becomes operative if the student concerned is found guilty of another act of indiscipline during the remaining period of that session).
  - (e) Rustication from the University for a specified period.
  - (f) Expulsion from the University.
- (v) The following shall be the competent authorities to award various punishments.
  - Items (a), (b), (c) & (d) - The Vice-Chancellor or Director or the Dean,
  - Items (e) & (f) - The Vice-Chancellor.
- (vi) Decision on punishment for Items (a), (b), (c) & (d) of Sub-section (iv) of Section 5 of Ordinance 7 may be taken after the student has been called by the officer/s concerned and given an opportunity to explain his/her conduct. Decision on punishment for Items (e) & (f) of Sub-section (iv) of Section 5 of Ordinance 7 shall be imposed after the matter is thoroughly investigated by a committee or an Inquiry Officer appointed by the Vice-Chancellor which shall follow the procedure as laid down below.
- (vii) Procedure for Awarding Punishment
  - (a) Upon receiving a report from the wardens/faculty members or any respective person regarding an act of indiscipline committed by a student/group of student, the Registrar will order the meeting of UDC.
  - (b) UDC will consider the incident report and hear the plea of alleged offenders and record their statements. The UDC will also consider statements of other relevant persons and may visit the site of occurrence.
  - (c) After the investigation is completed the UDC will submit its report to the Registrar who shall put it up to Vice-Chancellor, through Dean (Academic) or to the Director as the case may be for the decision.

- (d) In case of serious breach of indiscipline, the students may be put under immediate supervision and sent home. In such cases, they will be asked to report back with their parents on a specific date. This will be done with the approval of the Vice-Chancellor.
- (6). On the basis of the punishment awarded to the students, computation of yearly discipline grades shall be as under:
- (a) A student shall be guilty of misconduct and breach of discipline if he or she violates any of the provisions of the standing orders issued by the University from time to time. Every student shall get A+ grade in discipline unless he/she is found guilty of misconduct and breach of discipline and violates any of the provisions of the standing orders. the disciplinary grade, will be awarded for each Academic Year, which will be reflected on the Grade Card.
- (b) Computation of Yearly Discipline Grades:
- (i) A student shall automatically get A+ grade, if no act of indiscipline is recorded against him/her.
- (ii) As a guideline for the offences of common nature, disciplinary marks shall be deducted and lower disciplinary grades shall be awarded as mentioned below (The list is not a comprehensive list and each case shall be dealt with on its merits.)
- |     |   |     |
|-----|---|-----|
| (a) | Simple warning<br>(e.g. defiance depending upon nature of office order etc.);   | 5%  |
| (b) | Warning letter on violation of rules  | 10% |
| (c) | Provoking students to miss a class or for other indiscipline activity, Mass Bunk of the Class;                        | 15% |
| (d) | Disobedience and misbehaviour with officials and teacher(s)   | 20% |
| (e) | Visiting socially unacceptable website or equivalent act including consumption of Alcohol within University premises; | 25% |
| (f) | Stealing a book from Library or Stealing anything within University premises  | 30% |
| (g) | Damage to University Property   | 30% |
| (h) | Expulsion from Hostel as a punishment for committing any misconduct   | 30% |

- (i) Any activity by the student(s) to defame University

100%

The % deduction of marks from the discipline marks shall be cumulative in nature. If the student involved in more than one case of indiscipline in one academic year then the total deduction shall be the sum of individual punishment.

- (c) Where competent Authority/discipline Committees(s) has awarded deduction in term of % of the disciplinary grade, the commensurate grades may be as follows;

<b>Range of Deduction of Disciplinary Marks (%)</b>	<b>Grade</b>
00 to 10	A+
11 to 20	A
21 to 30	B+
31 to 40	B
41 to 50	C+
51 to 60	C
61 to 70	D
71 to 100	F

- (d) Annual computation of discipline grades shall be carried out by a committee comprising Dean (Academics), Two Professors/Associate Professors and Registrar and shall be approved by the Vice-Chancellor.
- (e) Computation of Disciplinary Grades at the end of Programme:
- (i) Cases of one time indiscipline shall be reviewed under the following guidelines.
- (a) Grades B, B+. A be changed to A+
- (b) Grades C, C+, D be changed to A
- (c) Grades F be changed to B+
- (ii) Cases of more than one time indiscipline
- (a) If all awarded grades are B or above, they should be changed to B+.
- (b) The remaining cases be changed to B.
- (iii) Computation of final disciplinary grades shall be carried by a committee comprising Dean (Academics), two Professors/Associate Professors and Registrar and shall be approved by the Vice-Chancellor.
- (f) Revision of Disciplinary Grades:

A student, who has once been awarded lower grade because of an act of indiscipline, he/she may file a mercy appeal in the final year of his/her course of study to the Vice-Chancellor for review of the grade provided there is no other act of indiscipline after the first act of indiscipline. This appeal will be considered by a standing committee consisting of the following;

- (a) Dean (Academic) - Convener
- (b) One Professor to be appointed by V.C. and; - Member
- (c) Registrar - Member

This committee will examine case(s) on merit and shall make recommendation for the consideration of the Vice-Chancellor, who shall approve the recommendations, if satisfied.

- (7). The welfare and discipline of students are two integral parts of an University behaviour. Students behaviour and discipline will therefore be assessed and will receive the same attention as the academic work.

The discipline of the students will therefore be closely monitored in the campus, class rooms, laboratories, play grounds, Annapurna and in the hostels in respect of the residing students and outside the campus for both residing and non-residing students. This will cover general behaviour and discipline and will be awarded disciplinary grades. To maintain the discipline in the University campus, instructions/standing orders of the University are provided to the students at the time of admission, which are as under:

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

jurisdiction of the concerned section will be dealt-with by the Officer in-charge of the section.

- (v) Vice-Chancellor/Registrar overseeing the Administration will deal with the welfare and discipline in the campus including the Hostel and also outside the campus and will ensure maintenance of good conduct. Vice-Chancellor/Registrar will be assisted by other members of faculty.

(b) Conduct & Behaviour

- (i) Students should be present in all their classes. They should likewise carry out other out-door and extra-curricular duties assigned to them. Their attendance and leave are governed by the regulations pertaining to them.
- (ii) Students must give their undivided attention to their academic work and must be respectful to their teachers and supervisors.
- (iii) All students must carry I-cards with them at all times. Identity card can be asked to be shown by the student by any competent authority including security guards at the entry gate of the Institute/University as well as Annapurna, hostel. I-card is an important document. Loss of I-card may invite fine in disciplinary grade or monetary fine as decided from time to time.
- (iv) Students must conduct themselves with due decorum in the classes, laboratories, etc. and move in an orderly and disciplined manner. They must conduct themselves in a manner worthy of great traditions.
- (v) Students, who fail to make sufficient progress in their studies and also do not maintain the required attendance in the classes, are liable to be debarred from appearing in the final examination and given Fail grade.
- (vi) If, in a particular class/period more than 50% students are absent, it would be regarded as mass absenteeism and an act of indiscipline. Disciplinary action will be taken on the students indulging in mass absentation.
- (vii) No students shall disobey any order issued by the University. Students must behave with the decorum towards their fellow students. Girl students must be shown special consideration in this regard. All students & employees must be given respect.

- (viii) Students should not indulge in violence of any kind with fellow students, teaching faculty and employees of the University within or outside the Institute. Violence by any student or group of students will lead to severe disciplinary action.
- (ix) Students are not allowed to become members of outside societies or allowed to join discussion of a political nature or to take part in any political activity without prior permission of the University.
- (x) No meeting of the students other than those organized under the aegis of the various recognized students activities shall be organized without the prior permission in writing from the Vice-Chancellor/Director.
- (xi) No meeting/function within the University campus to which any outsider is invited shall be organized nor shall any outsider address the students without the prior permission in writing from the Vice-Chancellor/Director.
- (xii) No students shall use unfair means at any of the examinations, tests and attempt or threaten the staff to get undue advantage. Disciplinary action shall be taken against defaulters as per the rules of the University.
- (xiii) Students must pay all fees and other dues on specified dates. If they do not do so, they render themselves liable to penalties as in force from time to time.
- (xiv) Students must take good care of all University property. Any damage to Institute/University property shall be viewed as indiscipline. Such student(s), in addition to facing the disciplinary action, shall have to replace the damaged property and make good the losses caused due to their action. Students must use the furniture and fittings with due care and must not deface buildings, roads, furniture and fittings etc. in any manner.
- (xv) Students must handle the laboratory equipments, instrument and machinery that they have to use in the course of their work with great care. Any damage or breakage of such equipment etc. due to improper use or negligent handling will have to be made good by the students concerned.



- (xvi) Ragging in any form is unlawful and strictly prohibited. Student found ragging shall be expelled from the University and FIRs will be lodged against them. (Supreme Court's Decision)
- (xvii) Use of mobile cellular phone inside the Academic, Administrative area, Library, Labs, Toilets, Classrooms is strictly prohibited. Mobile phones must be kept in silent mode and attended to outside the Academic/Administrative block. Use of mobile phone with cameras is strictly prohibited in the Campus. Violation will lead to confiscation of the mobile phone and disciplinary action.
- (xviii) All the students are required to observe the prescribed dress code while moving in the Administrative/Academic block including Labs & LRC on working days. Students not wearing the prescribed dress code may be denied entry to the University/Institute.
- (xix) Consumption of liquor or any other intoxicating drug smoking is strictly prohibited within the hostel, campus or outside. Offenders will be summarily expelled.

(8). Rules and Regulation for Learning Resource Hall (LRC)

- (a) Students must follow the LRC rules for borrowing books. They must show their Identity Cards, when asked for. The books must be returned on or before the due date of return of the book.
- (b) LRC books should be used with great care. Tearing or folding or cutting of library books or making any mark on them is not permitted and shall lead to disciplinary action. Any defect noticed at the time of borrowing books must be brought to the notice of the LRC staff immediately, otherwise the borrower may be required to replace the book by a new copy or pay double the cost of the book.
- (c) In open access LRC, replacement or misplacement of books on the shelves by the readers is not desirable. Readers should leave the book on the table after use.
- (d) LRC cards are non-transferable and they should be kept securely otherwise the borrower shall be held responsible for the books issued against cards.
- (e) Before leaving the LRC, a student should make sure of getting the LRC books properly issued at the counter against the card.

- (f) Personal property or books other than those belonging to the LRC must be deposited at the entrance gate.
  - (g) The loss of LRC books or borrowers card must be immediately brought to the notice of the Learning Resource Manager (LRM) in writing.
  - (h) Polite and courteous behaviour inside the LRC is expected from all the users and silence must be observed inside the reading rooms.
  - (i) Rules and Regulation of LRC for students, faculties and staff members shall be the same as above.
- (9). Procedure/Instructions for obtaining Out Pass
- (a) Day out pass on working days will be issued by the Registrar.
  - (b) Out pass for overnight/out station leave will be issued by the respective wardens for which students are required to submit applications to Hostel Superintendent by 06:00 P.M. the previous evening.
  - (c) In case of grave emergency immediate out pass will be issued by the Registrar/Warden.
  - (d) Girl students wanting overnight out pass/out station leave are required to get written permission of their parents/guardians in writing/fax at \_\_\_\_\_.
  - (e) Girl students are advised to go outside the campus in groups of minimum three for their own safety.
  - (f) In case of medical evacuation, the patient and attendants can move out on the medical officer's advice.
  - (g) In their own interest students are advised:
    - (a) Not to visit Bulandshahar or nearby towns without any specific work/purpose.
    - (b) Not to eat in road side Dhabas and unhygienic places.
  - (h) No out pass is required to move out of campus on working days from 05:00 PM to 07:00 PM and on Sunday/Holidays from 09:00 AM to 07:00 PM.
  - (i) All students are required to be back inside the campus by 07:00 PM on all days.
- (10). Anti-Ragging Instructions and its Treatment
- (a) Following act(s) by any student will constitute Ragging:
    - (i) Criminal Intimidation/Wrongful Restraint.
    - (ii) Mental/Physical/Sexual Abuse.
    - (iii) Verbal Abuse.

- (iv) Indecent Behaviour.
  - (v) Undermining Human Dignity.
  - (vi) Financial Exploitation/Extortion.
  - (vii) Use of Force in any manner i.e. Direct/Indirect.
  - (viii) Getting any private work done such as assignment or odd errands or any private/personal work.
- (b) Students(s) indulging in ragging can be awarded following punishment:
- (i) Expelled from the University.
  - (ii) Banned from the Mess/Hostel.
  - (iii) Withdrawal of his/her Scholarship.
  - (iv) Debarred from the Examinations.
  - (v) Denied admission to any other Institution.
  - (vi) FIR lodged with the police and prosecuted for criminal action.
  - (vii) Other punishment as recommended by the University Disciplinary Committee and approved by the Vice-Chancellor.

## **8. Conditions for award of Degrees, Diplomas and any other Academic Distinctions and Convocation**

- (1). A convocation for the purpose of conferring degrees and making awards shall ordinarily be held every year at the time specified by the University and shall be called Annual Convocation. A special convocation may also be held at such time as may be found necessary and convenient. The actual date of the convocation in each case shall be fixed by the Vice-Chancellor with the approval of the Chancellor.
- (2). As per the academic rules and regulation, conditions to award the degrees, diplomas, medals are as under:
- (a) B.Tech. Degree (Engineering)
    - (i) Secures a CGPA equal to 4.5 or more.
    - (ii) Earning a minimum course credits as defined.
    - (iii) Completing the degree requirement in a maximum duration of six years. This includes the period of rustication/expulsion but excludes duly permitted semester withdrawal.
    - (iv) Successfully completing the Industrial Internship.
    - (v) No failure in the core courses.
  - (b) M.Tech. Degree (Engineering)

- (i) Secures a CGPA equal to 5.0 or more.
  - (ii) Earning a minimum course credits as defined.
  - (iii) Completing the degree requirement in a maximum duration of three years for Full Time and four years for Part Time Scholars.
  - (iv) Successfully completing the Industrial Internship wherever applicable.
  - (v) No failure in the core courses.
  - (vi) Conditions prescribed in the M.Tech. Ordinance.
- (c) M.Sc. Degree (Science/Mathematics)
- (i) Secures a CGPA equal to 5.0 or more.
  - (ii) Earning a minimum course credits as defined.
  - (iii) Completing the degree requirement in a maximum duration of three year.
  - (iv) No failure in the core course.
- (d) Ph.D. Degree
- (i) Based on successful completion of course work/research work and recommendation of thesis evaluators and Viva-Voce Committee also.
  - (ii) Conditions prescribed in the Ph.D. Ordinance.
- (3). Award of Medals

The following medals shall be awarded to the students for each year at the time of the Convocation:

- (a) Chancellor's Gold Medal

The Chancellor's Gold Medal will be awarded to the student who will secure first position in the University among all programmes/courses, branches running in the University (in each faculty and degree separately)

- (b) Vice-Chancellor's Gold Medal

The Vice-Chancellor's Gold Medal will be awarded to those students who have secure first position toppers in each programme/stream running in the University.

For the above, a committee will be constituted by V.C. to examine the cases of gold medal winners. A brief report will be presented by the Committee with comments of their disciplines, percentage of each semester, completion of courses and industrial training, behaviour etc. to the Vice-Chancellor for approval, prior to the award of the medals.

- (4). Ordinarily not less than four week's notice shall be given by the Registrar for holding a convocation. This period may however be reduced to ten days in the case of special convocation or in any other case where such a course is considered expedient by the Vice-Chancellor. For all other meetings of the University convocation twenty days notice by the Registrar shall be deemed sufficient.
- (5). The Registrar shall send a programme of the convocation and the procedure to be observed during the convocation along with a brief to the Chancellor, the Vice-Chancellor, the members of the Court, the Academic Council, the Executive Council and Deans of the faculties.
- (6). The candidate desiring to receive degree in person must apply to the Registrar 15 clear days before the day fixed for the convocation, in the prescribed form, together with the fee as prescribed by the University intimating their intention to be present at the convocation provided that the Vice-Chancellor may in special cases permit the receipt of late applications upto seven days before the date of convocation, if such applications are accompanied by a late fee as fixed by the University.
- (7). Such candidates as are unable to present themselves in person at the convocation may apply for receiving their degrees in absentia in the prescribed form one month after the date of convocation along with a fee as prescribed by the University.
- (8). Every degree shall bear the signature of the Chancellor, the Vice-Chancellor and the Registrar. The date on the degrees whether to be awarded at the convocation or otherwise will be the same as the date of the declaration of the result of the examination for which the degree is being awarded.
- (9). Dignitaries such as the Chief Guest, Guests, the Chancellor, the Vice-Chancellor, the Deans, the Registrar and the Member of the Court, the Executive Council and the Academic Council shall wear such academic costumes as is approved by the Court.
- (10). A candidate at the convocation shall wear the academic costume of the University appropriate to their respective degrees. No candidate shall be admitted to the convocation, who is not in proper academic costume.
- (11). Degrees will be distributed to the candidates attending the convocation at the place time and day specified by notification before or after the convocation as decided by the University.
- (12). The Chancellor, the Vice-Chancellor, the Deans of faculties, the members of the Court and Academic Council and the Registrar shall assemble at the place notified at

the appointed hour and shall walk in procession in the following order to the convocation hall:

- (a) The Registrar
  - (b) Members of the Academic Council
  - (c) Members of the Executive Council
  - (d) Members of the Court
  - (e) Deans
  - (f) Directors
  - (g) The Vice-Chancellor
  - (h) The Chief Guest, if any
  - (i) The Guest(s)
  - (j) The Chancellor
- (13). The Chancellor, the Chief Guest and other Guest(s), the Vice-Chancellor, Directors, Deans of the faculties, members of the Academic Council, the Registrar and such other persons named by the Executive Council shall take their seats on the dais in places reserved for them.
- (14). The candidates present at the convocation shall take their seats at the places reserved for them before the procession enters the convocation hall. As the procession enters the convocation hall, all shall rise and remain standing until the members of the procession have taken their respective seats.
- (15). The Chancellor, the Vice-Chancellor and the members of the Court, the Executive Council and the Academic Council having taken their places, the Chancellor or the Vice-Chancellor shall pronounce.
- "The convocation of the JUA has been called to confer the undergraduate degrees, postgraduate degrees, doctorate degrees, diplomas and other academic distinctions upon the candidates who have been certified to be worthy of these degrees"
- (16). The Honorary Degrees, if any shall be conferred immediately after the opening of the convocation. The recipient of the Honorary Degrees shall be presented ordinarily by Vice-Chancellor, who will read about his qualifications. The Chancellor or the Vice-Chancellor in presenting the Diploma of the honorary degree shall say to the recipient:
- (17). The following shall be the order of the presentation:
1. Honorary Degree

2. Ph.D. Degree (in Engineering/Science/Management/Humanities/Social Science etc.)
  3. M.Tech. Degree (in Engineering/Science/Mathematics)
  4. M.Sc. Degree (in Science/Mathematics)
  5. B.Tech. Degree
  6. Diploma
  7. Vice-Chancellor Gold Medal
  8. Chancellor Gold Medal
- (18). The Deans of their respective faculties and in their absence the Registrar shall present all the candidates for various degrees under the faculty and the Vice-Chancellor shall admit the candidates present also in absentia to the degrees concerned. The citation for the Deans of the Faculty and the Vice-Chancellor shall be:
- "Sir, I present to you this/these candidate/candidates, who have been examined and found qualified for the degree of \_\_\_\_\_ To which I pray he/they may be admitted."
- The Vice-Chancellor shall address each time as follows while awarding the degree say to the candidates, who shall remain standing.
- "By virtue of the authority vested in me as Vice-Chancellor of the University, I admit you to the degree of \_\_\_\_\_ in this University and charge you to prove worthy of the same.
- The candidates shall acknowledge with a bow. the recipients of the degrees shall remain standing while the Dean and the Vice-Chancellor admit the candidates to the degrees.
- (19). After the degrees have been conferred, the Registrar shall declare the number of Degrees/Diplomas that have been conferred on Regular and Private candidates present in the convocation and also in absentia.
- (20). The Chancellor, or in his absence the Vice-Chancellor, shall then present the medals and prizes to the recipients of the medals/prizes, who shall be called individually by the Registrar and shall stand before the Chancellor or the Vice-Chancellor, as the case may be, the names of the recipients shall be read out by the Registrar.
- (21). The Vice-Chancellor will then present the annual report of the University.
- (22). The Chancellor, and in his absence the Vice-Chancellor, will then introduce the chief Guest and request him to address the convocation.
- (23). The Chief Guest will then deliver the convocation address.

- (24). At the end of the convocation the Vice-Chancellor shall order the following:  
 “सत्यं वद । धर्मं चर । स्वाध्यायान्मा प्रमदः । सत्सन्नं प्रमदितव्यम् । कुशलान् प्रमदितव्यम् । भूत्यै न प्रमदितव्यम् । यान्यानवद्यानि कर्माणि तानि सेवित्प्यानि नो इतराणि । यान्यास्माकं सुचरितानि त्वयापास्थानि नो इतराणि । एवंः आदेशः एवं उपदेशः । एतदनुशासनम् । एवमुपासितव्यम् ।”  
 “सत्य बोला । धर्म का आचरण करो । स्वाध्याय से प्रमाद मत करो । सत्य कुशाम और सौभाग्य से प्रमाद नहीं करना चाहिए । जो प्रशंसनीय कर्म है उन्हें करना चाहिये, दूसरे नहीं । जो हमारे सुचरित है उन्हें ग्रहण करना चाहिये, दूसरे नहीं । यह उपदेश है । यह अनुशासन है । ऐसा ही आचरण करना चाहिए ।”
- (25). The registrar with the permission of the Chancellor, and in his absence with the permission of the Vice-Chancellor, will then declare the convocation close.
- (26). The procession will then leave the convocation hall in the reverse order in which it had entered. All shall remain standing till the procession moves out of the hall.
- (27). Notwithstanding anything contained in the ordinance the Chancellor may suspend holding of the annual convocation or convocations. In such case the degrees will be sent to the candidates duly signed by the Vice-Chancellor at their address. The Registrar shall notify the suspension of the convocation and invite applications from the candidates, who desire to take the degree. The degree will be sent to those candidates, who have applied for obtaining the degrees on payment prescribed by the University. The dates on such degrees shall be the date fixed by the Vice-Chancellor on the recommendations of the Academic Council.

## 9. Conduct of Examination and Related Matters

- (1). This ordinance is in eight parts as under:
- |     |            |   |  |
|-----|------------|---|--|
| (a) | Part - I   | : | Pattern of Examination/Evaluation System/Grading System                        |
| (b) | Part - II  | : | Eligibility Conditions for appearing in the Examination                        |
| (c) | Part - III | : | General Rules and Regulations applicable to all candidates                     |
| (d) | Part - IV  | : | Conduct of Examination   |
| (e) | Part - V   | : | Invigilation during Examination  |
| (f) | Part - VI  | : | Pre-Preparations for Examination   |
| (g) | Part - VII | : | Evaluation of Answer Scripts and Result Compilation/Grading/Approval of Result |



(h) Part - VIII : Prevention of use of Unfair Means by the Students

PART - I

PATTERN OF EXAMINATION/EVALUATION SYSTEM

GRADING SYSTEM

(2). Examinations

To train the students to put in sustained and disciplined work over the entire period of study, following pattern of examination is being implemented in the University. Some important components of the examination pattern are as given in succeeding sub paras:

(a) Theory Courses

The University will follow the semester system and normally three examinations shall be held in each semester for theory courses. These shall have a total weightage of 75%; the balance 25% shall be allocated to Assignments, Quizzes, Tutorial, and Regularity in Attendance etc. by the Course Coordinator/Teacher. Details of examinations and their weightage are as follows.

(i) Allotment of marks, duration of each examination and coverage of syllabi will be as under :

Test/Examinations	T-1	T-2	End Sem. Exam.
Percentage weightage	20	20	35
Duration of Test/Exam in hour	1	1	2
Syllabus for Test/exam	Syllabi covered up to T-1	Syllabi covered between T-1 & T-2	Full Syllabi

(ii) Allotment of remaining weightage of marks i.e. 25% of total as specified above in first para of this sub section.

(b) Practical Courses

The evaluation of Practical/Laboratory/Sessional/Workshop work will be as per following table.

Day to day work:	60%
Break-up of Day to day work as follows	
(i) Attendance	15%
(ii) Quantity & Quality of Experiments Performed,	

including Learning laboratory Skills and handling Laboratory Equipment, Instruments, Gadgets, Components, Materials and Software etc.	30%	
(iii) Laboratory record	15%	
Mid-Semester lab-viva/test		20%
End-Semester lab-viva/test		20%

Note: A Practical course is considered as an independent course and accordingly grades shall be awarded to the practical courses.

(c) Project Courses

- (i) Project courses shall be run under the guidance of a Supervisor appointed for individual student or a group of students, and separate evaluation will be done in each semester.
- (ii) The following evaluation scheme will be followed in each semester while evaluating and awarding grades:

Day to day work	30% awarded by Supervisor(s)
One Mid-Term Seminar on the project work for 20 mins. by the students followed by Viva-Voce Examination between T-2 and End Semester Exam.	25 % awarded by a panel
Project Report/Thesis	20% awarded by the Panel
Final Viva-Voce/Defence/Dissertation	25% awarded by a panel of three teachers Including Supervisors in case of M.Tech. programs, External Examiner shall form the part of panel.

(d) Guidelines for Monitoring and Evaluation of Project Course

- (i) The students must meet their supervisors immediately after the project is assigned to them.

- (ii) The students must meet and report of their supervisors at least twice a week on appointed days and time.
  - (iii) The students should maintain a logbook of their day to day activity and get it signed by the supervisors twice a week during their meetings.
- (e) The Project/Dissertation Course for the PG students :
- (i) The project will be split over 2 semesters of final year. The two parts must be seen in continuation.
  - (ii) Evaluation of projects shall be carried out separately in each semester as per order regulation/instruction.
  - (iii) The project should aim at the development of new process or products, tools, techniques and conceptual research work leading to new findings. The work should be characterized by new result in design, development and implementation and should have the potential of industrial scientific acceptance.
  - (iv) The supervisor will provide a panel of external examiners that should consist of three experts, who could be from other than the department in which project / dissertation being submitted, of the University or from outside the University
  - (v) The student shall submit three copies of the project report as loose files to facilitate modifications that may be asked for. After the defence is completed and normally within 15 days thereafter, 3 hard bound copies and a soft copy shall be submitted in the prescribed format. One of these copies will be placed in the library of the University.
  - (vi) The project/dissertation report will be submitted as per the instructions displayed on the website.
- (f) Supervisors for PG Project/Dissertation Courses :
- (i) There can be two types of Project supervisors, Internal and External. Internal supervisors must have at least an M.Tech. degree or equivalent and must be at least in the Assistant Professor Grade of JUA and be employees of JUA. External supervisors not employees of JUA and belong to other industrial or academic organizations including national laboratories, must have at least an M.Tech. degree and 3 years of relevant experience.

- (ii) In cases where an external supervisor is chosen, it is necessary that a joint internal supervisor is also selected. Joint supervision may be done by more than one internal supervisor, with or without external supervisor.

(g) System of Supplementary Examination

The supplementary exams shall be held at the end of each semester. A student is entitled to appear in Supplementary Examinations only once, for a subject.

(i) Eligibility:

- (a) Students who were eligible to appear in T-3 examination and awarded 'F' grade are eligible to appear in supplementary examination.
- (b) Students not allowed to appear in T-3 examination due to poor academic performance or shortfall in attendance, will not be allowed to appear in supplementary examination. Such students will be declared failed in the semester.

(ii) Conduct:

- (a) Supplementary Examinations shall be held twice in an Academic Session. For the odd semester (July-December) it shall be held in December/January and for the Even Semester (January - June) in July. The dates shall be announced in the Academic Calendar.
- (b) The Supplementary Examination shall be of 100 marks and two hours duration for each subject.
- (c) The Supplementary Examinations will cover the entire syllabus of the semester.

(iii) Fee:

- (a) A fee, as decided by the University from time to time, per subject shall be charged from the students for supplementary examination.

(h) System of Evaluation of semester's performance

The methods for computation of Semester Grade Point Average (SGPA) & Cumulative Grade Point Average (CGPA) and the credit based grading systems are as under:

- (i) The Semester Grade Point Average (SGPA) shall be calculated on the basis of grade obtained in all the courses, except audit courses, registered for the semester as under:

$$SGPA = \frac{\sum_{i=1}^n C_i \times G_i}{\sum_{i=1}^n C_i}$$

where

$C_i$  = Credits of the registered subject-i.

$G_i$  = Grade point awarded to the student in the registered subject -i.

$n$  = Total number of registered subjects in the semester, except audit subjects.

- (ii) The Cumulative Grade Point Average (CGPA) shall be calculated on the basis of grades obtained in all the courses except audit courses, registered for the semester as under:

$$CGPA = \frac{\sum_{i=1}^s C_i \times G_i}{\sum_{i=1}^s C_i}$$

Where

$C_i$  = Credits of the registered subject-i.

$G_i$  = Grade point awarded to the student in the registered subject -i.

$s$  = Total number of registered subjects, except audit subjects in all the completed semesters.

- (i) Structure of Grading Systems:

#### GRADING OF ACADEMIC PERFORMANCE

Academic Performance	Letter Grades	Grade Points (p)
Outstanding	A+	10
Excellent	A	9
Very Good	B+	8
Good	B	7

Average	C+	6
Below Average	C	5
Marginal	D	4
Poor	F	0
Audit Pass	AP	-
Audit Fail	AF	-
Incomplete Course	I	-
Withdrawal	W	-
Non – completion of Course requirement and/or Training	Z	-

Note :

1. Pass Grade is Grade D and higher grades.
2. Grade F is Fail grade.
3. Student detained for not fulfilling the attendance requirements shall be awarded F grade.

Explanation:

‘F’ Grade

The ‘F’ grade denotes very poor performance, i.e. failing a course. ‘F’ grade is also awarded in case of poor attendance (see Attendance Regulation). A student has to repeat all compulsory (core) courses in which he/she obtains ‘F’ grade, until a passing grade is obtained.

For the elective courses in which ‘F’ grade has been obtained, the student may repeat the same course or may opt for any other course from the same category. Further, ‘F’ grade secured in any course stays permanently on the grade card. The weightage of these grades is not counted in the calculation of the CGPA, however, these are counted in the calculation of the SGPA.

AP/AF Grades

These grades are awarded to an audit course as specified in Regulation. These grades are not counted in the computation of SGPA / CGPA.

‘I’ Grade

This refers to an **‘incomplete’** grade in a course other than Project/Dissertation, which is awarded as per Regulation/Instruction when student is unable to appear in the End semester Examination with due permission from the Vice-Chancellor. It is required to be converted into a regular grade later on.

‘W’ Grade

This refers to withdrawal from a course other than Dissertation, which is allowed upto one week after the end of the T-1 Examination with the prior permission of the Registrar on the recommendation of Course Coordinator.

(j) Grading Systems for Semester Examination:

(i) Students obtaining grades A (+) to D shall be declared passed. Students failing in a subject will be awarded an F grade.

(ii) The grades shall be decided on the aggregate of evaluation of all the components like three written test, T-1, T-2, End Semester Examination, Assignments, Quizzes, Tutorials and Regularly in attendance etc.

(iii) The Practical's shall be evaluated and graded as an independent Course.

(iv) All those students who fail to appear in end semester examination of a subject/course shall be awarded 'F' grade in that subject/course.

In some special circumstances, computation of grading shall be as under:

(i) In case a student fails to appear in End Semester Examination due to genuine medical or other reasons as accepted by the Vice-Chancellor, he/she may be allowed to appear in supplementary examination and be graded as per marks obtained in supplementary examination .

(ii) If a student fails to appear in T-1 or T-2 due to genuine medical or other reasons as accepted by the Vice-Chancellor, he/she may be permitted to appear in a makeup test or awarded pro-rata marks based on T-1/T-2 and End Semester Examination.

(iii) In case a student fails to appear in T-1, T-2 and makeup test, if held, he/she will be declared failed in the semester examination.

(k) Grading System for Supplementary Examination:

(i) Grade shall be determined on the basis of marks obtained by the students in the Supplementary Examination of the subject only. The maximum grade awarded for the supplementary exam shall be up to C+ (four grades comprising F, D, C and C+).

(ii) Those students who fail in the practical subjects are allowed to take supplementary examination. For such practical subjects the designated faculty member should ask the students concerned to carry out practical work for three days and then take viva-voce/practical test on the fourth day. The maximum grade awarded for the supplementary exam shall be up to C+ (four grades comprising F, D, C and C+).

(iii) If a student fails in the Supplementary Examination, he/she shall have to re-register for the subject, in the immediate corresponding regular semester/summer term where the subject is available.

- (iv) Students getting grade 'F' due to poor attendance, are not eligible to appear in the supplementary examination.

## PART - II

### ELIGIBILITY CONDITIONS FOR APPEARING IN THE EXAMINATION

- (3) Appearance of regular students in the examination will depend on the following terms and conditions:
  - (a) Minimum 80% attendance is required to appear in the examination of any course including practical courses
  - (b) A student who has been absent from the University for more than six weeks for any reason including medical is not eligible to appear in final examinations. He is required to repeat the semester.
  - (c) Students attendance in a subject will be computed as per total Lectures and Tutorials held in the respective semester course.
  - (d) The shortfall of attendance percentage as prescribed by the University, may be condoned by the Vice-Chancellor, if students' reasons are genuine, such as prolonged illness any family casualty or any others which are genuine.
  - (e) Candidates shall have to obey the academic rules and regulations.
  - (f) Candidates shall have to adhere to the campus discipline as well as all standing orders enforced by the University on them.
- (4) No Regular candidate will appear in the examination of the University if he/she:
  - (a) has concealed important information from the University at the time of admission.
  - (b) has been prosecuted in any indiscipline case and so decided by the Vice-Chancellor.
  - (c) does not possess the minimum academic qualification to appear in the examination.
  - (d) does not satisfy all the provisions of this ordinance or/and any other ordinances which govern the permission to appear in the examination.
  - (e) has not fulfilled the attendance requirement.

## PART - III

### GENERAL RULES AND REGULATIONS APPLICABLE TO ALL CANDIDATES

- (5) The following Rules and Regulations with regard to examinations shall be applicable to all the candidates who are studying in the University in any mode:



- (a) Candidates may opt for the subjects in each semester of degree course, which are being offered in the semesters of the degree examination. Candidate choosing additional subjects to study with the regular courses in the respective year, will have to take prior permission of the Dean (Academic). No permission will be given to take any subject in the respective year of the examination, which is not on offer.
- (b) No candidate shall appear in more than one degree examination.
- (c) A candidate who has passed the first year (semester-I and II) the Bachelor's degree or equivalent and similarly examination of the first year or equivalent examination for a Master's degree from another University may be admitted with the permission of the Vice-Chancellor to the next higher examination of the University for the degree concerned, provided the course taken by the candidate at such other University is equivalent to the course of the University for the corresponding examination.
- (d) No person who has been expelled or rusticated from the University or has been debarred from appearing in the University examination shall be permitted for any examination during the period for which the sentence is in operation.

Notwithstanding anything contained in the ordinances relating to admission of candidates to an examination of the University, the Vice-Chancellor may, in special cases in which he/she is satisfied that the delay in submitting the application for admission to an examination is not due to lack of diligence on the part of the candidate and that it would be a great hardship to the candidate, if his/her application is rejected, allow an application, which is otherwise complete in all respects to be entertained with the Late Fee.

- (e) If admission/examination card has been issued in favour of a candidate, the permission given to a candidate to appear at an examination may be withdrawn if it is found that:
  - (i) the admission card was issued or permission was given through mistake or the candidate was not eligible to appear in the examination.
  - (ii) any of the particulars given or document submitted by the candidate in or with the application for enrolment, admission to a College, Teaching Department or School of Studies or admission to an examination is false or incorrect.

- (f) Permission will not be given to a candidate to appear in the examination hall unless he/she produces the admission/examination or the University identity card before the Controller of Examination/Invigilator of the Examination Hall or satisfies such officers that it shall be produced. A candidate shall produce his/her admission/examination card whenever required by the Controller of examination or the Invigilator.
- (h) In addition to above, the following rules & regulations will also be obeyed by the students in the examination hall:
  - (i) In the Examination Hall the candidate shall be under the disciplinary control of the Controller of examination/Invigilator of Examination Hall and he/she shall obey his/her instructions. In the event of the candidate disobeying the instructions of the Controller of Examination/Invigilator or his/her undisciplined conduct or insolent behaviour towards the Controller of Examination or any invigilator, the candidate may be excluded from the day's examination and if he/she persists in misbehaviour, he/she may be excluded from the rest of the examinations by the Controller of Examination.
  - (ii) If a candidate acts in a violent manner or uses force or makes a display of force towards the Controller of examination or any invigilator at the Hall/Examination room or in its precincts, endangering the personal safety of either of them or acts in a manner threatening the authorities in the discharge of their duties, the Controller of Examination may expel the candidate from the Hall and if needed police help may be sought.
  - (iii) If a candidate brings any dangerous weapon within the precincts of the examination Hall he/she may be expelled from the examination and/or handed over to the police by the Controller of examination.
  - (iv) A candidate expelled on any of the grounds mentioned above will not be allowed to appear in the subsequent papers.
  - (v) In every case where action is taken by the Controller of Examination , a full report shall be sent to the Registrar of the University and the University Disciplinary Committee may according to the gravity of the offence, further punish a candidate by cancelling his/her examination and/or debarring him/her from appearing at the examinations of the

University for one or more years after giving the candidate an opportunity to show cause and considering any explanation submitted by the candidate.

- (vi) If a candidate is found guilty of using or attempting to use or having used unfair means at an examination such as copying from some book or note or from the answer of some other candidate or helping or receiving help from any other candidate or keeping with him/her in the examination hall material connected with the question paper or in any other manner whatsoever, the Unfair means Committee for the purpose, may cancel his/her examination and also debar him/her from appearing at the examination of the University for one or more years according to the nature of the offence as per Part VIII of this Ordinance.
- (vii) The University Examination committee may with approval of the Vice-Chancellor cancel the examination of a candidate and/or debar him/her from appearing at an examination of the University for one or more years, if it is discovered afterwards that the candidate was in any manner guilty of misconduct in connection with his/her examination and/or was instrumental in or had abetted the tampering of the University records including the answer-books, mark-sheets, result-charts, diplomas and the like.
- (viii) The University Examination Committee may cancel the examination of a candidate and/or debar him/her from appearing at an examination of the University for one or more years, if it is discovered afterwards that the candidate had obtained admission to the examination by misrepresenting the facts or by submitting false or forged certificates/documents.
- (ix) When the University intends to award any of the aforesaid penalties under clauses as above, it shall give the candidate concerned an opportunity to show cause in writing within fifteen days of the issue of such "show-cause" letter as to why the proposed penalty may not be imposed on him/her and shall consider the explanation, if any, if filed within the specified time, before awarding the penalty.

- (x) A list of candidates so disqualified shall be circulated to all Universities in India requesting them not to admit these candidates during the period of their disqualification.
- (xi) In case of a candidate who is unable to appear in the examination due to sickness or other causes, such cases may be treated as special cases after satisfying the genuineness of the cases and as per the gravity of the case, the remedial measures may be provided with the approval of Vice-Chancellor.

#### PART - IV

#### CONDUCT OF EXAMINATION

- (6) To conduct the University examination in proper manner; an Examination Committee will be constituted by the Vice-Chancellor, which shall act as per rules framed for the conduct of examination:

##### Examination Committee

Dean (Academic)	:	Chairman
One HOD	:	Member
One Faculty Member	:	Member

(From other Department)

- (a) A Controller of Examination may be appointed as per discretion of the Vice-Chancellor as and when required.
- (b) All arrangements for the conduct of examination to be held by the University shall be made by the Controller of Examination in accordance with such directions as may be issued by the Examination Committee in consultation with the Vice-Chancellor.
- (c) The Controller of Examination shall prepare and duly publish a scheme for the conduct of examinations specifying the date of each examination and the last dates by which applications and fee for examinations shall be paid by the intending examinees.
- (d) The Examination Committee/ Controller of Examination shall determine the examination rooms, location, for the day of the examination and overall examination, and shall issue proper instructions and guidelines for the

University examinations in consultation with the Vice-Chancellor, Dean and the Heads of the Department.

- (e) The Examination Committee / Controller of Examination shall be personally responsible for the safe custody of question papers and the answer-books sent to him/her and shall render to the University office a complete account of used and unused question papers and answer-books.
- (f) The Controller of Examination and the Examination Committee shall jointly supervise the work of invigilators and shall conduct the examination strictly, according to the instructions issued by the University.
- (g) The Head of Examination Committee shall wherever necessary, send a confidential report to the Registrar about the conduct of examination, mentioning therein the performance of the invigilators and the general behaviour of the examinees. The Registrar shall prepare a Daily Report on the number of examinees attending each of the Examinations, absentee numbers and such other information relating to the examinations being held at the different examination hall as may be considered necessary, alongwith this any other matter which he/she thinks fit to be brought to the notice of the Vice-Chancellor.
- (h) The Examination Committee shall have the power to expel examinees, from the examinations or the subsequent examination days, on any of the following grounds:
  - (i) That the examinee created a nuisance or serious disturbance at the Examination hall.
  - (ii) That the examinee showed a seriously aggressive attitude towards an Invigilator or a member of the staff entrusted with the examination work.
  - (iii) If necessary, the Registrar may get police assistance.
  - (iv) Unless otherwise directed, only teachers of the University shall be appointed as Invigilators by the Controller of Examination as per direction of the Examination Committee, provided that a teacher of the subject of the written examination at any session shall not generally be an invigilator at such session of the examination.
- (i) It shall be the duty of invigilators to ensure the correct identity of the student. For this each student will carry the University identity card issued to him.

- (j) The Registrar may on the recommendation of the Examination Committee, appoint a writer to write down dictation pertaining to answers to questions at the examination on behalf of a 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 examinee concerned.
- (k) The University may, from time to time, appoint flying squads to see that the conduct of the examination is strictly according to the rules and procedures laid down by the examination committee. In the event of the flying squads pointed out any serious breach of rules or procedure, the Vice-Chancellor may take such action as may be necessary including postponement or cancellation, wholly or in part, of the examination at the hall, and if any such action is taken, a report of the action taken shall be made to the Examination Committee at its next meeting.
- (l) The Examination Committee may, with the approval of the Vice-Chancellor, cancel an examination at all hall/locations if it is satisfied that there has been a leakage of question papers or any other irregularity, which warrants such a step.
- (m) The Examination Committee may issue such general instructions in consultation with the Vice-Chancellor and the Registrar for the guidance of the Examiners, Centre, Controller of Examination, Tabulators, Collators, as it considers necessary for the proper discharge of the their duties.
- (n) Subject to the provisions of this Ordinance, the Examination Committee in consultation with the Academic Council, may from time to time make, alter or modify the rules and procedures about the conduct of examination.

## PART - V

### INVIGILATION DURING EXAMINATION

(7) The processes which have to be followed by the Invigilator(s) in the examination hall under the control of Examination Committee/ Controller of Examination as well as any competent authority of the University, shall be as under:

- (a) All Invigilators are required to collect examination material from the Examination Control Room 30 minutes before the commencement of the examination.

- (b) All Invigilators are required to reach the Examination Hall at least fifteen minutes before the start of the paper after collecting the packet of Question Papers and the examination materials as under:
  - (i) Envelopes of question papers/Bunch of Answer Books.
  - (ii) Attendance Sheets of Students
  - (iii) Absentee Proforma/Attendance Statement
  - (iv) Any other material as per the requirement of the paper setter.
- (c) All answer sheets will be signed by the invigilators and then issued to students. Answer sheets will be issued 15 minutes before examination.
- (d) The Invigilator should ensure that the seating arrangements have not been disturbed and all seats/desks are in order and the students are seated as per seating plan.
- (e) Question papers will be issued 5 minutes before the start of the examination and students should read the question paper after invigilator announces time of start of paper.
- (f) Invigilators will ensure that students material relating to the examination/ unauthorized material is placed at a place designated by the Invigilation Staff/outside the examination hall.
- (g) In any examination hall the senior most teacher will be incharge of examination in that hall.
- (h) No student shall be permitted to appear in the examination without the production of University Identity Card, and wearing proper University uniform.
- (i) Students coming late by more than 15 minutes for the T-1, T-2 test and 30 minutes for End Semester Examination will not be allowed in the Examination Hall. The late arriving student will be asked to report to the Dean (Academic)/Registrar who may allow the student to appear as per their discretion but no extra time will be given.
- (j) Students are not permitted to borrow pen/pencil/rubber/calculator or any other items from other examinee.
- (k) Programmable calculators are not allowed in the Examination Hall. Calculator upto fx 100 are only allowed. Calculators will be allowed on the day there is a requirement for the calculator to be used otherwise calculator should not be allowed in the Examination Hall.
- (l) No student is allowed to go out of the Examination Hall even temporarily without the permission of the Invigilator on duty.

- (m) Mobile phones or any other electric gadgets except calculators as per clause (k) above will not be carried inside the Examination Hall.
- (n) Students are advised to write their Names/Enrolment Nos. on the Answer Book, before they start attempting the question paper. They are also required to write their Name/Enrolment No. on the question paper.
- (o) Answer Books are to be collected immediately after the examination is over, checked with the absentee list, and arranged serially before handing over to the Examination Control Room.
- (p) Any Invigilator who is unable to perform invigilation duty should inform the Dean/the Registrar well before the examination through any means of communication.
- (q) Students will not be permitted to leave the Examination Hall till the total time given for the test/examination is over. However, they can be permitted to deposit the Answer Sheet half an hour before the scheduled finish time of the End Semester Examination and leave the Examination Hall.
- (r) Examinee desirous of leaving the examination hall temporarily shall be permitted to do so for a maximum period of 5 minutes. The absence shall be recorded and if the examinee fails to return within this limit of 5 minutes, he/she shall not be permitted to enter the examination hall unless he/she gives convincing explanation.
- (s) 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 second answer-book be supplied and the case will be referred to the Unfair Means Committee.
- (t) If students are found copying, using unfair means in the examination hall/room, the invigilator incharge of an examination hall take action against the examinee, who is found using or attempting to use unfair means in the examination hall or within the premises of the examination hall during the hours of examination, in the following manner:
  - (i) The examinee shall be called upon to surrender all the objectionable material found in his or her possession including the answer-book and a memorandum shall be prepared with date and time.
  - (ii) The statement of the examinee and the invigilator shall be recorded.



- (iii) 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.
- (iv) All the material so collected and the entire evidence along with a statement of the examinee and the answer-book duly initialled by the student shall be forwarded to the Registrar by name in a separate confidential sealed registered packet marked 'Unfair Means' along with the observations of the Controller of Examination.
- (v) The material so collected from the examinee together with both the answer-books, viz, the answer-book collected while using unfair means and the other supplied afterwards, will be sent to the Unfair Means Committee for its decision.
- (vi) The cases of the use of unfair means at the examination as reported by the Invigilator/Controller of Examination along with the report of the unfair means activity, the report shall be examined by a Unfair Means Committee constituted by the Vice-Chancellor as per clause no. 2(a) of PART VIII of this ordinance. Cases related with unfair means shall be examined by the Unfair Means Committee as per PART VIII of this Ordinance.
- (vii) The Committee shall after examining the cases, decided the action to be taken in each case as per part VIII of this ordinance and submit the report to the Examination Committee/Registrar in regard to all cases of the use of unfair means with the decision of the Committee in each case.
- (viii) Further, the Registrar shall send the report of the Unfair Means Committee to the Vice-Chancellor for approval of decisions taken by the Unfair Means Committee.

## PART - VI

### PRE-PREPARATIONS FOR EXAMINATION

- (8). To conduct the examination smoothly in the University, the following preparatory action will be initiated by the Registrar:
  - (I) Preliminary Process
    - (a) Composition of Examination Committee as per approval of the Vice-Chancellor.
    - (b) Preparation of panel of examiners for each subject by the Dean and its submission to the Vice-Chancellor.

- (c) Approval of names of examiners for different subjects by the Vice-Chancellor.
- (II) Process for appointment of examiners
- (a) The examiners approved by the Vice-Chancellor will be appointed by the Controller of Examination. The list of qualified examiners in each course (Theory & Practical) will be recommended by the Dean (Academic) in consultation with the concerned Head of the department and forwarded to the Controller of Examination for approval of the Vice-Chancellor.
  - (b) The examiners will be either faculty of the University or any other individual from outside having requisite expertise in the subject.
  - (c) Each department will have a paper-moderation committee appointed by the Vice-Chancellor on the recommendation of Dean (Academic). All question papers of the department will be moderated by the committee.
- (III) Process for question papers setting as mentioned below:
- (a) As per dates specified in Academic Calendar (hereinafter referred to as academic calendar of the respective semester), all processes & necessary action which shall be taken by the Registrar to conduct the examinations.
  - (b) A brief notice will be issued by the Registrar to all appointed examiners to set the question paper 15 days before the date of start of examination mentioning the important points as under:
    - (i) Format of the question paper
    - (ii) Maximum Marks of the question paper
    - (iii) Maximum time of examination
    - (iv) Name of the Examination
    - (v) Name of the Semester
    - (vi) Name of the Academic Year
    - (vii) Code & Title of question paper
    - (viii) Place for setting of question paper
    - (ix) Due date of submission of question paper
    - (x) Submission authority of the question paper

- (c) Format and all items of question paper should be the same as enclosed with the notice by Registrar Office.
  - (d) Each question paper will be set by the appointed examiners for the subject
  - (e) From the point of view of confidentiality, all examiner(s) will set question papers in the examination control room only, which will be specified by the University.
  - (f) All appointed examiners shall set question papers in two sets for each course. The set to be used for the examination will be selected by the Vice-Chancellor prior to the examination.
  - (g) Before submission of question papers, all examiners must ensure that the question paper is error free and it has been sealed properly for the respective examinations.
  - (h) All question papers shall be submitted to the Controller of Examination.
  - (i) All question papers shall be submitted within due dates duly moderated and authenticated by the moderator(s).
  - (j) All question papers received by the Controller of Examination, shall be kept in sealed and safe custody.
- (IV) The process for preparation of Schemes of Examination/Date Sheet/Seating Plan/Invigilation Chart/Xerox of question papers (room wise) will be made by the Controller of Examination /Registrar as under:
- (a) In due course, a brief notice with important instructions regarding examination schedule timing, shift, code and conduct of the examination, will be notified by the Controller of Examination.
  - (b) After finalization of Date Sheet of the examination, seating plan will be prepared by the examination cell as per room allocated with students capacity in the University for the Examination.
  - (c) As per instructions for the Registrar, the examination room wise invigilation chart will be prepared by the examination cell in accordance with the examination room capacity.
  - (d) As per the date sheet approved by the examination committee, and the Vice-Chancellor, the printing of the question paper shall be made by the examination cell and all printed question papers shall be kept in

envelopes in accordance with the room's capacity. Printing of question papers will be done under the supervision of the Registrar.

- (e) Envelopes of question papers shall be kept in safe custody of Controller of Examination in consultation with the Examination Committee and the Vice-Chancellor.

## PART - VII

### EVALUATION OF ANSWER SCRIPTS AND RESULT COMPILATION/GRADING

(9). In this part, process of answer scripts evaluation and compilation of result process has been defined.

- (a) Process for evaluation and submission of answer scripts
  - (i) Answer scripts of the respective question papers shall be normally evaluated by faculty members teaching the subject alongwith the Course Coordinator(s) concerned.
  - (ii) Course Coordinator(s) shall allot specific questions to the faculty members evaluating answer script for evaluation by them. The Course Coordinator(s) will be responsible for entry of the marks, grades in the result sheet/web kiosk as well as submission of the result to the examination section.
  - (iii) After evaluation, it is necessary to show the answer scripts to the students concerned for maintaining the transparency before submission to the examination section.
  - (iv) All answer scripts shall be submitted to the Registrar (Examination Section) immediately after the declaration of the result.
- (b) Grading of the subject  
As per the Grading System defined by the University, Grading for each course shall be finalized by the grading committee of the department.
- (c) Compilation of Examination Result
  - (i) In consultation with Examination Committee and the Vice-Chancellor, the Registrar will appoint the Result Compilation Committee as under:

Head of the Department	-	Chairman
Two faculty members	-	Members

(From other Departments)

- (ii) The examination result of the respective semesters or particular event shall be compiled by the committee.
- (d) Approval of Result  
After compilation and receiving from the Examination Committee, examination result along with brief report shall be sent to the Result Committee headed by the Vice-Chancellor for approval. After approval, it will be published for all the students concerned
- (e) Declaration of Result
  - (i) Semester wise final result will be announced within 15 (fifteen) days of culmination of End Semester Examination. A notice to this effect will be put in the University website.
  - (ii) Final semester/year degree, diploma result will be announced by 15th June of each year.

## PART-VIII

### PREVENTIONS AGAINST USING UNFAIR MEANS BY THE STUDENTS

- (10) The salient instructions for the conduct by a student in the Examination hall shall be printed on the cover page of the answer - book. Any contravention of these instructions and the use of any unfair means will render the student liable for punishment.

#### 1.Actions By the Invigilator's on Detecting Unfair means Case

- (a) As soon as a student is suspected by the invigilator or any other authorized person of having resorted to unfair means he/she shall immediately take possession of the answer book along with the relevant material found with the student. The papers, notes, books, electronic devices etc. found in possession of the student shall be duly signed by the student and the invigilator, sealed and attached with the seized answer-book in presence of the student. In case student is found to have written something on the body part a photo of same may be taken on the web cam available with the server room/mobile etc if possible.
- (b) The Invigilator In charge shall get the prescribed form (attached) for unfair means filled and signed by the student and give his / her comments on the same, in prescribed place.

- (c) After completing all the above formalities, a fresh answer-book shall be given to the student for completing the examination.
- (d) If the student does not hand over the relevant material and / or refuses to fill up and sign the prescribed form, the same shall be recorded on the prescribed form. In this case, Co-Invigilator may sign as a witness to the event.
- (e) No extra time will be given for completing the examination as a result of this exercise.
- (f) After examination is over, these answer books duly marked as I (confiscated copy) and II (freshly issued copy) along with the material found in possession and the prescribed form duly filled and signed by the Invigilator In charge shall be delivered separately to the Registrar.

## 2. Convening of Committee on Unfair Means

- (a) A Committee (Standing Committee) shall be appointed by the Vice-Chancellor to enquire into cases of unfair means in the examination. Composition of the standing committee is as below:
  1. Dean Chairman
  - 2-3. Two professors nominated by the VC-Members
  4. Head of the Concerned Dept.
  5. Dy. Registrar (Member Secretary)
- (b) The Committee shall thoroughly examine the case's on the basis of the material/documents placed and after hearing the student and the concerned Invigilator. It shall submit its recommendations after laying down clearly the nature of the offence to the Vice Chancellor for consideration and necessary orders.
- (c) The VC after due consideration of the case (s) shall pass orders accordingly and send the file to the Registrar for further action.

## 3. Categories of Offences And Punishments

For a student whose guilt is established, following actions may be taken for different categories of offences enumerated below:

### (A) CATEGORY 1: NATURE OF OFFENCE

- (a) A student is found talking in the examination hall to another student.

- (b) A student is found to be talking to a person outside the examination-hall before submission of the answer sheet e.g. while going to the wash room etc.
- (c) A student has deliberately changed his/her seat in the examination-hall without the permission of invigilator.

**ACTION TO BE TAKEN:** The invigilator in charge of the room/hall shall immediately take possession of the first answer book. The student shall be informed that the first answer sheet is being cancelled and he shall provide the student with a second answer book. The first answer-book is to be cancelled and the second answer-book is to be evaluated.

**(B) CATEGORY 2: NATURE OF OFFENCE**

- (a) A student is reported to have appealed to the examiner in the answer-book. (Examiners should report such cases to the Dean as they may arise during evaluation exercise).
- (b) Writing the solutions of the Question on the question paper/electronic device etc. during the examination.
- (c) A student is found possessing cell phone or any other item of such type or communication gadget in the examination hall.

**ACTION TO BE TAKEN:** The examination of the concerned paper to be cancelled and awarded zero marks.

**(C) CATEGORY 3: NATURE OF OFFENCE:**

- (a) A student is found possessing any notes or printed unauthorized material or notes written on any part of the body-clothes or instruments such as set square, electronic device etc. or having notes written on chair, table, desk or drawing board etc. during the examination.
- (b) A student tries to/or appeals to the Invigilator for help during the examination.
- (c) Cheating in the evaluated answer book (examiners to report such cases if detected).

(d) Disrupting the smooth conduct of examination in any way.

**ACTION TO BE TAKEN:** The student should be awarded fail grade in that subject and will not be allowed to appear in next supplementary examination of that subject.

**(D) CATEGORY 4: NATURE OF OFFENCE**

A student is found:

- (a) making use of unauthorized material like written/photocopied note/written on the body parts, on the clothes or the desk or calculator or box. etc./ by himself\herself or through assistance of others.
- (b) to be consulting notes or books while being out-side the examination hall during the examination hours.
- (c) to be passing on a copy of question(s) set in the paper or solution thereof to anyone.
- (d) to have received help from other students or giving help to other students through passing some written material/electronic device pertaining to the questions set in the paper concerned.
- (e) to be allowing other student's to copy from his\her answer book.
- (f) communicating or attempting to communicate directly or through someone else with the examiner or anybody connected with the Institute examination for influencing them in the award of marks.
- (g) to be guilty of swallowing or destroying any note or paper or any other material found with him/her .

**ACTION TO BE TAKEN:** All the examinations of the registered courses for that semester to be cancelled and the student to be debarred from appearing in the supplementary examinations for all such subjects.

**(E) CATEGORY 5: NATURE OF OFFENCE**

A student is found:

- (a) in possession of a solution of a question set in the paper through the help of any student, supervisory or ministerial staff or some other agency/person.



- (b) guilty of having made previous arrangement to obtain help in connection with the question paper in cases not covered by the above provision.

**ACTION TO BE TAKEN:** All examination to be cancelled for that semester and the student to be debarred from appearing for any Institute examination for the next one semester.

**(F) CATEGORY 6: NATURE OF OFFENCE**

- (a) Smuggling in an answer-book, taking out or arranging to send out an answer-book.
- (b) Writing deliberately another students' roll no. in his/her answer-book.
- (c) found in possession of answer-book not his/her own
- (d) impersonating another candidates
- (e) allowing impersonation in any examination.
- (f) Guilty of serious misconduct in the examination hall or non-compliance with the instructions of the superintendent or any of the invigilators in the examination hall.
- (g) using threatening or foul language etc. during the examination.

**ACTION TO BE TAKEN:** All examinations of that semester to be cancelled and to be further debarred from appearing in any Institute Examination for a period of two to three semesters or expulsion from the Institute depending on the gravity of the offence.

**(G) CATEGORY 7: NATURE OF OFFENCE**

Any person who is not a candidate for any examination found committing or abetting in committal of any of the offences mentioned above.

**ACTION TO BE TAKEN:** To be dealt with the Vice-Chancellor in an appropriate manner including expulsion from the Institute if he/she is the student of this Institute.

**(H) CATEGORY 8: NATURE OF OFFENCE**

Second/subsequent case(s) of UFM reported against a student in the same academic year.

**ACTION TO BE TAKEN:** One step higher punishment than the most severe punishment awarded so far in all the UFM cases against him/her including the

action corresponding to present UFM case (assuming it is not a second/subsequent UFM case against him/her).

4. Cases not covered by these Regulations.

To be decided by the Vice-Chancellor.

5. Unfair means / Plagiarism in Class Work

Any case pertaining to purported resorting to unfair means / plagiarism during the Class Work / Quizzes / Submission of Seminar Report/ Dissertation/ Practical's/ Laboratory Classes/ Projects etc. shall be dealt with by the appropriate committee/ persons of the concerned department as nominated by the HOD with information to Dean. In cases of serious nature/grave offence in opinion of the Dean / Departmental Committee/ Head, the matter shall be referred to the Vice Chancellor for investigation through Standing Committee of the University. These offences could be:

- (a) Which have occurred before or after the examination, or partly before and during or during and after the examination;
- (b) Which have been detected after the examination/declaration of the result/award of the degree;
- (c) which has been reported or detected after a research paper report/note/communication has been published in a Research Journal widely circulated magazine/Proceedings of conferences/seminar or a monograph/ book, and or any electronic device.
- (d) The penalty in such cases of unfair means/plagiarism which have been found to be true and shall be recommended by the appropriate committees of the department/ institute Standing Committee, as the case may be.
- (e) The imposition of any such penalty shall be at the discretion of the Vice-Chancellor, who, after considering the full facts and the report on the matter
  - (i) may impose the same penalty,
  - (ii) may reduce the penalty, or
  - (iii) may enhance the penalty as recommended by the committee.