



ACADEMIC
&
ADMINISTRATIVE
ORDINANCES

CENTRAL UNIVERSITY OF TAMILNADU
THIRUVARUR

CONTENTS

Ordinance No.	Particulars	Page No.
Ordinance No.01	Emoluments, Terms and Conditions Of Service and Powers and Functions Of The Vice Chancellor	4 - 7
Ordinance No.02	Emoluments, Terms and Conditions Of Service and Powers and Functions Of The Pro Vice Chancellor	8 – 10
Ordinance No.03	Emoluments, Terms and Conditions Of Service and Powers and Functions Of The Registrar	11 – 12
Ordinance No.04	Emoluments, Terms and Conditions Of Service Of The Finance Officer	13 – 14
Ordinance No.05	Emoluments, Terms and Conditions Of Service Of The Controller Of Examinations	15 – 16
Ordinance No.06	Emoluments, Terms and Conditions Of Service Of The Librarian	17
Ordinance No.07	Sensitization, Prevention and Redressal Of Sexual Harassment	18
Ordinance No.08	Manner Of Appointment and Emoluments Of employees Other Than Teachers and Other Academic Staff	19
Ordinance No.09	Travelling and Daily Allowance Rules	20
Ordinance No.10	University Building Committee	21 - 22
Ordinance No.11	Purchase Committee	23
Ordinance No.12	Rules For Medical Reimbursement	24
Ordinance No.13	The Proctor	25 – 26
Ordinance No.14	Assignment Of Departments To Schools Of Studies	27 – 28
Ordinance No.15	Constitution Of The Board Of Studies and Term Of Office Of its Members	29
Ordinance No.16	Admission Of Students To The University	30 – 31
Ordinance No.17	Procedure / Norms For Appointment To The Posts Of Professor, Associate Professor, Assistant Professor	32
Ordinance No.18	Norms / Regulations For Promotion through Career Advancement Of Assistant Professors, Associate Professors and Professors	33
Ordinance No.19	Written Contract Of Appointments	34 – 39
Ordinance No.20	Conditions Of Service Of Teachers Of The University	40
Ordinance No.21	Curbing The Menace Of Ragging In University and Higher Education Institutions Under Its Jurisdiction	41
Ordinance No.22	Fees Payable By Students Of The University	42 – 45
Ordinance No.23	Medium Of Instruction and Conduct Of Examinations	46
Ordinance No.24	Award Of Undergraduate /P.G. Degrees and Diplomas/P.G. Diplomas & Certificates Of The University	47 – 48
Ordinance No.25	Conditions Of Residence Of The Students Of The University	49 – 52

Ordinance No.	Particulars	Page No.
Ordinance No.26	Employees and Students' Grievances Redressal Committees	53 - 54
Ordinance No.27	Powers and Functions Of Heads Of Departments Of Studies	55
Ordinance No.28	Powers and Functions Of The Deans Of Schools	56
Ordinance No.29	School Board	57 – 58
Ordinance No.30	Convocation	59 - 60
Ordinance No.31	Award Of Fellowships, Scholarships, Studentships, Medals and Prizes	61
Ordinance No.32	Functions and Duties Of The Departments In The School	62
Ordinance No.33	Appointment Of Examiners	63
Ordinance No.34	Appointment Of Adjunct Faculty Members & Scholars in Residence	64
Ordinance No.35	Powers and Functions Of The Dean, Students' Welfare	65 – 66
Ordinance No.36	Floating Posts	67
Ordinance No.37	Admission, Enrolment, Migration and Transfer Of Students	68
Ordinance No.38	Deans' Committee	69
Ordinance No.39	Programmes Of Study	70
Ordinance No.40	Admission Committee	71
Ordinance No.41	Reservation Of Seats and Other Special Provisions For Admission	72 – 73
Ordinance No.42	Students Discipline	74 – 76
Ordinance No.43	Visiting Professors	77
Ordinance No.44	Games and Sports Committee	78
Ordinance No.45	Committee On Equivalence Of Examinations	79
Ordinance No.46	Transfer Of Credit	80 – 82
Ordinance No.47	Visiting Fellow	83
Ordinance No.48	Award Of The Degree Of Master Of Philosophy (M.Phil.)	84 – 91
Ordinance No.49	Award Of The Degree Of Doctor Of Philosophy (Ph.D.)	92 – 105
Ordinance No.50	Recognition By The University For Cooperation / Collaboration With Other University/ Authority/Institution	106 - 108
Ordinance No. 51	Congregation for Political or Religious or any other matters other than matters relating to education and research are not permitted inside the campus	109
Ordinance No. 52	SENIORITY OF TEACHERS	110
Ordinance No. 53	Modalities of Communication to Authorities/ Ministry/ UGC	111

ORDINANCE NO. 1

EMOLUMENTS, TERMS AND CONDITIONS OF SERVICE AND POWERS AND FUNCTIONS OF THE VICE CHANCELLOR

(Section 28(0), Statute 2(6) (iii))

SALARY:

1. The appointment of Vice Chancellor has to be made as per the Act, Statutes and the UGC Regulations on minimum qualifications for appointment of teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, 2010.

The Vice Chancellor shall draw such pay as notified by the University Grants Commission / Central Government from time to time.

2. Dearness and other Allowances: As per Statute 2(6) and notifications issued by Central Government / University Grants Commission from time to time.
3. The Vice-Chancellor shall be entitled to such terminal benefits and allowances as fixed by the Central Government from time to time.
4. The Vice Chancellor shall be entitled to leave travel Concession, as approved by the University from time to time, which shall be in conformity with Govt. of India rules.
5. The Vice Chancellor shall be entitled to reimbursement of medical expenses incurred on the medical treatment of himself and / or the dependent members of his family obtained for the Private OPD / Private Wards of any Hospital / Nursing Home as contained in the list of hospitals recognized by the Govt. of India.

If no such Hospital / Nursing Home is available in the area wherein the University is located, then the Executive Council shall be competent to recognize Hospitals / Nursing Homes for undertaking medical treatment. However, the reimbursement of Medical claims shall be restricted to the CGHS rates.

6. The Vice Chancellor shall be entitled to the reimbursement of the expenses on account of T.A., D.A. for himself/herself and his/her family members from his home town to place of duty and back on his / her assuming office and relinquishing it on the expiry of his/her tenure.
7. The Vice Chancellor shall be entitled to receive Traveling Allowance at the rates fixed by the Executive Council which should be in conformity with the rules of Govt. of India.

LEAVE:

- 1 (a) The Vice Chancellor shall, during the tenure of his office, be entitled to leave on Full Pay at the rate of 30 days in the calendar year. The Leave shall be credited to his account in advance in two half yearly instalments of 15 days each on the first day of January and the first day of July every year.

Provided that if the Vice Chancellor assumes or relinquishes the charge of the Office of the Vice Chancellor during the currency of half year, the leave shall be credited proportionately at the rate of 2½ days for each completed months of service.

- 1 (b) The Leave at the credit of the Vice Chancellor at the close of the previous half year shall be carried forward to the new half year, subject to the condition that the Leave, so carried forward plus the credit for that half year, does not exceed the maximum limit of 300 days.
- 1 (c) The Vice Chancellor, on relinquishing the charge of his/her office, shall be entitled to the number of days equivalent of the leave Salary admissible for the number of days of Leave on Full Pay due to him at the time of his relinquishing of charge, subject to a maximum of 300 days, including encashment benefit availed of elsewhere.
- 1 (d) The Vice Chancellor shall also be entitled to Half Pay Leave at the rate of 20 days for each completed year of service. The Half Pay Leave may also be availed of as commuted Leave on production of Medical certificate, provided that when such commuted leave is availed of, twice the amount of Half Pay Leave shall be debited against the Half-Pay Leave due.
- 1 (e) The Vice Chancellor shall also be entitled to avail himself of Extra- Ordinary Leave without pay for a maximum period of three months during the full term of five year on medical grounds or otherwise.
2. In case the Vice Chancellor is appointed for a further term, the leave period mentioned above, shall apply separately to each term.
3. During the period of such Leave, the Vice Chancellor shall be entitled to the same Salary, Honorarium and Allowances and such other facilities of services as many have been provided.
4. In case of any absence of the Vice Chancellor occasioned due to any official engagement pertaining to Central Government or State Government or Public Service or representing the University in any public forum in public interest, the period, so spent shall be treated as on duty.
5. Where an employee of the University is appointed as the Vice Chancellor, he/she shall be allowed to avail himself of any Leave at his credit before his/her appointment as the Vice Chancellor. Similarly, on his/her relinquishing the post of the Vice Chancellor and in event of his/her re-joining his/her old post, he /she shall be entitled to carry back the Leave at his/her credit to the new post.
6. Further he /she may be allowed to contribute to any provident fund of which he /she is a member and the University shall contribute to the account of such person in that provident fund at the same rate at which the person had been contributing immediately before his / her appointment as Vice Chancellor.
7. If a person, employed in another institution, is appointed the Vice Chancellor on Deputation, he/she shall be entitled to Salary, Allowances, Leave and leave Salary as per deputation Rules of the institution to which he/she was entitled prior the his/her appointment as the Vice Chancellor and till he/she continues to hold his/her lien on this post. The University shall also pay Leave Salary, NPS, and Pension Contributions to the Institution. Where he/she permanently employed, as admissible under the Rules.

AMENITIES:

1. The Vice Chancellor shall be entitled to have water, power and rent free furnished residential accommodation with such furniture, as may be approved by the University. The premises of his/her lodging will be maintained by the University.
2. The Vice Chancellor shall be entitled to the facility of a Staff Car between the office and his/her residence. He shall also be entitled to mobile phone and free telephone (with STD and ISD) service at his/her residence.
3. The Vice Chancellor shall be entitled to one cook and two attendants at his/her residence.

POWERS AND FUNCTIONS

The Vice Chancellor shall exercise the Powers and shall function in accordance with the Act and Statute of the University. Further, the Vice-Chancellor being the Principal Executive Officer and Academic Officer of the University shall also exercise general supervision and control over the affairs of the University which shall include amongst others, the following:-

1. To ensure that the provisions of the Act, Statutes, Ordinances and Regulations are fully observed;
2. To delegate his powers for day-to-day work to the Pro-Vice-Chancellor(s). Deans, Heads of the Departments and other offices who should act on the basis of clear rules laid down in this regard;
3. To perform general functions of the university such as sanction of leave, appointment of teachers not exceeding six months at a time as laid down in the statutes.
4. To make appointments of Deans, Heads, Proctors, Dean of Students Welfare and Wardens etc., the appointment of the Pro-Vice-Chancellor however, may be made as per the provisions of the Act and Statutes.
5. Power, not to act upon any decision of any authority, if he is of the opinion that it is ultra vires of the provisions of the Act or Statutes or Ordinances or that such a decision is not in the best interests of the University. In both the cases he could ask the authority concerned to review the decision and if differences persist, the matter be referred immediately to the Visitor whose decision shall be final and binding on the Vice Chancellor.
6. As the Chairman of the authorities, bodies and committees of the University he should be empowered to suspend a member from the meeting of the authority, body or committee for persisting to obstruct or stall the proceedings or for indulging in behaviour unbecoming of a member.
7. All the disciplinary powers in regard to students and employees shall vest with the Vice-Chancellor. He shall have the powers to suspend an employee and initiate disciplinary action against him. However, the Vice-Chancellor could delegate these powers to other officers.

8. He shall exercise general control in conduct of the university examinations properly at the scheduled time and ensure that results of such examinations are published expeditiously and that academic session of the university start and end on proper dates.
9. In an emergent situation to take any action on behalf of any authority in which the power is vested and to report the action taken in the next meeting of the authority as laid down under Section 11(3) of the act.
10. He shall be responsible to allocate responsibilities and to audit the performance of officers, faculty members, staff and students against the expected standards.

Managing the people (including students and academic staff), in a manner whereby there is a positive impact on society at large and the actions are in accordance with the overall plans of development etc.

11. To exercise all administrative and financial powers as defined in Statutes / Ordinance.
12. He / she shall pass such Orders and take such measures that are necessary to implement any of the above.

Notwithstanding anything contained in this ordinance the Vice Chancellor may take such measures as may be necessary for removal of doubts/difficulties and to resolve any other issues which needs his attention.

ORDINANCE No. 2

EMOLUMENTS, TERMS AND CONDITIONS OF SERVICE AND POWERS AND FUNCTIONS OF THE PRO VICE CHANCELLOR (*Section 28(0); Statute 4(3)*)

The Pro Vice Chancellor shall receive a salary as follows:

1. The appointment of Pro-Vice Chancellor has to be made as per the Act, Statutes and the UGC Regulations on minimum qualifications for appointment of teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, 2010.

The Pro Vice-Chancellor may be appointed from amongst the Professors of the University or from any other State / Central Universities, having a minimum of Eight years of experience as Professor.

He/she shall continue to be governed by the same retirement benefit scheme, (namely general Provident Fund/ Contributory Provident Fund/ Pension /NPS / Gratuity /Transfer TA) to which he was entitled prior to his appointment as Pro Vice Chancellor, and till he/she continues to hold his/her lien on that post.

The Pro-Vice Chancellor shall draw such pay as notified by the University Grants Commission / Central Government from time to time.

The appointment of Pro-Vice Chancellor is not governed by the CRR of the University.

2. Dearness and other Allowances: As decided by the University and notifications issued by Central Government / University Grants Commission from time to time.
3. The Pro-Vice Chancellor shall be entitled to reimbursement of medical expenses incurred on the medical treatment of himself and / or the dependent members of his family obtained for the Private OPD / Private Wards of any Hospital / Nursing Home as contained in the list of hospitals recognized by the Govt. of India.

If no such Hospital / Nursing Home is available in the area wherein the University is located, then the Executive Council shall be competent to recognize Hospitals / Nursing Homes for undertaking medical treatment. However, the reimbursement of Medical claims shall be restricted to the CGHS rates.

4. The Pro Vice Chancellor shall be entitled to T.A., D.A. as admissible to University employees as per rules.
5. The Pro-Vice Chancellor shall be entitled to receive Traveling Allowance at the rates fixed by the Executive Council, which shall be in conformity with Govt. of India rules.
6. The Pro Vice Chancellor shall be entitled to residential accommodation on payment of Licence Fees as per rules.
7. The Pro-Vice Chancellor shall be entitled to the facility of a staff car for official purpose. He shall also be entitled to mobile phone and telephone facilities (with STD and ISD) at his / her residence as per Govt. of India rules.
8. The Pro Vice Chancellor shall be entitled to an attendant at his/her residence.

LEAVE:

1. The Pro Vice Chancellor shall be entitled to leave on Full Pay at the rate of 30 days in the calendar year. The Leave shall be credited to his/her account in advance in two half yearly instalments of 15 days each on the first day of January and the first day of July every year.

Provided that if the Pro Vice Chancellor assumes or relinquishes the charge of the Office of the Pro Vice Chancellor during the currency of half year, the leave shall be credited proportionately at the rate of 2 ½ days for each completed month of service.

2. The Leave at the credit of the Pro Vice Chancellor at the close of the previous half year shall be carried forward to the new half year, subject to the condition that the Leave, so carried forward plus the credit for that half year, does not exceed the maximum limit of 300 days.
3. The Pro Vice Chancellor, on relinquishing the charge of his/her office, shall be entitled to receive a sum equivalent of the Leave Salary admissible for the number of days of Leave on Full Pay due to him at the time of his relinquishing of charge, subject to a maximum of 300 days, including encashment benefit availed of elsewhere.
4. The Pro Vice Chancellor shall also be entitled to Half Pay Leave at the rate of 20 days for each completed year of service. The Half-Pay Leave may also be availed of as commuted Leave on production of Medical certificate, provided that when such commuted leave is availed of is availed, twice the amount of Half-Pay Leave shall be debited against the Half-Pay Leave due.
5. In case the Pro Vice Chancellor is appointed for further term, the leave period mentioned above, shall apply separately to each term.
6. During the period of such Leave, the Pro Vice Chancellor shall be entitled to the same Salary, Honorarium and Allowances and such other facilities of services as may have been provided.
7. In case of any absence of the Pro-Vice Chancellor occasioned due to any official engagement pertaining to Central Government or State Government or Public Service or representing the University in any public forum in public interest the period so spent shall be treated as duty on approval of the Vice Chancellor
8. Where an employee of the University is appointed as the Pro- Vice Chancellor, he/she shall be allowed to avail himself of any Leave at his credit before his/her appointment as the Pro-Vice Chancellor. Similarly, on his/her relinquishing the post of the Pro-Vice Chancellor and in event of his/her re-joining his/her old post, he /she shall be entitled to carry forward the Leave at his/her credit to the new post.
Further he/she may be allowed to contribute to any provident fund of which he / she is a member and the University shall contribute to the account of such person in that provident fund at the same rate at which the person had been contributing immediately before his / her appointment as Vice Chancellor.
9. If a person, employed in another institution, is appointed the Pro Vice Chancellor on Deputation, he/she shall be entitled to Salary, Allowances, Leave and leave Salary

as per deputation Rules of the institution to which he/she was entitled prior the his/her appointment as the Pro Vice Chancellor and till he/she continues to hold his/her lien on this post. The University shall also pay Leave Salary, Provident Fund, and Pension Contributions to the Institution, where he/she permanently employed, as admissible under the Rules.

POWERS AND FUNCTIONS

The Pro Vice Chancellor shall assist the Vice Chancellor in respect of such matters as may be specified by the Vice Chancellor in this behalf, from time to time, and shall also exercise such powers and perform such duties as may be assigned or delegated to him / her by the Vice chancellor as laid down under statute 4(4).

ORDINANCE No. 3

EMOLUMENTS, TERMS AND CONDITIONS OF SERVICE AND POWERS AND FUNCTIONS OF THE REGISTRAR (*Section 28(0); Statute 6(3)*)

1. The Registrar shall be a whole-time salaried officer appointed on the basis of direct recruitment on the recommendation of a Selection Committee constituted for the purpose for a tenure of five years and shall be eligible for reappointment after observance of due selection process by the Executive Council and shall be placed in the scale of pay and other allowances as notified by the University Grants Commission / GOI from time to time.

Provided that the Registrar shall retire on attaining the age of sixty two years.

The appointment of Registrar is made as per the Act, Statute and Govt. of India / UGC Regulations and as per approved CRRs and as amended from time to time.

Where an employee of this university or any other Institution / Government and its organisations is appointed as Registrar, he/she shall continue to be governed by the same retirement benefit scheme, (namely General Provident Fund/ Contributory Provident Fund/ Pension / NPS / Gratuity /Transfer TA) to which he was entitled prior to his appointment as Registrar, and till he/she continues to hold his/her lien on that post.

2. The terms and conditions of service of the Registrar shall be such as prescribed for other non-vacational employees of the University.
3. When the office of the Registrar is vacant or when the Registrar is, by reason of illness, absence or any other cause, unable to perform the duties of his office, the duties of the office shall be performed by such person as the Vice-Chancellor may appoint for the purpose.
4. If the services of the Registrar are borrowed from Government or any other organization /Institution, the terms and conditions of his/her service shall be governed by the Deputation Rules of the Government of India.
5. A Registrar on Deputation may be repatriated earlier than the stipulated period by the Executive Council on the recommendations of the Vice Chancellor.
6. The Registrar shall be entitled to unfurnished residential accommodation for which he shall pay prescribed license fee as also to mobile phone and free telephone (with STD and ISD) service at his/her residence as per the Govt. of India rules.
7. The Registrar shall be entitled to such Leave, Allowances and other, terminal benefits as prescribed by the University from time to time for its non-vacational staff.
8. The Registrar shall be entitled to the facility of staff car between the office and his/her residence.

The Registrar shall exercise the Powers and shall function in accordance with the Act and Statute of the University as detailed below:-

RESPONSIBILITIES AND DUTIES

1. The Registrar shall have power to take disciplinary action against such of the employees, excluding teachers and other academic staff, as may be specified in the order of the Executive Council and to suspend them pending inquiry, to administer warnings to them or to impose on them the penalty of censure or the withholding of increment:

- a. Provided that no such penalty shall be imposed unless the person has been given a reasonable opportunity of showing cause against the Action proposed to be taken in regard to him.
- b. An appeal shall lie to the Vice-Chancellor against any order of the Registrar imposing any of the penalties specified in sub-clause (a).
- c. In a case where the inquiry discloses that a punishment beyond the power of the Registrar is called for, the Registrar shall, upon the conclusion of the inquiry, make a report to the Vice-Chancellor along with his recommendations:

Provided that an appeal shall lie to the Executive Council against an order of the Vice-Chancellor imposing any penalty.

2. The Registrar shall be the ex-officio Secretary of the Executive Council and the Academic Council, but shall not be deemed to be a member of either of these authorities and he shall be ex-officio Member-Secretary of the Court.

1. It shall be the duty of the Registrar-

- a) To be the custodian of the records, the common seal and such other property of the University as the Executive Council shall commit to his charge;
- b) To issue all notices convening meetings of the Court, the Executive Council, the Academic Council and of any Committees appointed by those authorities.
- c) To keep the minutes of all the meetings of the Court, the Executive Council, the Academic Council and of any Committees appointed by those authorities.
- d) To conduct the official correspondence of the court, the Executive Council and the Academic Council;
- e) To supply to the visitor, copies of the agenda of the meetings of the authorities of the University as soon as they are issued and the minutes of such meetings;
- f) To represent the University in suits or proceedings by or against the University, sign powers of attorney and verify pleadings or depute his representative for the purpose; and
- g) To perform such other duties as may be specified in the Statutes, the Ordinances or the Regulations or as may be required from time to time by the Executives Council or the Vice-Chancellor.

ORDINANCE No. 4
EMOLUMENTS, TERMS AND CONDITIONS OF SERVICE OF THE FINANCE OFFICER (*Section 28(0); Statute 7(3)*)

1. The Finance Officer shall be a whole-time salaried officer appointed on the basis of direct recruitment on the recommendation of a Selection Committee constituted for the purpose for a tenure of five years and shall be eligible for re-appointment after observance of due selection process by the executive council and shall be placed in the scale of pay and other allowances as notified by the University Grants Commission / GOI from time to time.

Provided that if the Finance Officer is appointed on deputation basis from an organization / Accounts/ Audit service/cadre, his/her salary shall be such as admissible to him/her according to the rules of deputation of service to which he/she belongs.

Provided that the Finance Officer shall retire on attaining the age of sixty two years.

The appointment of Finance Officer is made as per the Act, Statute and Govt. of India / UGC Regulations and as per approved CRRs and as amended from time to time.

Where an employee of this university or any other Institution / Government and its organisations is appointed as Finance Officer, he/she shall continue to be governed by the same retirement benefit scheme, (namely General Provident Fund/ Contributory Provident Fund/ Pension / NPS / Gratuity /Transfer TA) to which he was entitled prior to his appointment as Finance Officer, and till he/she continues to hold his/her lien on that post.

2. Where an employee of this university or any other Institution / Government and its organisations is appointed as Finance Officer, he/she shall continue to be governed by the same retirement benefit scheme, (namely general Provident Fund/ Contributory Provident Fund/ Pension/ NPS /Gratuity /Transfer TA) to which he was entitled prior to his appointment as Finance Officer, and till he/she continues to hold his/her lien on that post.
3. When the office of the Finance Officer is vacant or when the Finance Officer is, by reason of illness, absence or any other cause, unable to perform the duties of his office, the duties of the office shall be performed by such person as the Vice-Chancellor may appoint for the purpose.
4. The terms and conditions of service of the Finance Officer shall be such as prescribed of other non-vacational employees of the University.
5. If the services of the Finance Officer are borrowed from Government or any other organization / Institution, the terms and conditions of his/her service shall be governed by the Deputation Rules of the Government of India.
6. A Finance Officer on Deputation may be repatriated earlier than the stipulated period by the Executive Council on the recommendations of the Vice Chancellor.
7. The Finance Officer shall be entitled to unfurnished residential accommodation for which he shall pay prescribed license fee as also to mobile phone and telephone (with STD and ISD) service at his/her residence as per the Govt. of India rules.

8. The Finance Officer shall be entitled to such Leave, Allowances and other, terminal benefits as prescribed by the University from time to time for its non-vacational staff.
9. The Finance Officer shall be entitled to the facility of Staff Car between the office and his/her residence.

The Finance Officer shall exercise the Powers and shall function in accordance with the Act and Statute of the University as detailed below:-

RESPONSIBILITIES AND DUTIES

The Finance Officer shall be ex officio Secretary of the Finance committee, but shall not be deemed to be a member of such Committee.

1. The Finance Officer shall-
 - a. Exercise general supervision over the funds of the University and shall advise it as regards its financial policy; and
 - b. perform such other financial functions as may be assigned to him by the Executive Council or as any be prescribed by the Statutes or the Ordinances.
 - c. Subject to the control of the Executive Council, the Finance Officer shall-
 - i. hold and manage the property and investments of the University including trust and endowed property;
 - ii. ensure that the limits fixed by the Executive Council for recurring and nonrecurring expenditure for a year are not exceeded and that all moneys are expended on the purpose for which they are granted or allotted.
 - iii. be responsible for the preparation of annual accounts and the budget of the University and for their presentation of the Executive Council;
 - iv. keep a constant watch on the state of the cash and bank balances and on the state of investments;
 - v. watch the progress of the collection of revenue and advise on the methods of collection employed;
 - vi. ensure that the registers of buildings, land, furniture and equipment are maintained up-to-date and that stock-checking is conducted, of equipment and other consumable materials in all offices, Departments, Centres and Specialized Laboratories;
 - vii. bring to the notice of the Vice-Chancellor unauthorised expenditure and other financial irregularities and suggest disciplinary action against persons at fault; and
 - viii. Call for from any office, Department, Centre, Laboratory, College or Institution maintained by the University any information or returns that he may consider necessary for the performance of his duties.
2. Any receipt given by the Finance Officer or the person or persons duly authorized in this behalf by the Executive council for any money payable to the University shall be sufficient discharge for payment of such money.

ORDINANCE No.5

EMOLUMENTS, TERMS AND CONDITIONS OF SERVICE OF THE CONTROLLER OF EXAMINATIONS (Section 28(0); Statute 7(3))

1. The Controller of Examinations shall be a whole-time salaried officer appointed on the basis of direct recruitment on the recommendation of a Selection Committee constituted for the purpose for a tenure of five years and shall be eligible for re-appointment after observance of due selection process by the Executive Council and shall be placed in the scale of pay and other allowances as notified by the University Grants Commission / GOI from time to time.

Provided that the Controller of Examinations shall retire on attaining the age of sixty two years.

The appointment of Controller of Examinations is made as per the Act, Statute and Govt. of India / UGC Regulations and as per approved CRRs and as amended from time to time.

Where an employee of this university or any other Institution / Government and its organisations is appointed as Controller of Examinations, he/she shall continue to be governed by the same retirement benefit scheme, (namely General Provident Fund/ Contributory Provident Fund/ Pension / NPS / Gratuity /Transfer TA) to which he was entitled prior to his appointment as Controller of Examinations, and till he/she continues to hold his/her lien on that post.

2. Where an employee of this university or any other Institution /Government and its organisations is appointed as Controller of Examinations, he/she shall continue to be governed by the same retirement benefit scheme, (namely general Provident Fund/ Contributory Provident Fund/ Pension / NPS /Gratuity /Transfer TA) to which he was entitled prior to his appointment as Controller of Examinations, and till he/she continues to hold his/her lien on that post.
3. The terms and conditions of service of the Controller of Examinations shall be such as prescribed of other non vocational employees of the University.
4. If the services of the Controller of Examinations are borrowed from Government or any other organization /Institution, the terms and conditions of his/her service shall be governed by the Deputation Rules of the Government of India.
5. When the office of the Controller of Examinations is vacant or when the Controller of Examinations is, by reason of illness, absence or nay other cause, unable to perform the duties of his office, the duties of the office shall be performed by such person as the Vice-Chancellor may appoint for the purpose.
6. A Controller of Examinations on Deputation may be repatriated earlier than the stipulated period by the Executive Council on the recommendations of the Vice Chancellor.
7. The Controller of Examinations shall be entitled to unfurnished residential accommodation for which he shall pay prescribed license fee as also to mobile phone and telephone (with STD and ISD) service at his/her residence as per the Govt. of India rules.
8. The Controller of Examinations shall be entitled to such Leave, Allowances and other

terminal benefits as prescribed by the University from time to time for its non-vacational staff.

9. The Controller of Examinations shall be entitled to the facility of Staff Car between the office and his/her residence.

RESPONSIBILITIES AND DUTIES

Subject to the provision of the Act, Statutes and Ordinance, the Controller of Examinations shall arrange for and super indent the examinations of the university and declaration of the results, he shall also perform such duties and functions as may be assigned to him from time to time by the Executive Council/Vice-Chancellor.

ORDINANCE No. 6
EMOLUMENTS, TERMS AND CONDITIONS OF SERVICE OF THE
LIBRARIAN
(Section 28(0))

1. The Librarian shall be a whole-time salaried officer appointed on the basis of direct recruitment on the recommendation of a Selection Committee constituted for the purpose **by the Executive Council** and shall be placed in the scale of pay and other allowances as notified by the University Grants Commission / GOI from time to time.

Provided that the Librarian shall retire on attaining the age of sixty two years.

The appointment of Librarian is made as per the Act, Statute and Govt. of India / UGC Regulations on minimum qualifications for appointment of teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, 2010 and as per approved CRRs and as amended from time to time.

Provided that if the Librarian is appointed on deputation basis from any organization his/her salary shall be such as admissible to him/her according to the rules of deputation of service to which he/she belongs.

2. Where an employee of this university or any other Institution /Government and its organisations is appointed as Librarian, he/she shall continue to be governed by the same retirement benefit scheme, (namely General Provident Fund/ Contributory Provident Fund/ Pension /NPS/Gratuity /Transfer TA) to which he was entitled prior to his appointment as Librarian, and till he/she continues to hold his/her lien on that post.
3. The terms and conditions of service of the Librarian shall be such as prescribed of other non-vacational employees of the University.
4. If the services of the Librarian are borrowed from Government or any other organization /Institution, the terms and conditions of his/her service shall be governed by the Deputation Rules of the Government of India.
5. When the office of the Librarian is vacant or when the Librarian is, by reason of illness, absence or nay other cause, unable to perform the duties of his office, the duties of the office shall be performed by such person as the Vice Chancellor may appoint for the purpose.
A Librarian on Deputation may be repatriated earlier than the stipulated period by the Executive Council on the recommendations of the Vice Chancellor.
6. The Librarian shall be entitled to unfurnished residential accommodation for which he shall pay prescribed license fee as also to mobile phone and telephone (with STD and ISD) service at his/her residence as per the Govt. of India rules.
7. The Librarian shall be entitled to such Leave, Allowances, Provident Fund and other, terminal benefits as prescribed by the University from time to time for its non-vacational staff.

RESPONSIBILITIES AND DUTIES

The Librarian shall exercise such powers and perform such duties as may be assigned to him /her by the Executive Council.

ORDINANCE NO. 7

SENSITIZATION, PREVENTION AND REDRESSAL OF SEXUAL HARASSMENT

(Act Section 28(n))

Gender equity, including protection from sexual harassment and right to work with dignity is universally recognized basic human right. Eradication of social evils has been the prime aim of Constitution of India. Article 15 of the Constitution of India prohibits discrimination on grounds of religion, race caste, sex, or place of birth. Article 42 makes provision for securing just and human conditions of work. Article 51-A(e) makes it incumbent on every citizen to promote harmony and spirit of the common brotherhood amongst all the people of India transcending religious, linguistic, and regional or sectional diversities; to renounce practices derogatory to the dignity of women. India is also a signatory to the convention on the Elimination forms of discrimination against women. The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 is a legislative act in India that seeks to protect women from sexual harassment at their place of work and in accordance with the UGC (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions) Regulations, 2015 as amended from time to time.

The above UGC Regulations, 2015 is an integral part appended as **Annexure A** to the Ordinance.

ORDINANCE No. 8

**MANNER OF APPOINTMENT AND EMOLUMENTS OF EMPLOYEES OTHER
THAN TEACHERS AND OTHER ACADEMIC STAFF**

(Section 28(1)(o) read with Statute 23(2) of the University Act & Statutes)

The employees of the University, other than teachers and other academic staff, shall be grouped in to Group A, B and C category and such other categories as classified by UGC / Government of India from time to time.

The age, qualification and method of recruitment for appointment to various posts of Statutory and Non – Teaching positions of the University shall be as per the Cadre Recruitment Rules approved by the Competent Authority.

ORDINANCE No.9
TRAVELING AND DAILY ALLOWANCE RULES
(Section 28(o); Statute 2(iii) and 12(xx))

Subject to conformity with the Act and Statute of the University, the Travelling and Daily Allowances to all Teaching and Non-Teaching employees should be in accordance with Travelling and Daily Allowance Rules of Govt. of India / UGC as amended from time to time.

ORDINANCE No. 10

UNIVERSITY BUILDING COMMITTEE

(Act Section 28(J))

1. (a) There shall be a Building Committee in the University with the composition of the members as detailed below and guidelines for General Development Assistance as notified by the UGC vide its letter dated 02.03.2017 as amended by the UGC from time to time:
 - (i) Vice Chancellor – Chairperson
 - (ii) A representative of the Planning Board of the University
 - (iii) A representative of the user Department.
 - (iv) Two Professors/Associate Professors of the University nominated by the Vice Chancellor
 - (v) Finance Officer of the University
 - (vi) Principals of Engineering College of the University or Head of Civil Engineering department (where it exists); otherwise a person of equal status from a neighbouring University/ College
 - (vii) Chief Engineer (Civil) of CPWD or State PWD or his representative not below the rank of Superintending Engineer.
 - (viii) A retired Chief Engineer / Superintending Engineer (Civil) of CPWD/State PWD/Public Sector Undertaking.
 - (ix) Superintending / Executive Engineer (Electrical) of CPWD or State PWD.
 - (x) Superintending / Executive Engineer (Public Health) of CPWD or State PWD.
 - (xi) University Engineer
 - (xii) Senior most Architect of the University (Where it exists), otherwise a Chief Architect or person of equal status from a neighbouring University / College
 - (xiii) Chief Architect / Deputy Chief Architect or a person of equivalent status from a Central or State Department.
 - (xiv) Senior most landscaping Expert of the University (where it exists), otherwise from some neighbouring Institution / Government department / Public sector undertaking or to be hired as a consultant by the University for a limited period.
 - (xv) Registrar of the University - Member Secretary.
- (b) $\frac{1}{2}$ of the members of the Building Committee shall form the quorum for holding meeting of the Building Committee. However, presence of atleast two Engineers and one Architect is a must.

(c) External members of the committee may be paid remuneration as per rules approved by Executive Council /UGC.

2. The Building Committee shall responsible for finalizing the plans and estimates of the various building project proposals and for ensuring the completion of the building in accordance with the approved plans and estimates and proper utilization of the funds.

The Building Committee should also ensure the following:

- (i) Value Architecture and Value Engineering:

That the Architects involved suggest value architecture with a view to economize the project by avoiding unnecessary high cost options, without compromising on quality. The Value Engineering also aims to achieve the same goals.

- (ii) That the master plan not only takes care of the immediate requirements but also takes into account future expansion scopes for varied and unforeseeable needs.
 - (iii) That the implementation of the project is properly prioritized so as take up only essential works in the first/earlier phase's e.g. teaching learning infrastructure like class rooms, hostels, faculty residences etc. It may also consider certain modular designs, which can be expanded gradually in future as per requirements.
 - (iv) That the Faculty residences should only as per immediate needs.
 - (v) That the Guest House should not be too big which remains underutilized.
 - (vi) That a plantation Master Plan' for the whole campus, involving experts in landscaping, horticulture, forestry etc., is prepared to plant maximum number of trees and plants, wherever possible e.g, along boundary wall/roads/tracks, in empty spaces which are not to be used for any other purpose.
 - (vii) That the green building concept is adopted so that the proposed building are less power consuming. Use of Solar energy should be promoted.
 - (viii) The Planning should include rain water harvesting and waste water recycling.
 - (ix) That no wasteful expenditure is incurred on any component.
3. The Building Committee of the University may, after thorough examination, properly prioritize and recommend the specific projects to be started along with their cost and quarterly/yearly requirement of funds till completion.
4. The recommendations of the Building committee in respect of each building project shall be placed before Finance Committee for its approval. After FC's approval, the University may place the same before Executive Council for its approval. These proposals then should be forwarded in prescribed format to UGC for examination by its Standing Committee and for funding. One or more members of the UGC Standing Committee may make site visits for on-site inspection of the projects before sanctioning funds.
5. The Committee shall meet at least twice in a year, or as and when necessary.
6. The Building Committee shall be responsible for ensuring the completion of the building in accordance with the approved plans and estimates and proper utilization of the funds received from the University Grants Commission the Government and from the University's own resources.

Notwithstanding anything contained in this ordinance, the guidelines issued by the UGC from time to time shall stand incorporated *mutatis-mutandis*.

ORDINANCE No. 11

PURCHASE COMMITTEE

(Act Section 28(j))

All Stores and Purchases of the University shall be regulated as per the provisions of The General Financial Rules 2017 and as amended by Govt of India from time to time and CVC guidelines.

ORDINANCE No. 12

RULES FOR MEDICAL REIMBURSEMENT

(Section 6(xxiii), 28(o); Statute 12(xx))

1. The Employees appointed on Regular / Deputation basis shall be entitled to reimbursement of medical expenses incurred on the medical treatment of himself and / or the dependent members of his/her family obtained for the Private OPD / Private Wards of any Hospital / Nursing Home as contained in the list of hospitals recognized by the Govt. of India.

If no such Hospital / Nursing Home is available in the area wherein the University is located, then the Executive Council shall be competent to recognize Hospitals / Nursing Homes for undertaking medical treatment. However, the reimbursement of Medical claims shall be restricted to the CGHS rates / CSMA rules of Govt. of India and the retired employees of the University will not be governed under medical reimbursement scheme.

ORDINANCE No. 13

THE PROCTOR (*Section 28(1) (o)*)

1. The Proctor shall be appointed by the Vice-Chancellor from amongst the regular (permanent employee) teachers, of the University not below the rank of Associate Professor and shall exercise such powers and perform such duties in respect of the maintenance of discipline among students, as may be delegated/assigned to him/her by the Vice-Chancellor

"Students", referred to above, mean regular, private/ex- students of the University on the rolls of Departments of Studies/Hostels/Centres/Schools.

2. The Proctor shall hold office for a period of three years and shall be eligible for reappointment.
3. The Proctor shall have all such powers delegated to him/her by the Vice- Chancellor.
4. The Proctor shall be entitled to such allowances and amenities as the Executive Council may approve from time to time.
5. The Proctor shall be the Secretary of the Discipline Committee, and he/she shall convene the meetings of the Committee.
6. If and when necessary the Proctor shall be assisted by Deputy Proctors and Assistant Proctors appointed by the Vice-Chancellor for a term of three years.
7. The Deputy Proctors and Assistant Proctors shall be entitled to such allowances and amenities as the Executive Council may approve from time to time.
8. The Proctor shall have the power to take cognizance of any breach of discipline, and if the circumstances so require, to take immediate disciplinary action in such cases.
9. The Proctor shall:
 - (i) Monitor the disciplinary climate prevailing in the student community;
 - (ii) Take preventive steps such as issue of notices, warnings, Instructions · regulating certain acts, and other arrangements for the purpose of forestalling acts of individual or collective indiscipline;
 - (iii) Collect relevant facts about the incidents of indiscipline, evaluate the evidence and decide/recommend the quantum of punishment to be imposed on the erring students. Whenever considered necessary, the Proctor shall place the relevant information before the Vice-Chancellor or the Discipline Committee for their decision; and
 - (iv) Issue all orders relating to disciplinary proceedings against students.
10. The Proctor shall maintain liaison with the local Administration in matters regarding the law and order situation in the University Campus.

11. The Proctor shall have the power:
 - (i) To suspend or institute proceedings in cases of breach of discipline, referred to him/her by the Vice-Chancellor or reported to him/her by any other person or noticed by himself/herself;
 - (ii) To impose penalty of suspension or expulsion from the campus up to a maximum period of two weeks; and
 - (iii) To impose a fine as prescribed from time to time.
12. In all cases of disciplinary action, where the Proctor dealing with the matter considers that a higher punishment than he/she has power to impose is required, he/she shall report the same to the Discipline Committee for suitable action.
13. Foreign student's welfare (visa etc.)
14. VIP Security
15. Protection of University property

The Proctor shall perform such other functions as the Vice-Chancellor may direct from time to time.

Notwithstanding anything contained in this ordinance the Vice Chancellor may take such measures as may be necessary for removal of doubts/difficulties and to resolve any other extraordinary issue.

ORDINANCE No. 14

ASSIGNMENT OF DEPARTMENTS TO SCHOOLS OF STUDIES

(Statute 15(5) (a))

The assignment of various Departments and Centre of Studies to various Schools of Studies shall be as under:

SCHOOL	DEPARTMENT
School of Social Sciences and Humanities	Department of English Department of Tamil Department of Regional Studies Department of Economics Department of Social Work Department of Hindi Department of History Any other department as approved by the Executive Council on recommendation of the Academic Council
School of Basic and Applied Sciences	Department of Physics Department of Chemistry Department of Life Sciences Department of Epidemiology and Public Health Department of Microbiology Any other department as approved by the Executive Council on recommendation of the Academic Council (Departments of Life Sciences, Microbiology, Epidemiology and Public Health and any other Department on Allied Life Sciences as approved by the Executive Council on recommendation of the Academic Council will come under School of Life Sciences; once the stature is approved)
School of Mathematics and Computer Sciences	Department of Mathematics Department of Computer Science Any other department as approved by the Executive Council on recommendation of the Academic Council
School of Behavioural Sciences	Department of Psychology Any other department as approved by the Executive Council on recommendation of the Academic Council
School of Legal Studies	Department of Law Any other department as approved by the Executive Council on recommendation of the Academic Council
School of Medicine	Allied Health Sciences Nursing Any other department as approved by the Executive Council on recommendation of the Academic Council

School of Commerce and Business Management	Department of Commerce Department of Management Any other department as approved by the Executive Council on recommendation of the Academic Council
School of Education and Training	Department of Education Any other department as approved by the Executive Council on recommendation of the Academic Council
School of Technology	Department of Materials Science Department of Mineral Technology Department of Energy and Environmental Science Department of Nano Science Department of Pharmacy Any other department as approved by the Executive Council on recommendation of the Academic Council
School of Communication	Department of Media and Communication Any other department as approved by the Executive Council on recommendation of the Academic Council
School of Performing Arts & Fine Arts	Department of Music Department of Dance Department of Fine Arts Any other department as approved by the Executive Council on recommendation of the Academic Council
School of Earth Sciences	Department of Geography Any other department as approved by the Executive Council on recommendation of the Academic Council

Any other Departments as may be established by the University from time to time will come under respective Schools.

Notwithstanding anything contained in this ordinance the Vice Chancellor may take such measures as may be necessary for removal of doubts/difficulties and to resolve any other extraordinary issue.

ORDINANCE No. 15

CONSTITUTION OF THE BOARD OF STUDIES AND TERM OF OFFICE OF ITS MEMBERS (Act Section 23, Statute 16(2))

1. Each Department shall have a Board of Studies comprising the following members:
 - a. Head of the Department shall be the Chairperson & Convenor.
 - b. Four faculty members of the department by rotation by giving adequate consideration to each cadre, to be appointed by the Vice-Chancellor.
 - c. One faculty member each from other department/centre within the school having common courses with the department/centre concerned.
 - d. One faculty member from any department/centre outside the school as observer.
 - e. Not more than three subject experts, not in the service of the University, to be nominated by the Vice chancellor from a pool of six members, suggested by the HoD in consultation with the department/centre.
 - f. Wherever necessary, not more than two persons (Alumini / Industry / Experts), may be invited as special invitee by the Chairman with the prior permission of the Vice-Chancellor.
2. The appointment of members specified at c, d, and e shall be for a period of three years.
3. A Teacher of the University Department /Centre shall cease to be a member if he/she ceases to be a teacher of the concerned Department /Centre.
4. Any casual vacancy may be filled for the un-expired period.
5. The Board of Studies should meet at least once in two years and on such occasions as may be determined by the Vice-Chancellor.
6. The quorum for the Board of Studies Meetings shall be 50% of the members which shall include at least one outside expert.
7. In the absence of the Chairman, the senior-most member present shall act as Chairman for that meeting.
8. If in the opinion of the Dean of the School concerned, it is not necessary or expedient to convene a meeting of the Board of Studies to consider any item and if he/she considers that a matter could be disposed of by circulation among the members of Board of Studies he/she may issue necessary instructions to that effect.

Notwithstanding anything contained in this ordinance the Vice Chancellor may take such measures as may be necessary for removal of doubts/difficulties and to resolve any other extraordinary issue.

ORDINANCE No. 16

ADMISSION OF STUDENTS TO THE UNIVERSITY (For Regular on Campus Mode) (Act Sections 6(xviii), 28(1) (a))

1. No candidate shall be eligible for admission to any Programme of study in the University unless he/she has passed the examination prescribed by the University, as condition of eligibility for admission to the concerned programme.
2. Application form for admission to the various programmes offered by University shall be as prescribed by Academic Council / or any other body like admission committee; which will be ratified by the executive council, from time to time. In respect of collaborating Institutes with which the University has a formal MOU or those institutes which have been recognized in accordance with the provisions of the Act, the application form will be suitably modified.
3. The number of candidates to be admitted in the various programmes of the University shall be as prescribed each year by the Academic Council
4. Admissions to the Graduate, Post Graduate, M.Phil, Diploma, PG Diploma Programmes shall be made by the Admission Committee as constituted by the respective School or Department/Centre. The Admission Committee shall consist of the Dean/Head of the Department/ Director of Centre and two senior most members of the staff of the concerned department. However, when necessary the VC may constitute a suitable admission Committee. Its composition and functions shall be as decided by VC.
5. Admission to the programme leading to the Doctor of Philosophy shall be considered by the Departmental Research Committee of the concerned department.
6. In the case of collaborating Institutes, in addition to the admission Committee of the Institutes, a nominee of the Vice Chancellor will be a member of the admission Committee.
7. Candidates who satisfy the requirement of eligibility may be considered for admission on the basis of performance of the candidate at any entrance test as may be prescribed in respect of each programme. Candidates shall be admitted to the various programmes in order of merit. No candidate shall claim admission as a matter of right.
8. Only such candidates, who have passed an examination of an Indian University incorporated by any law for the time being in force, or such other examination as has been recognized equivalent, shall be eligible for admission. The equivalence of foreign degrees /courses will be determined by the University in consultation with the Department in which the student is seeking admission.
9. In respect of admission to supernumerary seats reserved by the Government of India, 15% supernumerary seats in different programmes (technical/professional or otherwise) offered by the Departments of the University, provided that adequate infrastructure facilities are made available in the Departments concerned. These supernumerary seats shall be exclusively meant for the foreign students both in the undergraduate and post graduate courses with a rider that under no circumstances a seat remained unfilled shall be allocated to any one else than a foreign student. Foreign student in this context shall be defined as the one who shall possess a foreign passport. However, preference be given to person of Indian origin holding foreign passport. Out of the 15% supernumerary quota fixed for admission to

foreign students in Departments of the University, 5% seats shall be earmarked for the children of Indian workers in the Gulf.

10. Reservation of Seats for PwD and other categories in different Academic Programmes offered by the University including MoU Institutions shall be in accordance with rules / regulations specified by the Govt of India / UGC as amended from time to time.
11. Provided further that no such special provision shall be made on the ground of domicile except in cases prescribed by GoI (eg. J&K).
12. No candidate shall ordinarily be admitted to more than one programme at a time. However, Students may be permitted by the University, in consultation with the concerned Dean of the School/Director of the Centre, to pursue a part-time/evening Certificate / Diploma programme of professional nature in the University or in other Institutions. Pursuing such studies should not interfere with the academic activities of the student in the University. Permissions can be withdrawn by the University if it is found to interfere in the academic activities of the students in the University.
13. All candidates at the time of admission shall submit a medical fitness certificate from an Authorized Medical Practitioner/Asst. Civil Surgeon.
14. A candidate shall be enrolled in a programme in a School on his admission as a student of the University and after paying the prescribed fee. For self-supporting and self-financing programmes, the fees will be determined by the University after detailed working of the economics of the running of the programmes.
15. If at any time it is found that a candidate has made a false or incorrect statement or has made use of other fraudulent means on the basis of which he has secured his admission, his name shall be removed from the rolls of the University forthwith.
16. The commencement of classes for all courses, other than professional courses, shall be governed by the UGC norms concerning Minimum Standards of Instruction for the Grant of Degrees as issued and amended from time to time.
17. The minimum and maximum duration for the programmes offered by the University shall be prescribed by the Academic Council in conformity with requirements of regulations prescribed by national regulatory bodies from time to time.
18. A Student admitted to the University shall be a member either of a Hall of Residence / Hostel or **Non-Resident Students Centre** of the University. Accommodation in hostel to students will be as per availability of vacancy in the hostels based on the recommendations of the Committee constituted for the purpose.

Notwithstanding anything contained in this ordinance the Vice Chancellor may take such measures as may be necessary for removal of doubts/difficulties and to resolve any other extraordinary issue.

ORDINANCE No. 17

**PROCEDURE/NORMS FOR APPOINTMENT TO THE POSTS OF
PROFESSOR, ASSOCIATE PROFESSOR, ASSISTANT PROFESSOR**

(Act Section 28(1(o)), Statute 22(1))

The Procedure/Norms for appointment for the post of Professor, Associate Professor and Assistant Professor will strictly be as per UGC Regulations, 2010 and as amended from time to time.

ORDINANCE No. 18

**NORMS /REGULATIONS FOR PROMOTION THROUGH CAREER
ADVANCEMENT OF ASSISTANT PROFESSORS, ASSOCIATE PROFESSORS AND
PROFESSORS**

(Act Section 28(1(o))

The Norms/Regulations for promotion through Career Advancement Scheme of Assistant Professors /Associate Professors / Professor in the university shall be governed strictly as per the UGC Regulations, 2010 as amended from time to time.

ORDINANCE No. 19

SERVICE CONTRACT FORM FOR TEACHERS
[Central Universities Act Section 33 (1), Statute 22 (3)]

Every teacher and member of the academic staff of the University shall be appointed on a written contract, the form of which is hereby prescribed and appended to this ordinance".

FORM OF CONTRACT UNDER SECTION 33(1) OF ACT.

*(TO BE TYPED ON Rs.20/- NON-JUDICIAL
STAMP PAPER & SUBMIT ONE ORIGINAL AND TWO COPIES THEREOF)*

Memorandum of Agreement made this the _____ day
of _____ Two thousand and _____
between _____ (hereinafter called the 'Teacher') of the first part, and the Central
University of Tamil Nadu being a body corporate constituted under the Central University of Tamil
Nadu Act 2009 (25 of 2009) (hereinafter call the University) of the second part.

It is hereby agreed as follows:

1. That the University hereby appoints _____ to be a member of the teaching staff of the University with effect from the date the said _____ takes charge of the duties of his/her post and the said _____ hereby accepts the engagement, and undertakes to take such duties in the University as may be required by and in accordance with the said Act, being in force, whether the same relate to organization of instruction or teaching, or research or the examination of students or their discipline or their welfare, and generally to act under the direction of the authorities of the University.
2. (i) The teacher shall be on probation for a period of 12 months which may be extended so as not to exceed 36 months.

(ii) The University shall have the power to relax the provisions contained in sub-paragraph (i) by three months and shall also have the right to assess the suitability Of the teacher for confirmation even before the expiry of the period of 24/12 months from the date of his/her appointment.

(iii) If the University is satisfied with the suitability of the teacher for confirmation he/she shall be confirmed in the post to which he/she was appointed at the end of the period of his/her probation.

(iv) In case the University decides not to confirm the teacher whether at the end of the 24/12 months period of his/her probation or at the end of the extended period of probation, as the case may be the teacher shall be informed in writing, at least, 30 days before the expiration of that period that he/she would not be confirmed and would, consequently cease to be in the service of the University at the end of the period of his/her probation.
3. That the said _____ shall be a whole-time teacher of the University and unless the contract is terminated by the Executive Council or by the teacher as herein after provided, shall continue in the service of the University until he/she completes the age of 65 years.

4. That the University shall pay a remuneration for his/her services during the continuance of his/her engagement as per the scales of pay laid down by the UGC/GOI and adopted by the University. His/her initial emoluments will be in the running scale of Rs. _____ with an Academic Grade Pay of Rs. _____ or as per the pay revised by GOI/UGC from time to time.

Provided that whenever there is any change in the nature of the appointment or the emoluments of the teacher, particulars of the change shall be recorded in the Schedule annexed hereto, under the signature of both the parties and the terms of this agreement shall apply mutatis, to the new post and the terms and conditions attached to that post:

Provided further that no increment shall be withheld or postponed save by a resolution of the Executive Council on a reference by the Vice Chancellor to it, and after the teacher has been given sufficient opportunity to make his/her written representation.

5. That the said teacher agrees to be bound by the Statutes, Ordinances, Regulations and Rules for the time being in force in the University, provided that no change in the terms and conditions of service of the teacher shall be made after his/her appointment in regard to designation, scale of pay, increment, provident fund, retirement benefits, age of retirement, probation, confirmation, leave, leave salary and removal from service so as to adversely affect him/her.

6. That the teacher shall devote his/her whole-time to the service of the University and shall not, without the written permission of the University, engage, directly or indirectly, in any trade or business whatsoever, or in any private tuition or other work to which any emoluments or honorarium is attached, but this prohibition shall not apply to work undertaken in connection with the examination of Universities or learned bodies or Public Service Commissions or to any literary work or publication or radio talk or extension lectures, or with the permission of the Vice Chancellor, to any other academic work.

7. That the said teacher agrees to observe the code of conduct formulated by the University on its teachers.

8. It is further agreed that this engagement shall not be liable to be determined by the University except on the grounds specified and in accordance with the procedure laid down in clauses (1), (2), (3), (4), (5) and (6) of Statute 25 (reproduced below):

25(1) where there is an allegation of misconduct against a teacher, or a member of the academic staff, the Vice Chancellor may, if he thinks fit, by order in writing, place the teacher under suspension and shall forthwith report to the Executive Council the circumstances in which the order was made:

Provided that the Executive Council may, if it is of the opinion, that the circumstances of the case do not warrant the suspension of the teacher or a member of academic staff, revoke such order.

25(2) Notwithstanding anything contained in the terms of his/her contract of service or of his/her appointment the Executive Council shall be entitled to remove a teacher or a member of the academic staff on the ground of misconduct.

25(3) Save as aforesaid, the Executive Council shall not be entitled to remove a teacher or a member of the academic staff except for good cause and after giving three months' notice in writing or on payment of three months' salary in lieu of notice.

25(4) No teacher or a member of the academic staff shall be removed under clause (2) or under clause (3) until he has been given a reasonable opportunity of showing cause against the action proposed to be taken in regard to him/her.

25 (5) The removal of a teacher or a member of the academic staff shall take effect from the date on which the order of removal is made:

“Provided that where a teacher or a member of the academic staff is under suspension at the time of his/her removal, the removal shall take effect from the date on which he was placed under suspension.”

25 (6) Notwithstanding anything contained in the foregoing provisions of the Statute, a teacher, member of the academic staff or other employee may resign:-

- a) If he is permanent employee, only after giving three months’ notice in writing to the Executive Council or the appointing authority, as the case may be, or by paying three months’ salary in lieu thereof;
- b) If he is not a permanent employee, only after given one months’ notice in writing to the Executive Council or, as the case may be, the appointing authority or by paying one month’s salary in lieu thereof:

“Provided that such resignation shall take effect only on the date on which the resignation is accepted by the Executive Council or the appointing authority, as the case may be”.

9. Any dispute arising out of this contract shall be settled in accordance with the provisions of clause (2) of Section 33 of the Central Universities Act, 2009 (re-produced below):

“Any dispute arising out of a contract between the University and any employees shall, at the request of the employee, be referred to a Tribunal of Arbitration consisting of one member appointed by the Executive Council, one member nominated by the employee concerned and an umpire appointed by the Visitor. The decision of the Tribunal shall be final, and no suit shall lie in any civil court in respect of the matters decided by the Tribunal. Every such request shall be deemed to be a submission to arbitration, upon the terms of this section, within the meaning of the Arbitration and Conciliation Act 1996.

10. A teacher may, at any time, terminate his/her engagement by giving the Executive Council three months’ notice in writing or on payment to the University of three months’ salary in lieu thereof, provided that the Executive Council may waive the requirement of notice at its discretion.

11. On the termination of this engagement, from whatever cause, the teacher shall deliver up to the University all books, apparatus, records and such other articles belonging to the University as may be due from him/her.

Notwithstanding provisions of 1-11, the university may on case to case basis determine the course of action with regard to specific matters.

In witness where of the parties hereto affix their hands and seal:

1. Signature :
Designation

In the presence of:

1. Signature:
Designation

2. Signature:
Designation

Signed and sealed on behalf of the University under the authority of the Executive Council by:

1. Signature:
Designation:

In the presence of:

1. Signature:
Designation

2. Signature:
Designation

SCHEDULE

Name of the Teacher in Full: _____

Address:

Designation:

Salary Rs:

In the grade of

Note: **The change in grade, salary or designation should be briefly described.**

Change of Designation or Grade:

Date of EC approval:

Date from which change takes effect:

Signature of the teacher:

Signature of the Officer of the University:

SERVICE CONTRACT FORM FOR CONTRACT TEACHERS

CONTRACT OF EMPLOYMENT

MEMORANDUM OF AGREEMENT made this the _____ between _____ (hereinafter called the **EMPLOYEE ON CONTRACT**) OF THE **FIRST PART**, and the Central University of Tamil Nadu being a body corporate constituted under The Central Universities Act,2009 (hereinafter called the University) of the **SECOND PART**.

1. **That** the University hereby appoints _____ to be an EMPLOYEE ON CONTRACT of the University with effect from _____ the date _____ accepts the engagement, and undertakes to take such duties in the University as may be required by an in accordance with the said Act, being in force, whether the same relate to organization of instruction or teaching, or research or the examination of students or their discipline or their welfare, or administration or accounts any other activity, and generally to act under the direction of the authorities of the University.
2. **The** period of employment shall be for a period of **one semester**, beginning from the date of joining to _____, which can be extended further for one more semester from _____ up to _____ or terminated earlier with one month notice on either side, without assigning any reason whatsoever.
3. **He / She** shall be paid consolidated emoluments maximum of Rs. _____ before applicable deduction of Income Tax at Source. He / She is not entitled to any other allowances apart from the emoluments mentioned.
4. **He / She shall be entitled** Leave as admissible to the contract teacher of the University.
5. **During the period** of contract, He shall not be entitled to subscribe towards CPF/GPF/NPS scheme.
6. **The present** place of work shall be Thiruvarur, but during the course of the above assignment, he shall be liable to be posted/transferred anywhere to serve in any of the University's Projects at the sole discretion of the Management.
7. **He / She** is required to maintain utmost secrecy in respect of project documents, commercial offer, design documents, Project cost & Estimation, Technology, Software packages license, University's polices, and University's Human assets profile.
8. **He / She** shall be required to comply with all such rules and regulations as the University may frame from time to time and shall do nothing in contravention thereof.
9. **Any of the Technical** or other important information relating to the University which might come in to possession of _____ during the continuance of his assignment in the normal course of his duties with the University shall not be disclosed, divulged or made public by him even thereafter.
10. **He / She** shall not accept any present, commission or any sort of gratification in cash or kind form any person, Party or Firm or Company having dealings with the University and if he is offered any, he/she should immediately report the same to the University Administration.
11. **He / She** shall be responsible for safekeeping and return in good condition and order of all University property, which shall be in his use, custody or charge, during course of his contractual employment.
12. **On the termination** of this engagement, from whatever cause, the EMPLOYEE ON CONTRACT shall deliver up to the University all books, apparatus, records and such other articles belonging to the University has made be due from him.

13. **This contract** does not entail any benefit continuous service or other benefits to him no right can be claimed against the University for Continuation or confirmation of the employment by the EMPLOYEE ON CONTRACT.
14. **This agreement** is for an employment at will. CUTN may at any time, with or without assigning any reason, discharge the EMPLOYEE ON CONTRACT by giving him due notice of one month. This agreement would otherwise terminate itself in the event of (i) the death of the EMPLOYEE ON CONTRACT (ii) inability to perform duties by the EMPLOYEE ON CONTRACT, (iii) Upon written notice of resignation by the EMPLOYEE ON CONTRACT.
15. **In case** of termination of the agreement, all obligations under this agreement shall end except those mentioned at clauses 7 and 8 mentioned supra.
16. **For** any dispute, the appeal lies before the Hon'ble High Court of Madras.
17. **Until** written notice or other addresses are exchanged between the parties, all notices legally required shall deem to be delivered by the sending of registered post to the following addresses.
 1. **For CUTN** – The Registrar, Central University of Tamil Nadu
 2. **For Employee** – The permanent address as provided by the contractual employee

In witness where of the parties hereto affix their hands and seal:

Signature of the Employee

Signature of the Registrar

Notwithstanding anything contained in this ordinance the Vice Chancellor may take such measures as may be necessary for removal of doubts/difficulties and to resolve any other extraordinary issue.

ORDINANCE No. 20

CONDITIONS OF SERVICE OF TEACHERS OF THE UNIVERSITY

(Act Section 28 (1) (o), statute 22(1))

The Conditions of service of Teachers of the University shall be in accordance with the UGC Regulations, 2010 and as amended from time to time.

ORDINANCE No. 21

**CURBING THE MENACE OF RAGGING IN UNIVERSITY AND HIGHER
EDUCATION INSTITUTIONS UNDER ITS JURISDICTION**

(Act Section 28 (n))

Ragging is prohibited and punishable under the UGC Regulations on "Curbing the Menace of Ragging in Higher Educational Institutions (2009)" as issued and amended by the UGC from time to time.

Notwithstanding anything contained in this ordinance the Vice Chancellor may take such measures as may be necessary for removal of doubts/difficulties and to resolve any other extraordinary issue.

ORDINANCE No. 22

FEES PAYABLE BY STUDENTS OF THE UNIVERSITY

(Act Section 28(1)(e))

1. The Executive Council on the recommendations of the Academic Council from time to time prescribe the fees payable by students.

2. Students admitted to various programmes of studies shall pay the fees as prescribed.

3. Due date and mode of payment:

1) The students shall remit the fees to the university as prescribed by the University from time to time.

2) Fees shall be paid on or before the date fixed by the University.

4. Delay or default in payment:

1) If a student does not pay fee on time, a fine shall be levied as follows:

a) 10% of the fees for the first 10 days

b) 20% of the fees for the next 10 days

c) 30% of the fees thereafter up to the last date of the month in which the fee is due.

2) The Vice-Chancellor, on his /her behalf any other officer to whom his /her power has been delegated may on the recommendations of the Dean of the School concerned, relax any of the conditions for payment of fees in special cases provided the student concerned submits a written application setting for the reasons for late payment of fee. Such applications should be submitted well ahead of the due dates, so that a decision may be taken.

3) Names of the defaulters, which shall be put up on the Notice Board shall be removed from the rolls of the University with effect from the first day of the following month.

4) A student whose name has been struck off from rolls of the University may be re-admitted on the recommendations of the Dean of the School concerned and on payment of arrears of fees in full and other dues, together with a re-admission fee as fixed by the University. However, such re-admission shall be within the same semester and subject to the student fulfilling the minimum attendance criteria.

5) Whenever a student proposes to withdraw from the University, he shall submit an application to the Dean of the School concerned through the Head of the Department /Centre intimating the date of his /her withdrawal. If he fails to do so, his /her name shall continue to be kept on the rolls of the University for maximum period of one month following the month upto which he has paid the fees. He shall also be required to pay all fees/charges that may fall due during this /her period.

5. Visually handicapped/challenged students exempted:

Visually handicapped/challenged students shall be exempted from payment of all the tuition fees.

7. Concession in fee:

1) The Dean of the School, on the recommendations of a Committee consisting of the following, shall grant free-ships up to the percentage which may be prescribed by the University Grants Commission in this regard:

- i. Dean – Chairman
- ii. Three Heads of Department(s)/Centre(s) nominated by the Vice Chancellor.
- iii. Three students of the Department(s)/Centre(s) concerned nominated by the Vice Chancellor

- 2) If the number of applicants for free-ships is more than the number of free ships available, the committee referred to in sub-clause (1) may recommend half free-ships to some of the applicants so that the total of free-ships does not exceed the prescribed percentage.
- 3) Applications for concession in fees shall be submitted on the prescribed form to the Dean of the School concerned through the Head of the Department /Centre by 31st August or by such other date as may be specified by the Dean. Applications received after that date shall not ordinarily be entertained.
- 4) The following factors shall be taken into account while making recommendations on the applications of students for grant of free ships:
 - a. Academic record of the student;
 - b. His /her progress in studies in the case of renewal of free-ships;
 - c. His /her financial position; and
 - d. Any other factor, which shall also be recorded.

The list of students to whom concessions have been awarded ordinarily shall be notified by 31st December.

NOTE: The student should fulfil the means criteria, i.e. to those students who belong to non-creamy layer as defined by the Department of Personnel & Training in their Notification No.36012/22/93-Estt.(SCT) dated 8.11.1993 and amended from time to time. In order to prove the means criteria, the student is required to submit income certificate issued by the competent authority on their prescribed format, clearly indicating the annual income from all sources with separately indicating the sources of income of their parents/guardians. Any deliberate falsification in the income certificate and/or other enclosed documents with the application discovered at any stage will be considered as a grievous offence and may invite serious disciplinary action under the rules of the University.

- 5) Free-ships granted during the academic year shall not be renewed automatically in the following year. The Students in need of such concession shall submit fresh applications every year, which shall be considered along with new applications received in the year.
- 6) A free ship granted to a student may be cancelled if his /her conduct or progress in studies is found to be unsatisfactory or if his /her financial condition improves and he is no longer in need of fee concession.
- 7) Fees concession for SC/ST/Kashmiri migrant students and any other category as per Govt. of India directives shall be applicable.

7. Refund of fees, security deposit etc.:

1. Security deposit or caution money are refundable, on an application from the student on his /her leaving the University, after deducting all dues, fines and other claims against him.
2. If any student does not claim the refund of any amount lying to his / her credit within one calendar year of his / her leaving the University, it shall be considered to have been donated by him to the Students' Aid Fund.

Explanation:

The period of one year shall be reckoned from the date of announcement of the result of the examination taken by the student or the date from which his/her name is struck off from the rolls of the University.

3. If, after having paid the fees, a candidate desires his /her admission to be cancelled, he shall be refunded all fees and deposits except. Tuition fee for one semester, Admission Fee and Enrolment fee, provided his /her application for withdrawal is received by the Registrar at least five clear days before the commencement of the academic session concerned or within five clear days after the completion of admission.
4. If, after having paid his /her fees a candidate does not join the University, only the sports fee and security Deposit shall be refunded to him /her, provided his / her application for withdrawal is received by the Registrar not later than 15 clear days after the commencement of the academic session concerned.
5. Application for withdrawal received after the expiry of 15 days from the commencement of the academic session would entitle a student for the refund of Security Deposit/Caution Money only.
6. If a Student owes any money to the University on account of any damage he may have caused to the University property, it shall be along with outstanding Tuition Fee and fines, if any deducted from the Security Deposit due to him.
7. The fees for the various University Courses shall be as decided by the Academic council from time to time and shall consist of the following components:

I- Administrative process fee

- (a) Application Form Fee (with Brochure & Examination Fee)
- (b) Registration Fee
- (c) I.D Card Fee
- (d) Recognition Fee
- (e) Internet Fee
- (f) University Development Fee
- (g) Amenities Development Fee
- (h) Maintenance Fee
- (i) Insurance Premium for group insurance

II – Extra Curricular Activities Fee

- (a) Sports Fee
- (b) Cultural Activities Fee
- (c) Students' Welfare Fee
- (d) Medical Fee
- (e) NSS Corpus Fund
- (f) Computer Fee

III – Course Fees

- (a) Tuition Fee
- (b) Laboratory Fee
- (c) Library Fee
- (d) Credit fee (includes examination fee)

IV – Deposits (Refundable)

- (a) Caution Money (Laboratory) (b) Caution Money (Library)
(c) Caution Money (Hostel) (d) Caution Money (Mess)

Any other fee approved by the Academic council from time to time.

9. Students shall not be issued Hall Tickets or allowed to appear at the Examinations unless they have cleared their dues and paid the examination fee.
10. Fees for re-checking Examination results:
The fees for re-checking examination results shall be fixed by the University.
Provided that the fees shall be refunded to the candidate if, on re-checking the results, any error or omission is discovered in the results notified by the University.
11. Fees for the supply of Statement of Marks:
i. Every candidate shall pay along with the examination fee, a fee as fixed by the University for the supply of statement of marks for each examination.
ii. The statement of marks shall be sent to the candidates through the Head of the Department / Centre concerned.
iii. Duplicate copies of Statement of Marks shall be supplied on payment of a fee as fixed by the University for each Statement of marks.
12. Fees for issuing transfer, provisional and other certificates:
i. The following shall be the fees for issuing Transfer/ Provisional and other Certificates and for duplicate copies thereof.
a. Transfer Certificate Duplicate copy of the Transfer Certificate as fixed by the University
b. Provisional Certificate of having passed an examination of the University

Duplicate copy of the above

- c. Degree Certificate (In-Person) Degree Certificate (In-absentia) Duplicate copy of Degree (on production of FIR)
d. Bonafide Certificate
e. Any other certificate
f. Duplicate copy of any other certificate from time to time.
As fixed by the University from time to time.
- ii. A student or candidate, who wishes to add or to alter his /her name as originally recorded in the University Registers shall pay a fees fixed for the purpose by the University. Such addition or alteration shall be made to his /her original name as alias in the University Enrolment Register after he has fulfilled the necessary formalities.
- iii. A student who applies for alteration of the record of his /her date of birth as entered in the University Registers shall pay fees fixed for the purpose by the University. No change in the date of birth shall be made unless approved by the competent authority.

Notwithstanding anything contained in this ordinance the Vice Chancellor may take such measures as may be necessary for removal of doubts/difficulties and to resolve any other extraordinary issue.

ORDINANCE No. 23

MEDIUM OF INSTRUCTION AND CONDUCT OF EXAMINATIONS

(28(c) (g) of the University Act)

1. The medium of instruction in respect of all programmes conducted in the Schools, Centres and departments in the University shall be in English except in case of Studies / Research in Modern Indian Language applicable to the State of Tamil Nadu on demand.
2. Examinations of the University, other than the doctorate examination shall be open to regular and eligible students, i.e. such students who have undergone a regular course of study in the University for a period specified for that course of study after fulfilling the minimum attendance and credit requirements as laid down by the University.
3. All examinations of the University (except entrance examinations) shall be conducted at headquarters i.e. Thiruvavur. The format and timing of continuous internal assessment shall be decided by the concerned faculty member and the format and timing of the end-semester examinations shall be decided by the School Board. Provided however that all end – semester examinations for different Departments / Centres in a School shall normally be conducted in a commonly agreed time frame within the semester. The examinations for the programmes offered by Institutions having MoU with CUTN will be conducted in the respective institutions under the supervision of CUTN.
 - i. The format of the entrance examination shall be decided by the Schools concerned or as decided by the competent authority in case of conduct of national level entrance examination by participating / consortium of Universities. The Entrance Examination shall be held at headquarters and other such places as specified and approved by the university/consortium from time to time.
 - ii. The Controller of Examinations shall get the question paper from subject experts approved by the Vice Chancellor, strictly in confidential manner and conduct the entrance examination as and when necessary.
4. Question papers of all examinations shall be set and answered in English language subject to the following conditions:
 - i. Question papers of all examinations in languages shall be set and answered in the respective languages.
 - ii. Provided that candidates appearing at an examination in languages other than English may be permitted to answer a part of the question paper in English and the rest in the language concerned.

Discipline among the students in University examinations, grading systems and conversion of percentage of marks to grade points shall be prescribed in the regulations governing the University examinations.

ORDINANCE No. 24

AWARD OF UNDERGRADUATE / P.G. DEGREES AND DIPLOMAS / P.G. DIPLOMAS & CERTIFICATES OF THE UNIVERSITY (For Regular on Campus Mode)

(Act- Section 6(1) (ii), Section 28(1)(d)] of the Act)

1. All the programmes of study leading to award of respective Degrees/Diplomas/Certificates shall be conducted by the Schools /Departments /Centres established by the University and by Institutions having MOU with the University.
2. Duration of the programmes
 - I) The duration of the programmes shall be five years for integrated programmes spread over ten semesters. However, there may be an exit option after three years (six semesters) leading to the award of the Undergraduate Degree; depending on the need in each department and as recommended by the Board of Studies and decided by the Competent Authority. In such a situation, the number of vacant seats can be filled up by taking up graduates for Fourth and Fifth year.
 - II) The duration of Post Graduate Programme shall be two / three years (four /six semesters) as per UGC regulations.
 - III) M.Phil. and Ph.D. Programmes shall be governed as per UGC norms / regulations as issued and amended from time to time.
 - IV) The duration of the Certificate /Diploma Programmes shall be as determined by the university and approved by the Academic Council from time to time.
 - V) A Student shall be required to attend at least 75% of the classes actually held in each subject to the satisfaction of the School /Department /Centre and such seminars, sessionals and practicals as may be prescribed.

Provided that the Degree to be awarded by the University shall be ~~in~~ **from the** list of specified Degrees under Section 22 (3) of the UGC Act 1956 and as amended from time to time.

Provided that the Dean of the School concerned on the recommendations of the Head of the Department /Centre or Head of the Department in the absence of Dean may condone the shortage in attendance - not exceeding 5% for valid and convincing reasons.

Provided, further that students deputed by the University to take part in the extra co- curricular events be given a concession of upto 5% attendance, if necessary, in addition to the relaxation in the attendance requirement as provided above. Such concessions would be available for the days of actual participation in the event, including journey time with the prior approval of the Dean of the Students Welfare.

3. Eligibility for admission:

The eligibility criteria for admission to various Programmes offered by the University shall be as approved by the Academic Council or any other body authorized for the purpose from time to time.

4. Programmes of study and framing of the Syllabi

- i) The Programmes in a Subject of study shall be those approved by the Academic Council, on the recommendations of the Board of Studies of the Department/Centre concerned.
- ii) The Syllabi/Programme structure for the Programme of study shall be as approved by the Academic Council on the recommendations of the School Board, Board of Studies of the Department /Centre concerned; depending upon the need.

5. Removal of Students from the Programmes

The Dean of the School on a reference from a Department or Centre may recommend to the Vice-Chancellor the removal of a student from a Programme on the basis of unsatisfactory academic performance and /or misconduct (as defined in the Regulations/Rules).

6. Conferment of Honorary Degrees

(I)The Executive Council may, on the recommendation of the Academic Council and by resolution passed by a majority of not less than two-thirds of the members present and voting, make proposals to the Visitor for the conferment of Honorary Degrees.

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

(II) The Executive Council may pass resolution majority not less than two thirds of members present and voting , withdraw with the previous sanction of the visitor, any honorary degree conferred by the university

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

Doctor of Law (LL.D.)

Doctor of Literature (D.Lit.) Doctor of Letters

Doctor of Science (D.Sc.)

(Iv) Degrees, including Honorary Degrees, shall be conferred at convocation /special Convocation and may be taken in person or in absentia.

Notwithstanding anything contained in this ordinance the Vice Chancellor may take such measures as may be necessary for removal of doubts/difficulties and to resolve any other extraordinary issue.

ORDINANCE No. 25

CONDITIONS OF RESIDENCE OF THE STUDENTS OF THE UNIVERSITY

(Section 28 (1) (h) of the Act)

1. The objectives of the Hostels are as follows:

- (a) To provide to the students of the University a congenial place to live so that they can devote themselves to pursuit of higher learning;
- (b) To provide enlightened guardianship to the students during an impressionable age when they are living away from their parents/guardians;
- (c) To ensure that students coming from different backgrounds have an opportunity to live together, imbibe a spirit of co-operation and goodwill and acquire broader societal frame;
- (d) To provide opportunities for co-curricular and extra-curricular activities for all round development or individual personality and for giving expression to their artistic and creative talent; and
- (e) To develop in the students the capacity to govern their own affairs.

2. **Residence in Campus**

- (a) The students residing in the Hostels shall pay such fee as may be prescribed by the relevant regulations from time to time.
- (b) The University shall maintain such Hostels as may be necessary to fulfil the objectives of residence.
- (c) Every Hall of Residence shall have a name as the University may assign to it.
- (d) A Hall of Residence may accommodate reasonable number of students.
- (e) Each Hall of Residence shall be under the charge of a Warden.

3. **Supervision and Control - Central Committee on Residence**

- (a) The supervision and control of the Hall of Residence is vested with the Chief Warden appointed by Vice - Chancellor. The Chief Warden will perform his/her functions with the help of a Central Committee on Residence.
- (b) The Central Committee shall be appointed by the Vice- Chancellor or by such person he may specify on his behalf and shall comprise the following:
 - (i) Dean, Students' Welfare;
 - (ii) Chief Warden;
 - (iii) Director Sports; and
 - (iv) Three Wardens of Hostels maintained by the University by rotation.
- (c) The term of office of the Central Committee shall be two years / or as decided by the Competent Authority.
- (d) The functions of the Committee shall be as follows:
 - i. Management, selection and admission of students to the University Hostels.
 - ii. Supervision of the Hostels and Advice University on matters of policy, etc; relating

- to their management;
 - iii. Maintenance of discipline amongst the resident students;
 - iv. Transfer of a student from one Hall to another; and
 - v. Such other duties as may be assigned by the Vice-Chancellor.
- (e) The Committee may admonish a student for misconduct, may impose a fine as fixed by the University on a student, may remove a student from the Hall of Residence.
- (f) The Central Committee shall meet as often as necessary and at least twice in every semester. Meetings shall be convened and presided over by the DSW and 1/3 of its members shall form the quorum.
- (g) The Dean, Students' Welfare shall submit the decision of the Committee to the Vice - Chancellor who will, wherever necessary, place it before the Executive Council for consideration and further action.

4. Warden, Prefect and Local Committee

- (a) The management of each Hall of Residence and the Mess attached to it shall vest in the Warden who will be assisted by the Prefect, appointed by the Warden, and a Local Committee which may consist of:
- (i) Warden (or Senior member of the Wardens)- Chairperson;
 - (ii) Prefect; and
 - (iii) Three to five students of the Hall of Residence.
- (b) The Local Committee shall be appointed by the Warden (or senior member of the Wardens) and its term of office shall be one year.
- (c) One or more Prefects from among the students may be appointed by the Warden who shall assign him/her such duties as he may deem proper for the smooth functioning of the Hall of Residence.
- (d) The Prefect shall hold office for one year and shall be entitled to free accommodation in the Hall of Residence during the period of office.

5. ELIGIBILITY AND PROCEDURE - Admissions to Hostels

- a. All students registered for full-time Programmes of study, and who are not employed anywhere, are eligible to apply for accommodation in the Hostels of the University and will be given, as per the priority mentioned below and depending upon the availability of hostel facility.
- i. As soon as a student ceases to satisfy any one of the conditions in (a) above, he will become ineligible for accommodation in the Hall of Residence.
 - ii. Students desirous of residing in University hall may apply in the prescribed form after admission to the Programme in the Department.
 - iii. The Heads of Departments may forward all applications of selected candidates for admission to their respective departments to the Dean, Student's Welfare. The applications shall be scrutinised by the Central Committee which will allot a room in the Hall of Residence to each applicant.
 - iv. Students joining the University for the first time and those from distant places will be given preference for accommodation in the Hall of Residence.

- v. The accommodation will be allotted for one academic year from the first working day to the last working day of the academic year. **Students are required to vacate the accommodation during summer vacation** at a time. Every student shall submit a fresh application for admission to Hall of Residence in every subsequent year of study. The applications should reach the Warden of the Hall of Residence concerned at least 15 days before the commencement of the academic session each year. Re-admission will be permitted only after the resident is admitted to a Programme of study and after furnishing proof of having paid all Hall/tuition dues.

Research personnel on projects sponsored by organisations like ICSSR, CSIR, UGC, ICAR. ICSSR in the University on a salary not exceeding the amount of UGC, ICAR and other recognized funding agencies will be accommodated in a Hall of Residence during the tenure of the project subject to availability.

Any student residing in the hostel, involved in unauthorised / indiscipline / anti-social / illegal activities shall be suspended / expelled from the hostels on recommendation of the Local Committee / Central Committee as prescribed in Clause 4(a) above.

6. Appointment, Powers and Functions of Wardens

Wardens of Hostels shall be appointed by the Vice-Chancellor for a period of two years and they shall be eligible for reappointment. Unfurnished residential accommodation will be provided to a Warden on rent-free basis for the period of the Wardenship. He /she shall be entitled to such allowance/special pay as the Executive Council may determine from time to time. On the expiry of his/her term or on the termination of his/her appointment, the Warden shall be required to vacate his/her accommodation. The Warden shall also be required to vacate the room before proceeding on leave for a period exceeding 90 days during his/her tenure, unless he/she is granted - special permission by the Vice- Chancellor on the recommendation of the Chief Warden concerned for retaining the room.

- (a) The Wardens of the Hostels shall perform such duties as are assigned to them by the Vice - Chancellor from time to time and they shall function in consultation with the Chief Warden.
- (b) Subject to the guidelines of the Central Committee the Warden shall allot rooms to the students and maintain a list of students along with permanent addresses of guardians and such other information as may be required, in a form prescribed by the appropriate authority.
- (c) In addition to the specific duties assigned by the Vice -Chancellor the Wardens shall perform the following duties:
- (i) Welfare of and discipline amongst the residents in the Hostels and to maintain daily record of the resident students such as students present each day, students absent from the Hostels together with reasons for absence.
 - (ii) Oversee health, hygiene and general life of the students in the Halls of Residence and to ensure that the students observe the Regulations and discipline in accordance with the Rules framed thereof.
 - (iii) Report to the Chief Warden all cases of misbehaviour, indiscipline and illness of students residing in his / her Hall of Residence.

- (iv) Safe custody and maintenance of such properties of the concerned Hall of Residence as are entrusted for their repairs within the funds allotted and norms laid down by the University authorities for the same.
 - (d) The Wardens shall have the right to inspect rooms **at any time of the day**.
 - (e) The Wardens shall have administrative control over the staff assigned to the Hall of Residence.
 - (f) The Warden be available in the Hostel Office every day at specified hours to attend to official business and to the problems of resident students.
 - (g) The Warden shall be responsible for the proper up keep and maintenance of such properties of the concerned Hall of Residence, as are under his/her charge.
 - (h) The Warden shall allot and supervise Rooms and Guest Rooms.
 - (i) The Warden shall check the Resident Student's Register and the Guest Room Register.
10. The Warden shall take disciplinary action against a resident student for keeping any unauthorized guest.
 11. The Warden shall order double-locking of rooms of resident students and their re-opening, when required.
 12. The Warden shall take action for the eviction of resident students in consultation with the Chief Warden.
 13. The Warden shall periodically verify the furniture and fittings of the rooms with the assistance of the Caretaker and take action for their repairs/replacement for obtaining additional furniture.
 14. In case of misuse /damage of the property in the Hall of Residence by the students, the Warden shall impose necessary fines including withholding of the hostel deposit amount..

Miscellaneous

- 6.1. All students of the University, residing on campus, shall be under the disciplinary control of the Vice- Chancellor, and of the authorities of the University.
- 6.2. The conditions of admission, accommodation and the organisation of mess in the Hall of Residence maintained by Warden shall be in accordance with the Rules which may be framed in this regard by the University.
- 6.3. When a warden goes on leave should inform Chief Warden in advance for making necessary alternate arrangements as required.

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

Notwithstanding anything contained in this ordinance the Vice Chancellor may take such measures as may be necessary for removal of doubts/difficulties and to resolve any other extraordinary issue.

ORDINANCE No. 26

EMPLOYEES AND STUDENTS' GRIEVANCES REDRESSAL COMMITTEES

(Section 28(1(n)))

There shall be constituted a Mechanism for the Redressal of the grievances of Employees and Students of the University. Unless otherwise mentioned:

Student means all students who are registered for a Programme of study in any School /Centre /Department /College or Campus maintained by the University.

Employee means any person appointed by the University and includes teachers and other staff of the University.

The Grievances Committee shall observe the following general principles:

1. The Campus Community should be made fully aware of the grievance Redressal Mechanism;
2. Every grievance from the student /staff should be registered and acknowledged;
3. If a final decision is not possible within a fortnight, an acknowledgement should be sent to the applicant along with an indication as to when he/she can expect a final reply;
4. As a matter of general rule no grievances should be pending beyond the limit of three months;
5. The officer nominated by the Vice-Chancellor and the person responsible for addressing grievances should make himself/herself freely available to hear the grievances personally, at least once in a fortnight at fixed timings and also through email; and
6. He /she will take decisions on grievances which are pending for more than three months. Aggrieved parties who are not satisfied with redressal in subordinate/attached formation can approach the Registrar and Registrar can take a decision in consultation with Vice Chancellor.

I. STUDENTS GRIEVANCE REDRESSAL COMMITTEE

Chairman:

The Pro Vice-Chancellor or such other person to be nominated by the Vice- Chancellor.

Members:

Three representatives of Students' Council.
Three nominees of the Vice-Chancellor.
Dean of the School concerned (special invitee) (if any.)
Proctor
Dean of Students' welfare, Member-Secretary.

POWERS AND FUNCTIONS

- (i) To entertain written and signed complaints and petitions of students in respect of matters directly affecting them individually or as a group;

- (ii) To enquire into the grievances, and make recommendations and report to the concerned authorities - Academic Council and Executive Council for Redressal or suitable action; and
- (iii) To recommend appropriate action against complainant, if allegations made in the documents are found to be baseless.

The grievances shall be acknowledged and the confidentiality shall be maintained in case of sensitive issues.

II. TEACHERS' GRIEVANCES COMMITTEE

There shall be constituted a Committee by the Executive Council consisting of the following:

Vice-Chancellor's Representative Chairman

Five representatives from the teachers community representing gender, minority, SC, ST, OBC

Vice-Chancellor's nominee shall be the Secretary to the Committee.

POWERS AND FUNCTIONS

- (I) to entertain written and signed complaints and petitions of teachers in respect of matters directly affecting them individually or as group;
- (II) to enquire into the grievances, and make recommendations and report to the concerned authorities-Academic Council and Executive Council for redressal or suitable action; and
- (III) to recommend appropriate action against complainant, if allegations made in the documents found to be baseless.

III. NON-TEACHING STAFF GRIEVANCES COMMITTEE

The Chairman - to be nominated by the Vice-Chancellor.

Five representatives from the non-teaching community representing gender, minority, SC, ST, OBC to be nominated by the Executive Council on the recommendations of the Vice-Chancellor.

The Registrar or his nominee shall be the Member- Secretary of the Committee.

POWERS AND FUNCTIONS

- (i) to accept and consider written and signed complaints and petitions of staff (Non-Teaching) in respect of matters directly affecting them individually or as a group;
- (ii) to enquire into the grievances, and make recommendations and report to the concerned authorities-Academic Council and Executive Council for Redressal or suitable action; and
- (iii) to recommend appropriate action against complaints, if allegations made in the documents found to be baseless.

Notwithstanding anything contained in this ordinance the Vice Chancellor may take such measures as may be necessary for removal of doubts/difficulties and to resolve any other extraordinary issue.

ORDINANCE No. 27

POWERS AND FUNCTIONS OF HEADS OF DEPARTMENTS OF STUDIES

(Section 28 (o))

The Head of the Department shall:

- (1) Be the Academic Head of the Department and shall convene and preside over the meetings of the Department and the Board of Studies;
- (2) Maintain discipline in the Classroom and Laboratories through teachers of the Department;
- (3) Assign to the teachers in the Department such duties as may be necessary for the proper functioning of the Department;
- (4) Frame the time table for various programmes offered by the Department and ensure the compliance of the same.
- (5) Be responsible for the coordination, facilitation and supervision of teaching and research in the Department;
- (6) Recommend leave application of the members of the teaching and non-teaching staff of the Department to the Dean of the School concerned according to the Rules framed for the purpose;
- (7) Be responsible for the records, equipment's and furniture of the Department and the books of the Departmental Library;
- (7) Operate the Budget of the Department and distribute the resources fairly;
- (8) Shall be responsible for observance of the provisions of the Act /Statutes/Ordinances and Regulations relating to the Department; and
- (9) Perform such other academic duties as may be assigned to him/her by the Academic Council, the Executive Council or the Vice-Chancellor.

Notwithstanding anything contained in this ordinance the Vice Chancellor may take such measures as may be necessary for removal of doubts/difficulties and to resolve any other extraordinary issue.

ORDINANCE No. 28

POWERS AND FUNCTIONS OF THE DEANS OF SCHOOLS

(Statute 5 (3))

1. The Dean of the School shall:
 - (a) Co-ordinate and generally supervise the teaching and research works in the School through the Heads of the Departments;
 - (b) Maintain discipline in the classrooms through the Heads of the Departments;
 - (c) Keep a record of the evaluation of sessional work and of the attendance of the students at lectures, tutorials or seminars when these are prescribed;
 - (d) Arrange for the examinations in respect of the students of the School in accordance with such directions as may be given by the Academic Council;
 - (e) Shall be responsible for observance of the provisions of the Act /Statutes /Ordinances and Regulations relating to the Departments and the School;
 - (f) Convene and preside over the meetings of the School Board and keep the minutes of the meetings of the Board; and
 - (f) Perform such other academic duties as may be assigned to him/her by the Academic Council, the Executive Council or the Vice-Chancellor.

ORDINANCE No. 29

SCHOOL BOARD (*Statute 15(3)*)

The School Board shall consist of:

- (i) Dean of the School;
- (ii) All Professors in the School;
- (iii) Heads of the Departments assigned to the School who are not Professors
- (iv) One Associate Professor and one Assistant Professor from each Department in the School by rotation on the basis of seniority;
- (v) One representative each of the Boards of other Schools which have inter-disciplinary work with the School, to be nominated by the Vice-Chancellor on the recommendations of the School Board concerned;
- (vi) Not more than five persons, not in the service of the University or of the College, maintained or affiliated (wherever applicable), nominated by the Academic Council for their special knowledge and expertise in the subject concerned.

Provided that not more than one person per subject shall be nominated.

Provided further that ordinarily at least one person shall be from the State where the University is located.

Terms of Office

The term of Office of members, other than that of the Dean and Professors shall be three years.

Chairman

The Dean of the School shall be the Chairperson of the Board and shall convene and preside over the meetings of the Board.

Powers and Functions

The powers and functions of the Board shall be as follows:

- (a) To prescribe the qualifications and procedures for admission of candidates to the various study Programmes in the Departments in the School;
- (b) To co-ordinate the teaching, evaluation and research work in the Departments in the School;
- (c) To approve subjects for research for various Degrees.
- (d) To constitute Committees to organise the teaching and research work in subjects or areas of inter-disciplinary in nature within / across the School and to supervise the work of such Committees;
- (e) To recommend to the Academic Council the creation or abolition of teaching posts, and to consider proposals received from the Departments or Committees mentioned in Clause(d) above;

- (f) To consider Schemes for the advancement of the standards of teaching and research, and to submit proposals in this regard to the Academic Council;
- (g) To formulate arrangements for the School to participate in the work of the different Centres of Studies in the University;
- (h) To promote and review research within the School and to submit reports on research to the Academic Council;
- (i) To consider and act on any proposal regarding the welfare of the students of the Schools;
- (j) To perform all other functions which may be prescribed by the Act, Statutes and Ordinances, and to consider all such matters as may be referred to it by the Executive Council, the Academic Council or the Vice-Chancellor; and
- (k) To delegate to the Dean, or to any other member of the Board or to a Committee such powers, general or specific, as may be decided upon by the Board from time to time.

Meetings

- (a) The Board shall hold at least two ordinary meetings in an Academic year, one in each semester;
- (b) The Dean may convene special meetings of the Board at his own initiative or at the suggestion of the Vice - Chancellor or on a written request from at least one-fifth of the members of the Board.

Quorum

The quorum for the meeting of the Board shall be one-third of its total members.

Notice

Notice for any meeting of the Board shall be issued at least 14 days before the date fixed for the meetings.

The Dean may convene emergency meeting of the Board at short notice.

Rules of Business

Rules of conduct of the meetings shall be as prescribed by the Regulations in this regard.

Notwithstanding anything contained in this ordinance the Vice Chancellor may take such measures as may be necessary for removal of doubts/difficulties and to resolve any other extraordinary issue.

ORDINANCE No. 30

CONVOCATION (*Section 28(0) and Statute 29*)

Convocation for the purpose of conferring Degrees shall be held on such date and place as may be fixed by the Executive Council/Vice-Chancellor. The convocation may be held in the second week of September **or any other date convenient to the chancellor/VC**

Special Convocation

A special Convocation may be held at such time as may be decided by the Executive Council for the purpose of conferring Honorary Degrees in accordance with the procedure or for the purpose of conferring other Degrees under special circumstances on the recommendation of the Academic Council.

The Convocation shall consist of the body corporate of the University. The Chancellor shall preside over at the Convocations of the University held for conferring Degrees **when he is present.**

Notice

Not less than four weeks' notice shall be given by the Registrar for meetings of the relevant statutory authorities for the Convocation.

The Officer concerned shall, with the notice, issue to each member of the Convocation, a programme of the procedure to be observed thereat.

The candidates who have passed their examinations in the years since the last Convocation shall be eligible to be admitted to the Convocation.

Provided that in case the Convocation is not held in a particular year, the Vice -Chancellor shall be competent to authorise admission of successful candidates in the year to their respective Degrees in absentia and issue the degrees on payment of prescribed fee.

Application

A candidate for the Degree must submit to the Officer concerned his/ her application on or before the date prescribed for the purpose for admission to the Degree at the Convocation in person along with the prescribed fee.

Such candidates who are unable to present themselves in person at the Convocation shall be admitted to the Degree in absentia by the Chancellor and their Degrees shall be given by the Controller of Examinations on application and payment of the prescribed fee.

Fees

The fee for admission to the Degree at the Convocation in person and in absentia shall be fixed by the University.

Honorary Degree

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

The presentation of the persons at the Convocation on whom Honorary Degrees are to be conferred shall be made by the Vice -Chancellor or by a person nominated by him.

Academic Dress

The Academic Dress of the University for the Convocation shall be as prescribed by the University. Candidates at the Convocation shall wear Academic Dress (gowns) appropriate to their respective Degree as specified by the University. No candidate shall be admitted to the Convocation who is not in proper Academic Dress as prescribed by the University.

Convocation Procedure

The Convocation Procedure shall be as laid down in the Regulations.

Notwithstanding anything contained in this ordinance the Vice Chancellor may take such measures as may be necessary for removal of doubts/difficulties and to resolve any other extraordinary issue.

ORDINANCE No. 31

AWARD OF FELLOWSHIPS, SCHOLARSHIPS, STUDENTSHIPS, MEDALS AND PRIZES

(Section 6 (1) (xii) and Section 28 (1) (f))

1. In order to encourage meritorious and deserving students to pursue Programmes of studies and research in the University without great financial strain, the University shall strive to provide for adequate number of Scholarships, Fellowships, Studentships and Free-ships, for financial help, and also provide for award of Medals and Prizes.
2. There shall be instituted Scholarships in every programme to be awarded to the students of the University and Institutions (wherever applicable) subject to availability of funds. Rules for award of the same will be laid down in the Regulations.
3. There shall be fee concession in the form of half and full Free-ships of tuition fee in each School and teaching Departments as per norms of the UGC.
4. There shall also be a scheme of merit Scholarship, subject to availability of funds, where the first and second rank holders in every programme will be awarded Scholarship the quantum of which shall be decided by the University from time to time.
5. All types of Scholarships and Free ships shall be administered at the University level by a Committee to be constituted by the Vice-Chancellor.
6. There shall be Fellowships instituted in the University, subject to availability of funds, for studies or research as approved under the norms of UGC or other funding Agencies from time to time.
7. There shall be a scheme to award medals/ prizes to the meritorious students of the University and Institutions (wherever applicable) for their best performance in various University Examinations.
8. The University shall have power to institute endowments from time to time in accordance with the Central Universities Act, 2009.
9. There shall also be a Committee constituted by the Vice-Chancellor for administration of each endowment and to implement the objectives of the endowment.
10. Detailed guidelines shall be framed from time to time by the Executive Council governing the administration of Scholarships, Free-ships, Fellowships, Medals and other such endowments created in the University.

Notwithstanding anything contained in this ordinance the Vice Chancellor may take such measures as may be necessary for removal of doubts/difficulties and to resolve any other extraordinary issue.

ORDINANCE No. 32

FUNCTIONS AND DUTIES OF THE DEPARTMENTS IN THE SCHOOL

(Statute 15(5) (b) of the Act)

Constitution of the Department

Each Department in a School shall consist of the members as given in the Statutes 15(5) (b) and also such other persons as are designated members of the Department by the School Board concerned on the recommendations of the Department concerned.

Duties of the Department

Duties of the Department shall be:

- (a) To admit students to the various Programmes offered and to suggest the procedure for such admissions;
- (b) To suggest the pattern and the schedule of sessional evaluation for each course offered by the Department;
- (c) To make proposal to the Academic Council, through the School Board, regarding the creation and abolition of teaching posts;
- (d) To propose and facilitate research projects to be taken up by the members of the Department individually and in groups;
- (e) To propose and suggest the curriculum and reference and other reading materials for the programmes of study to the BoS.
- (f) To constitute Committees from its members and to assign to these Committees specific functions falling within its competence;
- (g) To appoint from amongst its teachers advisers to students;
- (h) To propose schemes for and help in the maintenance and improvement of the standards of various Programmes of study and research of the subject in the department; and
- (i) To perform such other functions as may be assigned to it by the concerned School or the Vice-Chancellor.

Notwithstanding anything contained in this ordinance the Vice Chancellor may take such measures as may be necessary for removal of doubts/difficulties and to resolve any other extraordinary issue.

ORDINANCE No. 33

APPOINTMENT OF EXAMINERS

[Section 28(1)(g), Statute 12(2)(xiv)]

I. FOR UNIVERSITY CONTINUOUS AND END SEMESTER EXAMINATIONS

The University continuous assessment examinations shall be conducted by the concerned faculty member and end semester examinations shall be conducted by the Controller of Examinations.

II. FOR UNIVERSITY ENTRANCE EXAMINATIONS

The examiners for entrance examinations (if conducted) for admission to various Programmes of the University shall be appointed by the Vice-Chancellor on the basis of the recommendations of the Deans of the Schools concerned who will also recommend the syllabus and format for the same.

However, wherever common entrance exam is conducted, the participating Universities will decide the norm of evaluation.

Notwithstanding anything contained in this ordinance the Vice Chancellor may take such measures as may be necessary for removal of doubts/difficulties and to resolve any other extraordinary issue.

ORDINANCE No. 34

**APPOINTMENT OF ADJUNCT FACULTY MEMBERS & SCHOLARS IN
RESIDENCE**

(Section 6(1) (viii) and (xvi) and Section 28(1)(0)t)

The Guidelines for empanelment of Adjunct Faculty in the University shall be in accordance with guidelines issued by the UGC from time to time.

ORDINANCE No. 35

POWERS AND FUNCTIONS OF THE DEAN, STUDENTS' WELFARE

(Section 28 (1) (/) and (o) of the Act)

1. The Dean of Students' Welfare shall be appointed from amongst the Professors or from amongst such associate professors as have a standing of not less than 4 years as associate professor in the University. By the Executive Council on the recommendation of the Vice chancellor and shall discharge his duties in addition to his own duties as teacher and shall be entitled to such allowance and facilities as may be determined by the Executive Council.
2. The Dean of Students' Welfare (DSW) shall look after the general welfare of the students outside the classroom which contribute to the growth and development of their personality. The DSW shall endeavour to promote understanding among the students of fuller realisation of their objects through fruitful intellectual, social, cultural and corporate life in the University.
3. The DSW shall assist the Vice-Chancellor in all matters affecting, students generally and shall exercise such powers and perform such other duties as assigned to the DSW by the Vice-Chancellor.
4. In addition to all other duties, the DSW shall perform duties and functions in respect of the following matters in consultation and coordination with other relevant Officers and units of the University:
 - a. arrangement of facilities for educational tours and excursions and participation in sports activities outside the University;
 - b. organisation of social and cultural activities with student participation;
 - c. organisation of student bodies in the University and their functioning;
 - d. student-teacher relationship;
 - e. financial aid to needy students;
 - f. securing fellowships or scholarships for further studies in the country or abroad;
 - g. health and medical services;
 - h. student counselling;
 - i. special arrangement to be provided, if any, to women students, and differently abled students;
 - j. liaison between University administration and students;
 - k. student-information services;
 - l. alumni association; and
 - m. Issue of certificates as authorized and delegated by the Vice-Chancellor.
5. The DSW shall maintain essential particulars of each student from the date of his enrolment in the University.
6. The DSW may communicate with the parents/ guardians of the students in respect of any matter requiring assistance and cooperation of the parents/guardians.
7. The DSW will function under the control of the Vice-Chancellor and will be a member of Discipline Committee and other Committees involving students and student's matters.
8. The DSW shall report to the Vice-Chancellor cases of students who require special

attention or whose conduct and activities are not in the best interests of the University or who are not likely to profit by their continuance in the University.

Notwithstanding anything contained in this ordinance the Vice Chancellor may take such measures as may be necessary for removal of doubts/difficulties and to resolve any other extraordinary issue.

New statutes on Dean Students Welfare

A new statute with number 8(A) may be incorporated in the statute of the university as below:-

8 (A) Dean of Students Welfare:

(1)The Dean of students Welfare shall be appointed by the Executive Council On the recommendation of the vice chancellor.

(2)The Dean of Student's welfare shall exercise such powers and perform such duties as may be detailed in the ordinances.

ORDINANCE No. 36

FLOATING POSTS *(Section 28(0) of the Act)*

1. There shall be a few floating posts of Professors, within the overall sanctioned posts by the University Grants Commission.
2. These posts shall not be assigned to any particular Department but shall be made available to certain Departments which may be finding it difficult to fill up certain vacancies by the normal procedure.
3. Persons appointed against these posts will be eminent scholars including those who may have retired as Professors from this University or any other University or similar institutions of higher learning in India or abroad.
4. All appointments under floating posts will initially be made ordinarily for one year and efforts continued for filling these posts in the normal programme.

Provided that no floating appointment shall be renewed at the end of the year if the vacant post in the Department is filled up.

5. No appointment letters to persons appointed under the floating posts shall be issued unless the appointee enters into a contract with the University as per Proforma Prescribed for 'Contract Appointment'.
6. Persons appointed under these posts shall be eligible to draw the pay last drawn or as fixed by the Executive Council on recommendation of the Vice Chancellor, in accordance with the U.G.C. guidelines in this regard.

Notwithstanding anything contained in this ordinance the Vice Chancellor may take such measures as may be necessary for removal of doubts/difficulties and to resolve any other extraordinary issue.

ORDINANCE No. 37

ADMISSION, ENROLMENT, MIGRATION AND TRANSFER OF STUDENTS

(Section 28(o) of the Act)

No student shall be eligible for admission to any Under-Graduate or Post-Graduate Programme of study under this University on migration from any other University or Board unless he has passed the equivalent examination or examinations of the University or Board as prescribed by the Ordinances for admission to the concerned Programmes or courses by this University.

Provided that the application for admission must be supported by:

- (a) A migration/no objection certificate from the concerned University/ Board; and
- (b) A certificate from the Head of the Institution, in which last studied testifying the record of attendance and conduct of the student.

Provided that the application of a student who has not completed his Programme of study and has not appeared at the examination for which he was **studying** in any other University or Board in India shall be considered for admission in a Programme of this University whose pattern and syllabi are similar to that Programme studied by him in the former University/Board.

Notwithstanding anything contained in this ordinance the Vice Chancellor may take such measures as may be necessary for removal of doubts/difficulties and to resolve any other extraordinary issue.

ORDINANCE No. 38

DEANS' COMMITTEE

(Section 28 (1) (/) and (0) of the Act)

1. The University shall constitute a Committee of Deans of the University to be known as the Deans' Committee.
2. The Deans' Committee shall comprise the following:
 - (i) The Vice-Chancellor- Chairperson (Ex-Officio)
 - (ii) All Deans of Schools Members (Ex-Officio)
 - (iii) Registrar - Secretary
3. The functions of this Committee will be as follows:
 - a. To recommend deputation of teachers for International Conferences;
 - b. To consider such matters as may be necessary arising from the conduct of examinations, standard of results, etc.;
 - c. To consider general administrative matters relating to functioning of Schools and Departments; and
 - d. To consider such other matters as may be assigned to it by the Executive Council or may be referred to by the Vice-Chancellor.
4. The meetings of the Deans' Committee shall be convened by the Chairperson.
5. The quorum of the Committee shall be 1/3rd of the total number.
6. The rules of conduct of meetings shall be as may be prescribed by Regulations in this regard.

Notwithstanding anything contained in this ordinance the Vice Chancellor may take such measures as may be necessary for removal of doubts/difficulties and to resolve any other extraordinary issue.

ORDINANCE No. 39

PROGRAMMES OF STUDY

(Section 28 (b))

1. There shall be programmes of study in the University for the Degrees, Diplomas and Certificates in various Schools as decided by the University and approved by the competent body from time to time. **Provided that the degree to be awarded by the University shall be from the list of specified degrees under section 22(3) of the UGC Act 1956 and as amended from time to time.**

The Regulations in respect of all the programmes above shall be framed by the University.

2. In addition to the above the Academic Council shall have the power to introduce, modify or discontinue a programme on the recommendations of the concerned School Board.

1. The percentage of marks as given in the minimum eligibility requirements and allotted seats shall be approved by the Academic Council from time to time.
2. The Degrees/Diplomas/Certificates as decided by the University in the minimum eligibility conditions shall be from those Universities/ Institutions/ Boards which have been recognised by the University.

Notwithstanding anything contained in this ordinance the Vice Chancellor may take such measures as may be necessary for removal of doubts/difficulties and to resolve any other extraordinary issues.

ORDINANCE No. 40

ADMISSION COMMITTEE (Section 6(xviii))

There shall be Admission Committee for all the programmes in each School /Department for regulating the admissions to all programmes offered in the University comprising the following:

- | | | |
|-------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| (i) | The Dean of the School concerned
(in case of single discipline Schools) /
Head of the Department | Chairman |
| (ii) | One faculty member, not below the
rank of an Associate Professor to be
nominated by the Dean | Member |
| (iii) | Three teachers, one each from amongst
the Professors, Associate Professors and
Assistant Professor by rotation | Members |
| (iv) | One person each representing SC/ST/OBC/
women and Minority candidates from the
teaching community preferably if not already
represented by the above members | Members |

2. The Committee shall

- i. Scrutinize the Application Forms for admission of the candidates in accordance with the conditions of admission prescribed by the Academic Council from time to time;
- ii. Conduct the Admission Test(s) and/or Interview; or as otherwise provided.
- iii. However in case of Common Entrance test, the performance in such test will form the basis for subsequent admission process.
- iv. After the evaluation of the Admission test(s), a reasonable number of candidates from each category will be called for admission to the programme concerned subject to their scoring the minimum cut-off marks in the entrance test for admission to different programmes as prescribed by the Admission Committee:
- v. Prepare the merit list based on the marks obtained by the candidates in the Admission Test and/or Interview;
- vi. Prepare a list of the candidates selected for admission to be submitted by the Chairman of the Committee to the Dean of the School concerned;
- vii. Suggest methods to improve reliability and standard of the entrance test(s).

2.1 The members of the Committee other than ex-officio members shall hold office for a term of one academic year.

2.2 In case of non-availability of any teacher from any of the aforesaid categories, the Head of the Department may appoint another teacher from the remaining categories of the teachers by rotation.

2.3 The Chairman of Admission Committee may co-opt not more than three members of the Department/Centre representing different areas of specialisation under intimation to the Vice-Chancellor.

2.4 Not less than 50% of total number of members of the Committee shall form the quorum.

Notwithstanding anything contained in this ordinance the Vice Chancellor may take such measures as may be necessary for removal of doubts/difficulties and to resolve any other extraordinary issues.

ORDINANCE No. 41

RESERVATION OF SEATS AND OTHER SPECIAL PROVISIONS FOR ADMISSION

(Section 7)

1. Reservation of Seats

Reservation of seats shall be in accordance with the provisions of the Central Educational Institutions (Reservation in Admission) Act 2006 and Circulars of Government of India issued and amended in this regard from time to time.

- 1.1 Candidates seeking admission under the reserved categories shall be required to fulfil the prescribed eligibility conditions for admission to the Course.
- 1.2 The relaxation in the minimum prescribed percentage of marks in the qualifying examination for admission to a Course shall be permissible only in one of the categories.
- 1.3 If a candidate in the reserved category qualifies for admission in the general category he/she shall be transferred to the general category without prejudice to the number of seats already allocated in that category which will be offered to the next eligible candidate in that category.
- 1.4 If sufficient number of candidates are not available in OBC category, such vacant seats shall be transferred to the general category.
- 1.5 The relaxation of marks as given in Para 3.1 (b) and 3.2 (a) below will not be applicable to the candidates applying for the admission to Part – time/ Evening Courses in the University.

2. Scheduled Castes and Scheduled Tribes

22.5% of seats in all Courses will be reserved for Scheduled Castes and Scheduled Tribes candidates in the following order:

- 2.1 15% of seats will be reserved for Scheduled Castes and 7.5% for Scheduled Tribes.
- 2.2 The reservation, as mentioned in sub-para (2.1) above, is interchangeable, i.e., if sufficient number of candidates is not available to fill up the seats reserved for Scheduled Tribes, they may be filled up by suitable candidates from Scheduled Castes and vice-versa.
- 2.3 Candidates belonging to Scheduled Castes and Scheduled Tribes will be given relaxation to the extent of 5% in the aggregate of marks obtained in the qualifying examination. **Further relaxation where necessary may be allowed so that seats reserved for them are completely filled by that category.**
- 2.4 The Application Form of a candidate in this category must be submitted along with a Certificate of Verification from one of the following authorities:
 - a) District Magistrate/Additional District Magistrate/ Collector/Deputy Commissioner/ Additional Deputy Commissioner/Deputy Collector/First Class Stipendiary Magistrate/City Magistrate (not below the rank of First Class Stipendiary Magistrate /Sub-Divisional Magistrate/ Taluka Magistrate/Executive Magistrate/ Extra Assistant Commissioner.
 - b) Chief Presidency Magistrate/ Additional Chief Presidency Magistrate/ Presidency Magistrate.
 - c) Revenue Officer not below the rank of Tahasildar.
 - d) Sub-Divisional Officer of the area where the candidate and/or his/her family normally resides.
 - e) Administrator/Secretary to Administrator/Development Officer (Laccadive and Minicoy Islands).
 - f) An Application Form received without certificate is liable to be rejected.

- 2.5 The vacant seats of SC/ST which could not be filled, due to non-availability of either Scheduled Caste or Scheduled Tribe candidates or both, with the pass marks in the entrance test, if any, may be thrown open to the general category in that year provided this has been notified to the Special Commission for Scheduled Castes/Tribes of University Grants Commission and Ministry of Human Resource Development and concurrence has been obtained.

3. Special provision for Admission

3.1 Outstanding Players

- (a) A specified number of seats in both the under-graduate and post-graduate Courses, may be earmarked by the Academic Council for admission of outstanding players and sports persons, who have represented their Universities/Region/State, provided that they fulfil the minimum eligibility requirements prescribed for seeking admission to various Courses.
- (b) Relaxation to the extent of 5% of marks in the aggregate or in the subject, as the case may be, will be given to such candidates.
- (c) Such students will be nominated by the Vice-Chancellor over and above the seats allotted to each Course, on the recommendation of the Games and Sports Committee.

3.2 N. C. C. Cadets

- (a) Relaxation to the extent of 5% of marks in the aggregate or in one subject, as the case may be, will be given to NCC Cadets having the following NCC Certificates for admission to all Courses:
- (i) "A" Certificate for admission to undergraduate Courses.
 - (ii) "B" or "C" Certificate for admission to a postgraduate Course.
- (b) Students admitted on the basis of NCC will have to continue in the NCC at least for one year.
- (c) The relaxation of marks on the basis of NCC Certificate shall be permissible only on the production of a certificate duly verified by the NCC Officer

3.3 N. S. S. Volunteers

NSS volunteers who have attended two 10 days' Special Camps and one National Integration Camp or Republic Day Camp may be provided a relaxation of 2% marks in the aggregate or in one subject as the case may be, for admission to all Courses.

Relaxation of marks given on the basis of NSS Certificates shall be permissible on the production of relevant Certificates.

3.4 Persons with Disabilities

3% of seats in all Courses will be reserved for PWD candidates as per the GOI norms and relaxation to the extent of 5% marks in the prescribed percentage of marks for the admission in all programmes / Courses may be given to the PWD candidates, provided they produce a Certificate from a competent authority and qualify the admission test and interview.

4. Other Reservations

As prescribed by the UGC from time to time.

Notwithstanding anything contained in this ordinance the Vice Chancellor may take such measures as may be necessary for removal of doubts/difficulties and to resolve any other extraordinary issue.

ORDINANCE No. 42

STUDENTS DISCIPLINE (*Section 6(xxii), Statute 28(1)*)

1. Discipline includes the observance of good conduct and orderly behaviour by the students of the University;
2. The following and such other Rules as framed by the University from time to time shall strictly be observed by the students of the University;
 - 2.1 Every student of the University shall maintain discipline and consider it his/her duty to behave decently at all places;
 - 2.2 No student shall visit places or areas declared by the University as "Out of Bounds" for the students;
 - 2.3 Every student shall always wear on his/her Identity Card issued by the competent authority;
 - 2.4 Every student, who has been issued the Identity Card, shall have to produce or surrender the Identity Card, as and when required by the University;
 - 2.5 Any Student found guilty of impersonation or of giving a false name shall be liable to disciplinary action;
 - 2.6 The loss of the Identity Card, whenever it occurs, shall immediately be reported in writing to the competent authority; and
 - 2.7 If a student is found to be continuously absent from Classes without information for a period of 15 days in one or more Classes, his/her name shall be struck off the rolls. He/she may, however, be readmitted within the next fortnight by the Dean on payment of the prescribed readmission fee etc. He/she will not be readmitted beyond the prescribed period.
3. Indiscipline shall include:
 - 3.1 Irregularity in attendance, persistent idleness or negligence or indifference towards the work assigned;
 - 3.2 Causing disturbance to a Class or the Office or the Library or the auditorium or the Play Ground etc.;
 - 3.3 Disobeying the instructions of teachers or the authorities;
 - 3.4 Misconduct or misbehaviour of any nature at the Examination Centre;
 - 3.5 Misconduct or misbehaviour of any nature towards a teacher or any employee of the University or any visitor to the University;
 - 3.6 Causing damage, spoiling or disfiguring to the property/equipment of the University;
 - 3.7 Inciting others to do any of the aforesaid acts;
 - 3.8 Giving publicity to misleading accounts or rumour amongst the students;

- 3.9 Mischief, misbehaviour and/or nuisance committed by the residents of the hostels;
 - 3.10 Visiting places or areas declared as 'out of bounds' for the students;
 - 3.11 Not producing the Identity card issued by the University;
 - 3.12 Refusing to produce or surrender the Identity Card as and when required by Proctorial Staff of the University;
 - 3.13 Any act and form of sexual harassment, ragging or discrimination on the basis of caste, category, religion, race; and
 - 3.14 Any other conduct anywhere which is considered to be unbecoming of a student.
4. Students found guilty of breach of discipline shall be liable to such punishment, as prescribed below:
- (1) Fine; (2) Campus Ban; (3) Expulsion; and (4) Rustication.

However, no such punishment shall be imposed on an erring student unless he/she is given a fair chance to defend himself /herself. This shall not preclude the Vice- Chancellor from suspending an erring student during the pendency of disciplinary proceedings against him/her.

5. All powers relating to discipline and disciplinary action in relation to the student shall vest in the Vice-Chancellor. However, the Vice-Chancellor may delegate all or any of his powers as he deems proper to the competent authority or to the Discipline Committee as the case may be or any functionary of the University.
6. (i) Without prejudice to Section 11(5) and also Statute 28(1), there shall be a Discipline Committee comprising of the following members:
 - (1) Vice-Chancellor's nominee or Pro-Vice-Chancellor
 - (2) Dean Students' Welfare
 - (3) Deans of the Schools
 - (4) Chief Warden
 - (5) Warden, who shall be invited, when the matter concerning his/her Hostel is required to be placed before the Committee for consideration
 - (6) Proctor (Member/Secretary)
- (ii) Subject to any powers conferred by the Act and the Statute on the Vice-Chancellor, the Committee shall take cognizance of all matters relating to discipline and proper standards of behaviour of the students of the University and shall have the powers to punish the guilty as it deems appropriate.
- (iii) The said Committee shall, make such Rules as it deems fit for the performance of its functions and these Rules and any other Orders under them shall be binding on all the students of the University.
- (iv) The recommendations of the Discipline Committee shall be submitted to the Vice-Chancellor whose decision will be final and binding. However, the Vice- Chancellor, if he is of the opinion that the case merits' review, may refer the case back to the Discipline Committee for reconsideration.

- (v) Appeal against the decision of the Vice-Chancellor will be dealt in accordance with the provisions of Section 34 of the Central Universities Act 2009.
- (vi) One-third of the total members shall constitute the quorum for a meeting of the said Committee.

Notwithstanding anything contained in this ordinance the Vice Chancellor may take such measures as may be necessary for removal of doubts/difficulties and to resolve any other extraordinary issue.

ORDINANCE No. 43

VISITING PROFESSORS *(Section 6(xvi), Statute 12(xviii))*

1. A visiting Professor should be an eminent scholar in his/her field. Generally a person who has held or is holding the post of Professor / Director of a research Institutes or equivalent or a person who has achieved distinction outside the University sector, should be considered for appointment as Visiting Professor.
2. The Visiting Professor will be appointed by the Vice Chancellor within the overall sanctioned strength of the Professor in the University.
3. The maximum tenure of appointment of a Visiting Professor shall be two years and the minimum – not less than three months.
4. The University may appoint a person up to the age of 70 years as a Visiting Professor.
5. A Professor should not be appointed as a Visiting Professor in the same University in which he/she holds a post immediately before or after superannuation.
6. A superannuated Professor, not belonging to the University, on his appointment as Visiting Professor may be paid an honorarium @ Rs. 15,000/- per month as revised from time to time by the UGC excluding any superannuation benefits. Visiting Professor appointed for less than a month shall be paid on a pro-rata basis.

A person appointed as Visiting Professor from outside the country shall be paid an honorarium of up to Rs. 20,000/- per month as revised from time to time by the UGC.

7. The payment of honorarium to a serving Professor of an Indian University not drawing pay and allowances from his/her parent institution on his/her appointment as Visiting Professor will be determined on the basis of the salary drawn in the parent University plus 10 per cent of the salary drawn. The University would also contribute towards pensionary benefits or CPF/GPF as per usual rules.
8. In case a person serving in an Indian University is appointed as Visiting Professor, the honorarium payable should be determined on the basis of salary plus 10% of the basic pay plus dearness allowance, and other allowances, if any admissible (except conveyance allowance, if any) as per the rates of the parent University. The receiving University would also contribute towards pensionary benefits or CPF/GPF as per usual Rules.
9. It is expected that when a serving person is appointed as Visiting Professor, the parent University would give him/her duty leave without pay.
10. If a person working abroad on a permanent basis is invited as a Visiting Professor, the University may meet the cost of international air travel from its own resources. Visiting Professor appointed may be paid travel expenses within India in accordance with the Rules of the University.
11. Guest House accommodation will be provided free of charge by the host University, but food charges would be paid by the Visiting Professor.

Notwithstanding anything contained in this ordinance the Vice Chancellor may take such measures as may be necessary for removal of doubts/difficulties and to resolve any other extraordinary issue.

ORDINANCE No. 44

GAMES AND SPORTS COMMITTEE (Section 28(1))

1. (a) There shall be a Games and Sports Committee consisting of the following members, namely:
 - (1) Chairman, appointed by the Vice-Chancellor
 - (2) Dean Students' welfare
 - (3) Presidents of various Games and Sports Clubs
 - (4) One Outstanding Sportsman from among the students on rolls, nominated by the Chairman for a period of one year
 - (5) Director of Physical Education, who shall be the Ex-Officio Secretary of the Games and Sports Committee
- (b) The Chairman of the Committee shall hold office for a term of two years.

2. The Committee shall:
 - (1) make arrangements and supervise the games and sports of the University and frame Regulations in this regard;
 - (2) frame the budget for games and sports;
 - (3) allocate finances to the various Clubs;
 - (4) maintain the play-grounds, gymnasias, swimming pools of the University;
 - (5) hold contests, competitions, tournaments, athletic meets etc.;
 - (6) recommend to the Vice-Chancellor the names of outstanding players and sportsmen to be nominated for admission
 - (7) perform such other functions, as may be assigned to it by the Academic Council from time to time; and
 - (8) take measures to attract the sports talent available in the University. The Director, P/E will operate the budget under the supervision of DSW.

The Committee shall hold its meetings at least once in two months under the supervision of the DSW.

One-third of the total members shall form the quorum for a meeting of the Committee.

Notwithstanding anything contained in this ordinance the Vice Chancellor may take such measures as may be necessary for removal of doubts/difficulties and to resolve any other extraordinary issue.

ORDINANCE No. 45

COMMITTEE ON EQUIVALENCE OF EXAMINATIONS

(Section 28(10 (g)))

1. There shall be a standing Committee on Equivalence of Examinations consisting of the following members, namely:

- | | | |
|-----|---------------------------------------------------------------------------------------------------|-----------|
| (1) | Pro-Vice-Chancellor or nominee of Vice-Chancellor | Chairman |
| (2) | Deans of the Schools / Heads of the Departments | Members |
| (3) | One person nominated by the Academic Council from amongst its members for a period of three years | Member |
| (4) | Controller of Examinations | Member |
| (5) | Registrar | Secretary |

2. **The functions of the Committee shall be**

- (1) to consider the proposal in respect of the recognition of new programmes/courses/examinations of other Universities/Boards/ Institutions together with the report of the Dean of the School concerned who has examined the courses of study and the standard of the Courses and to recommend to the Academic Council the Examinations of other Universities/Boards/ Institutions including those of foreign Universities as equivalent to the corresponding Examinations of the University;
- (2) to examine and recommend to the Academic Council the withholding, suspension or cancellation/recognition to any examination/degree for such reasons and such time as it may deem fit;
- (3) to report to the Academic Council on all matters, which are referred to it;
- (4) to consider requests for recognition of Examinations received from other Universities and Institutions and submit its recommendations to the Academic Council;
- (5) to prepare a case of moving application for seeking recognition of Degrees/Diplomas and Certificates awarded by the University equivalent to the corresponding Degrees, Diplomas and Certificates of Universities and other institutions within and outside the country; and
- (6) the Committee may invite a domain expert, wherever necessary, to assist it in its functioning.

3. Not less than half the total number of members of the Committee shall constitute the quorum for a meeting of the Committee.

Notwithstanding anything contained in this ordinance the Vice Chancellor may take such measures as may be necessary for removal of doubts/difficulties and to resolve any other extraordinary issue.

ORDINANCE No. 46

TRANSFER OF CREDIT (Section 6(2) (iv))

This Ordinance is aimed at providing a framework for promoting and facilitating the Inter-university transfer and mobility of students across different Universities of India and abroad can work well. A fully evolved credit transfer scheme involves (a) transfer of credits by students of the University to other Universities/ educational institutions; and (b) acceptance of credits earned by a students from other Universities.

In the absence of a national qualification framework and credit transfer scheme, individual Universities can, at the most, create a facilitative mechanism for transfer of credit to other Universities/educational institution by prescribing a procedure for the issue of transcript to students seeking transfer of credit.

As regards acceptance of credit transfer from other Universities, an individual University can, even in the absence of a national policy, put in place a framework and procedure for accepting transfer of credits earned by their students from other Universities. However, due safeguards will have to be put in place to ensure that the credit transfer does not lead to dilution in the quality.

This Ordinance is aimed at prescribing:

- (a) procedure for facilitating and promoting transfer of credits earned by the students of the University to other Universities/educational institutions; and
- (b) policy framework, procedure and conditions for accepting transfer of credits earned by a student from other Universities/educational institutions.

Facilitation for Transfer of Credits to other Universities/ educational institutions

- 1) The University shall facilitate transfer of credits earned by its students to other Universities/educational institutions.
- 2) A student of the University seeking transfer of credit to other Universities/educational institutions shall submit a written request, along with the fee as prescribed by the Academic Council from time to time, to the Controller of Examination.
- 3) The Controller of Examination, upon receipt of such request, shall issue a complete transcript of the Courses taken by the student in the University and shall forward the application of the students to the University/educational institution concerned.

Policy and Procedure for accepting Credit Transfer from other Universities

The University shall have a policy of accepting transfer of credits earned by a student from the following Universities/educational institutions/research institutions:

- a) Universities recognised under Section 12(b) of the UGC Act.
- b) Universities that are members of the Association of Indian Universities.
- c) Such foreign University, the Courses/Programmes of which are recognised as equivalent to those of Indian Universities by the Association of Indian Universities.
- d) Indian Institutes of Technology (IIT)
- e) Indian Institutes of Management (IIM)
- i) National Institutes of Technology (NIT)
- f) Indian Institutes of Science Education and Research (IISER)
- g) Indian Institutes of Information Technology (IIIT)

- h) Schools of Planning and Architecture (SPA)
 - i) All India Institute of Medical Sciences (AIIMS)
 - j) National Institute of Science Education and Research (NISER)
 - k) Such Indian or Foreign University/educational institution/ research institution with which the University has signed an MOU for students and faculty exchange.
 - l) Any other University/ educational institution/ research institution that has been recognised and approved for the purpose of credit transfer by the Academic Council of the University.
- 4) Request for acceptance of transfer of credits shall:
- a) Be entertained only if received from such candidates who have been duly selected for admission in a Programme of study, as per the Rules and regulations governing admission in a University;
 - b) Have to be made by the student concerned within 10 days from the date of his/her admission in the University.
 - c) Have to be made in the prescribed format and along with the fees as prescribed by the Academic Council of the University from time to time.
 - d) Have to be supported by such documents as may be prescribed by the Academic Council.
- 6) Dean of the School concerned shall be the Nodal Office for receiving and processing the request for accepting the transfer of credits. To facilitate and expedite the process, the Dean may constitute a committee comprising a senior faculty as chairman and two to three faculty members to process and finalise the request for acceptance of credit.
- 7) The maximum credits that can be accepted for transfer shall not exceed 20% of the total credits required for the completion of the Programme of study in which a student has been admitted. Only such Courses may be considered for acceptance of credit transfer, in which the student has secured at least B grade or 50% marks, as the case may be. In case a student has earned more credits from other Universities/educational institutions/research institutions, the student may indicate his/her preference for credit transfer. However, the decision of the Dean of the School/Admission Committee concerned in this regard shall be considered as final.
- 8) The credit equivalence for accepting credit transfer shall be determined as under:
- a) for credit earned by students from Universities that have the credit system in place, a Course work requiring 10 hours of contact hours shall be considered as equivalent to 1 credit of the University; and
 - b) for Courses completed from Universities/ educational institutions/research institutions that do not follow credit system but have semester system in place, a course work requiring a minimum 30 lecture hours per semester shall be considered as equivalent to 3 credits of the University; and
 - c) for Courses completed from Universities/educational institutions/ research institutions that neither follow the credit system nor have the semester system, a Course work requiring formal classroom instruction/lab work of at least 3 hours per week it shall be considered as equivalent to 3 credits of the University.
- 9) The University may also permit its students to accumulate certain credits from other Universities/educational institutions/ research institutions in full or partial fulfilment of

the required Course work. In such cases:

- a) The student shall be required to obtain prior approval of the Dean of the School;
- b) The Courses can be undertaken only in the institutions specified in para 4 above;
and
- c) The maximum number of credits that can be accumulated by a student from other institutions shall not exceed 20% of the total credits prescribed for the successful completion of the programme of study.

Notwithstanding anything contained in this ordinance the Vice Chancellor may take such measures as may be necessary for removal of doubts/difficulties and to resolve any other extraordinary issue.

ORDINANCE No. 47

VISITING FELLOW

(Section 6(xvi) Statute 12(xviii))

1. A Visiting Fellow should be a Scholar of Eminence in his/her subject.
2. Superannuated persons up to the age of 70 years may also be considered for appointment as Visiting Fellow. The minimum tenure of a Visiting Fellow should not be less than a week and maximum-up to three months.
3. Senior Scholars not holding a University Professorship but holding an equivalent status in their parent Institution on their appointment as Visiting Fellow will also be paid an honorarium @ Rs. 600/- per day for the duration of his/her stay. The minimum tenure of a Visiting Fellow should not be less than a week and the maximum up to one year. The allowances may be revised from time to time as amended by UGC.
4. Travel expenses may be met in accordance with the Rules of the University.
5. The parent institution will grant academic leave with pay and usual allowance for the duration of the appointment as Visiting Fellow.
6. The host University would provide accommodation to the Visiting Fellow in the University Guest House free of charge, but food charges would be paid by the Visiting Fellow.

The same person may not be invited as Visiting Fellow more than once in a year, but the period of 3 months can be split up as desired by the University within the period of one year.

Notwithstanding anything contained in this ordinance the Vice Chancellor may take such measures as may be necessary for removal of doubts/difficulties and to resolve any other extraordinary issue within the framework of UGC Guidelines.

ORDINANCE No. 48

AWARD OF THE DEGREE OF MASTER OF PHILOSOPHY (M.PHIL.) (Amended in accordance with the UGC (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations 2016)

(Effective from the Academic Session 2016-17)

1. Admission to M.Phil. Programme:

- (a) The student intake in each Department shall not exceed 10 subject to availability of eligible faculty in the Department. Admission to the M.Phil. programme shall be made once a year in the odd semester.
- (b) All the available seats shall be notified 'category-wise' by the University, in advance.
- (c) Reservation of seats shall be notified in accordance with the latest guidelines of the UGC/University, as amended from time to time.

2. Eligibility:

2.1 A candidate shall be eligible for admission to the M.Phil. programme, if he/she holds: A Master's degree or a professional degree, declared equivalent to the Master's degree by the

corresponding statutory regulatory body, with at least 55% marks in the aggregate or its equivalent grade 'B' in the UGC 7-point-scale (or an equivalent grade in a point-scale wherever grading system is followed) or an equivalent degree from a foreign educational institution accredited by an Assessment and Accreditation Agency which is approved, recognised or authorised by an authority, established or incorporated under a law in its home country, or any other statutory authority in that country for the purpose of assessing, accrediting or assuring quality and standards of educational institutions.

2.2 A relaxation of 5% of marks, from 55% to 50%, or an equivalent relaxation of grade, may be allowed for those belonging to the SC/ST/OBC (non-creamy layer)/Differently-abled and other categories of candidates, as per the decision of the Commission from time to time, or for those who had obtained their Master's degree prior to 19th September, 1991. The eligibility marks of 55% (or an equivalent grade in a point scale wherever grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible based only on the qualifying marks without including the grace mark procedures.

2.3 The cases of students who have passed examination outside the Indian Universities system and who may not have obtained a Master's degree in relevant subject may be considered for admission to the programme, subject to the condition that each case shall be examined on its own merit by the Admissions Committee and in accordance with the recommendations of the Equivalence Committee.

3. Procedure for Admission:

3.1 The University shall conduct an Entrance Test, with the qualifying marks as 50% (a relaxation of 5% of marks may be allowed for those belonging to the SC/ST/OBC (non-creamy layer)/ Differently-abled and other categories of candidates as per the decision of the Commission from time to time). The syllabus of the Entrance Test may consist of 50% of research methodology and 50% may be subject-specific. The Entrance Test shall be conducted at the centre(s) notified in advance by the University.

The candidates who have cleared the UGC/CSIR-NET/JRF/SLET/SET/GATE and Teacher-Fellowship-holders shall be exempted from Entrance Test.

3.2 Admission shall be based on the performance of the qualified candidates in an interview/viva-voce to be organised by the Department where the candidates shall be required to discuss their research interest/area through a presentation before a duly constituted Departmental Research Committee (DRC).

4. Departmental Research Committee (DRC):

All matters related to the M. Phil. Programme shall be dealt with by the concerned DRC in each Department. Academic matters related to the research programme shall be supervised by a Departmental Research Committee, consisting of the following:

- (i) Head of the Department (Chairman); (ex-officio)
- (ii) All the Professors of the department; (ex-officio)
- (iii) Associate Professors in the Department subject to a maximum of two, by rotation according to seniority;
- (iv) Two Assistant Professors in the Department qualified to be Research Supervisor(s), by rotation according to seniority; and
- (v) One external expert to be called by the Head of Department out of the panel drawn by the BoS

Where the Department has a strength of less than ten teachers, all faculty members eligible to be research (Ph.D.) supervisors shall be members of the Departmental Research Committee. The term of the members of the Departmental Research Committee, except the ex-officio members, shall be for a period of two years.

At least, 50% of the members shall be required to be present in the meeting to form the quorum with the presence of the Chairman or his/her representative as mandatory.

Provided that where no teacher is eligible to be the Head, the Teacher-in-charge, if eligible to be Research Supervisor, shall convene the meetings of the DRC as its convener, failing which the members of the DRC shall elect one of the members present at the meeting as Chairperson of the committee for the said meeting.

5. Registration:

Registration for courses shall be the sole responsibility of a student. No student shall be allowed to do a course without registration and no student shall be entitled to any credit in the course unless he/she has been formally registered for the course/paper by the due date announced by the University.

6. Course Work:

There shall be a compulsory Course Work of minimum one-semester duration. The School Board/Board of Studies/Departmental Research Committee shall prescribe the Course(s)/Papers and specify the methodology and instructional devices to be used. Every such course shall carry such credits as may be approved by the Academic Council on the recommendation of the Departmental Research Committee/Board of Studies/ School Board.

Provided, however, that a student may, with the permission of Department/Centre concerned, be allowed to add or substitute course(s) from his/her own department or from other departments following the spirit of Choice-Based Credit System (CBCS) within the period of three weeks from the commencement of the semester. A course opted from other departments or from outside the prescribed syllabi of M.Phil. Course Work shall not be counted towards calculation of the minimum credit requirements to qualify the Course Work.

Provided further that a student may, with the permission of Department/Centre concerned, be allowed to drop course(s) latest by the dates prescribed by the University for Odd and Even Semesters.

No student shall be allowed to add, substitute and/or drop a course after these deadlines. Provided further that if a student has taken more” courses than the prescribed number and has secured the grade higher than ‘F’ in each course, then the best grades of the required number of courses shall be taken into account for calculation of CGPA for the purpose of deciding his/her case for completion to the M.Phil. programme.

Definitions

6.1 “Course” means a Semester Course.

6.2 “Credit”(C) is the weightage assigned to a course in terms of contact hours.

6.3 “Grade” means a letter grade assigned to a student on the basis of evaluation of a course on a ten point scale.

6.4 “Grade point” (G) means the numerical equivalent of a letter grade assigned to a student in the ten point scale.

6.5 “Semester Grade Point Average (SGPA)” means the grade point average of a student calculated in the following manner:

$$SGPA (S_i) = \frac{\sum(C_i \times G_i)}{\sum C_i}$$

where C_i is the number of credits of the i^{th} course, G_i is the grade point scored by the student in the i^{th} course and the summation is over all the courses being considered in that semester.

6.6 “Cumulative Grade Point Average” (CGPA) means a cumulative index grade point average of a student calculated in the following manner:

$$CGPA = \frac{\sum(C_{si} \times S_i)}{\sum C_{si}}$$

where S_i is the SGPA of the i^{th} semester, C_{si} is the total no. of credits in that semester and the summation is over-all the semesters being considered.

7. Duration of the M.Phil. Programme:

The entire M.Phil., programme, including M.Phil. dissertation, shall be completed ordinarily in 2 (two) consecutive semesters/one year. The M.Phil. course work shall ordinarily be completed in the first semester.

No registration shall be permissible beyond the maximum period of four semesters from the date of admission to the programme.

The women candidates and Persons with Disability (more than 40% disability) may be allowed a relaxation of one year. In addition, the woman candidate may be provided Maternity Leave/Child-Care Leave once in the entire duration of M.Phil. for up to 240 days.

In exceptional circumstances, to be recorded in writing and with proper documentation, the Head of the department may grant an extension for submission of dissertation by period of upto one month.

Beyond the above-mentioned requests for extension in exceptional cases and for reasons to be recorded in writing, the Academic Council/Vice-Chancellor may allow a student to submit his/her dissertation during the third consecutive semester from the date of admission on the recommendations of DRC/BOS.

However, the maximum duration of the M.Phil. programme may not exceed four semesters/two-years from the date of admission.

8. Credit Requirements:

No student admitted to the programme shall be eligible for the award of M.Phil. degree unless he/she secures 24 credits in all out of which at least 12 credits shall be for Course Work (including Research Techniques/Methodology) and 12 credits for the dissertation.

An M.Phil. scholar has to obtain a minimum CGPA of 5.5 in the 10-point scale, or its equivalent percentage of marks, in the course work in order to be eligible to continue in the programme and submit the dissertation/thesis.

There shall be 60% weightage for the Course Work End-semester examinations and 40% weightage shall be given as internal assessment on the basis of assignments/presentations/projects and other research-based activities during the semester.

The candidate failing to obtain a minimum SGPA/CGPA of 5.5 in Course Work in the first Semester may be allowed to continue with provisional registration for a maximum period of one more semester during which he/she would be required to score the minimum required CGPA. He/She shall be allowed to reappear in the next end-semester examination. No further chance shall be given to him/her.

Besides, a student, in order to be eligible for the award of the M.Phil. Degree of the University, must have a minimum Cumulative Grade Point Average (CGPA) of 5.5 (inclusive of dissertation and course work).

9. Attendance Requirement:

A student must have at least 75% attendance in order to be eligible to appear in the end-semester examination of the Course Work.

The Head of the Department may consider, on the basis of the Medical Certificates produced, exceptionally hard cases of students who had fallen seriously ill or had met with an accident during the year, disabling them from attending the classes for a certain period, with a view to determining whether the lectures etc., delivered during the said period, or a part thereof, could be excluded for purposes of calculation of attendance of the year and decide each case on its own merits.

The benefit of exclusion of lectures shall, in no case, exceed 1/3rd of the total number of lectures/presentation/tutorials delivered.

10. Appointment of Supervisor:

10.1 The School Board/BoS, on the recommendation of the DRC, shall appoint any regular Professor of the University, having at least five research publications in refereed journals and any regular Associate/Assistant Professor of the university with a Ph.D. degree and at least two research publications in refereed journals as Research Supervisor; provided that in areas/disciplines where there is no or only a limited number of refereed journals, the Institution may relax the above condition for recognition of a person as Research Supervisor, with reasons recorded in writing.

10.2 Only a full-time regular teacher of the University can act as a supervisor. The external supervisors shall not be allowed. However, a Co-Supervisor can be allowed in inter-disciplinary areas from other departments of the same institute or from other related institutions with the approval of the Research Advisory Committee.

10.3 The allocation of Research Supervisor for a selected research scholar shall be decided by the School Board/BoS on the recommendation of the DRC concerned depending on the number of scholars per Research Supervisor, the available specialization among the Supervisors, and research interests of the scholars as indicated by them at the time of interview/viva voce or classroom presentation.

10.4 In case of topics which are of inter-disciplinary nature where the Department concerned feels that the expertise in the Department has to be supplemented from outside, the Department may appoint a Research Supervisor from the Department itself, who shall be known as the Research Supervisor, and a Co-Supervisor from outside the Department/ School on such terms and conditions as may be specified and agreed upon by the consenting Institutions.

10.5 A Research Supervisor/Co-supervisor who is a Professor, can not, at any given point of time, guide more than three (3) M.Phil. scholars. An Associate Professor as Research Supervisor can guide up to a maximum of two (2) M.Phil. scholars and an Assistant Professor as Research Supervisor can guide only one (1) M.Phil. scholar.

10.6 In the case of relocation of a female M.Phil. scholar due to marriage or otherwise, the research data shall be allowed to be transferred to the University to which the scholar intends to relocate provided all the other conditions are followed in letter and spirit and the research work does not pertain to the project secured by the parent institution/ supervisor from any funding agency. The scholar shall, however give due credit to the parent guide and the institution for the part of research already done.

10.7 In case a Supervisor under whose supervision a dissertation has been prepared in part or in full ceases to be a teacher of the University, he/she may, subject to his/her availability and recommendations of the Department/Centre concerned, be allowed to continue by the DRC as Co-Supervisor of the student.

11. Research Advisory Committee:

There shall be a Research Advisory Committee or an equivalent body for similar purpose for each M.Phil. scholar. The Research Supervisor of the scholar shall be the Convener of this Committee. This Committee shall have the following responsibilities:

- i. To review the research proposal and finalize the topic of research;
- ii. To guide the research scholar to develop the study design and methodology of research and identify the course(s) that he/she may have to do.

iii. To periodically review and assist in the progress of the research work of the research scholar.

iv. A research scholar shall appear before the Research Advisory Committee once in six months to make a presentation of the progress of his/her work for evaluation and further guidance. The six-monthly progress reports shall be submitted by the Research Advisory Committee to the Institution/College with a copy to the research scholar.

v. In case the progress of the research scholar is unsatisfactory, the Research Advisory Committee shall record the reasons for the same and suggest corrective measures. If the research scholar fails to implement these corrective measures, the Research Advisory Committee may recommend with specific reasons for cancellation of the registration of the research scholar.

The RAC shall consist of the following members:

1. Research Supervisor: Convener
2. Head/TIC or his nominee
3. One member to be nominated by the Head of the Department concerned out of the panel of three names to be proposed by the Supervisor

12. Topic of Dissertation:

The topic of dissertation shall be approved by the School Board/BOS on the recommendations of the DRC on a proposal submitted by the student through Research Advisory Committee (RAC).

13. Submission of Dissertation and Evaluation:

13.1 An M.Phil. scholars shall present at least one (1) research paper in a Conference/Seminar before the submission of the dissertation for adjudication, and produce evidence for the same in the form of presentation certificate(s).

13.2 The M.Phil. Dissertation submitted by a research scholar shall be evaluated by his/her Research Supervisor and at least one external examiner who is not in the employment of the University. The viva voce examination, based, among other things, on the critiques given in the evaluation report, shall be conducted by the department in the presence of both of them together, and shall be open to be attended by Members of the Research Advisory Committee, all faculty members of the Department, other research scholars and other interested experts/researchers/students.

13.3 The research scholar shall adhere to the style sheet/manual (APA, MLA, etc.) as prescribed by the concerned department from time to time.

13.4 The title page of M.Phil. dissertation would be in the Colour prescribed by the concerned Department/School.

13.5 The student shall submit a copy of the dissertation in the form of a CD/pen drive/official email to the Librarian/Concerned Officer for plagiarism check and he/she shall be eligible for submission of dissertation on production of satisfactory report on plagiarism.

13.6 The dissertation shall be typed on both sides of the A-4 size paper in font-size 12 in Times New Roman font with double-spacing. It shall be soft-bound.

13.7 If the report of any of the Examiners is negative/unsatisfactory, the DRC may, after due consideration of the report, recommend the appointment of another examiner (not in service of the University).

13.8 If the recommendation of the second external examiner is also in the negative, the student concerned shall not be awarded the degree of M.Phil. on the basis of the said dissertation.

However, the DRC may allow the student to do further research on the same topic subject to re- submission within the maximum duration of M.Phil. programme, i.e., two years/four semesters from the date of admission.

13.9 The University shall adopt the 10-point Grading System, with the Letter Grades as given under:

Letter Grade	Grade Point (SGPA/CGPA)	Range of Grade Point (SGPA/CGPA)	Class Interval (in %)
O (Outstanding)	10	Above 9 to 10	Above 90 and ≤ 100
A+ (Excellent)	9	Above 8 to 9	Above 80 and ≤ 90
A (very Good)	8	Above 7 to 8	Above 70 and ≤ 80
B+ (Good)	7	Above 6 to 7	Above 60 and ≤ 70
B (Above Average)	6	5.5 to 6	55 to 60
F (Fail)	0		< 55
Ab (Absent)	0		Absent

Note:

- (i) F= Fail, and the students graded with 'F' in a programme or course shall be required to re-appear in the examination.
- (ii) The minimum qualifying marks for a course or programme shall be 55% or SGPA/CGPA of

5.5.

- (iii) The students shall have to qualify Internal Assessment and the End-Semester examinations in the aggregate.
- (iv) There shall be no rounding off of SGPA/CGPA.
- (v) The SGPA/CGPA obtained by a student shall be out of a maximum of 10 points.
- (vi) In order to be eligible for the award of the M.Phil degree of the University, a student must obtain CGPA of 5.5 or 55% marks in aggregate at the end of the programme.
- (vii) Provided that the student who is otherwise eligible for the award of the degree but has secured a SGPA/CGPA of less than 5.5 or 55% marks at the end of the permissible period of semesters may be allowed by the Department concerned to repeat the same course(s) or other courses of the same type in lieu thereof in the extra semesters provided in Clause 7 on "Duration of Programme".

14. The examiner while recommending the approval of the dissertation for the award of M.Phil. Degree shall also award the grade for the dissertation according to the grading system mentioned above. The final grade for the dissertation shall be determined by taking the average of the grade awarded by the two examiners. The examiners may also recommend a dissertation for publication in its actual form or with revisions.

15. No candidate shall be eligible to register for the M.Phil. programme if he/she is already registered for any full-time programme of study in this University or in any other

University/Institution/Deemed to be University/College/Institution of National importance.

16. Removal of an M.Phil. Student from the Rolls of the University:

The DRC may strike off the name of a scholar from the rolls of the University on the recommendations of Research Advisory Committee, if he/she:

- a) Fails to complete the requirements of M.Phil. programme within the prescribed duration, in any course, shall automatically stand removed from the rolls of the University;
- b) Fails to attend the minimum prescribed percentage of classes conducted during the Course Work; or
- c) Fails to secure minimum SGPA/CGPA of 5.5 or 55% marks in the aggregate, and in both the semesters, separately.

Note: Notwithstanding anything contained in the above said regulations, Vice Chancellor reserves the right to relax/modify any of the above said regulations, as needed.

ORDINANCE No. 49

AWARD OF THE DEGREE OF DOCTOR OF PHILOSOPHY (Ph.D.)

(Amended in accordance with the UGC (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2016)

(Effective from the Academic Session 2016-17)

(a) Admission to Ph.D. Programme:

The student intake in each Department, shall be as per the availability of seats. Admission to the Ph.D. programme shall be made twice a year, preferably in the beginning of each semester.

All the available seats shall be notified 'category-wise' by the University, in advance.

Reservation of seats shall be notified in accordance with the latest guidelines, amended from time to time.

2. Eligibility:

A candidate shall be eligible for admission to the Ph.D. programme, if he/she possesses:

- 2.1 A Master's degree or a professional degree declared equivalent to the Master's degree by the corresponding statutory regulatory body, with at least 55% marks in aggregate or its equivalent grade 'B' in the UGC's 7-point scale (or an equivalent grade in a point scale wherever the grading system is followed), or an equivalent degree from a foreign educational Institution accredited by an Assessment and Accreditation Agency which is approved, recognized or authorised by an authority, established or incorporated under a law in its home country, or any other statutory authority in that country for the purpose of assessing, accrediting or assuring quality and standards of educational institutions.
- 2.2 A relaxation of 5% of marks, from 55% to 50%, or an equivalent relaxation of grade, may be allowed for the candidates belonging to SC/ST/OBC (non-creamy layer)/Differently-abled and other categories of candidates as per the decision of the University Grants Commission from time to time, or for those who had obtained their Master's degree prior to 19th September, 1991. The eligibility marks of 55% (or an equivalent grade in a point scale wherever the grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible only on the basis of the qualifying marks without including the grace mark procedures.
- 2.3 The cases of candidates who have passed an examination outside the Indian Universities system and those who may not have obtained a Master's degree may be considered for admission to the programme subject to the condition that each case shall be examined on its own merit by the Admissions Committee and in accordance with the recommendations of the Equivalence Committee.
- 2.4 The candidates who have qualified the UGC/CSIR-JRF/NET/SLET, or are Teacher Fellowship-holders or have passed M. Phil. programme with course work recognised by the U.G.C., as per the UGC Regulations (Minimum Standards and Procedure for award of M.Phil./Ph.D. Degree, 2009), shall be exempted from appearing at the written test.

3. Procedure for Admission:

3.1 Direct Admission:

3.1.1 The University shall conduct an Entrance Test with qualifying marks as 50% (a relaxation of 5% of marks to be allowed for those belonging to the SC/ST/OBC (non-creamy layer)/ Differently-abled and other categories of candidates as per the decision of the Commission from time to time). The syllabus for the Entrance Test shall consist of: (a). research methodology (50%) and (b). subject-specific (50%). The Entrance Test shall be conducted at the Centre(s) notified in advance by the University.

3.1.2 The admission shall be based on the performance of the qualified candidates in the interview/viva-voce to be organised by the Department concerned where the candidates shall be required to discuss their research interest/area through a presentation before a duly constituted Departmental Research Committee.

3.1.3 The candidates who have qualified UGC/CSIR-JRF/NET/SLET/GATE, or are Teacher Fellowship holders, or have passed the M. Phil. programme with course work recognised by the U.G.C., as per the UGC Regulations (Minimum Standards and Procedure for award of M.Phil./Ph.D. Degree, 2009), shall be exempted from the written test.

3.2 Integrated M.Phil.-Ph.D. Programme:

3.2.1 Admission to M.Phil./Ph.D. Integrated Programme shall be notified separately.

3.2.2 The Entry-level qualification for the M.Phil./Ph.D. Integrated Programme shall be the same as applicable as in the case of Direct admissions for the M.Phil. Programme of the University.

3.2.3 The students of the University who have successfully completed the M.Phil. Degree with CGPA of at least 5.5 shall be eligible to proceed to do research work leading to the Ph. D. Degree in an integrated programme. A relaxation of 0.5 grade points/ or equivalent, from 5.5 to 5.0, or an equivalent relaxation of grade, may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/Differently-abled and other categories of candidates as per the decision of the UGC from time to time.

3.2.4 A student of this University whose M.Phil. dissertation has been evaluated and the viva voce is pending may be admitted to the Integrated Ph.D. programme of the University provisionally subject to the fulfilment of the requirement for admission within one month of the date of provisional admission.

10. Departmental Research Committee (DRC):

In each Department of the University, academic matters related to the Ph.D. programme shall be supervised by a Departmental Research Committee consisting of the following:

- (i) Head of the Department: Chairman (ex-officio)
- (ii) All the Professors of the Department: (ex-officio)
- (iii) Associate Professors in the Department, subject to a maximum of two, by rotation according to seniority;
- (iv) Two Assistant Professors in the Department, qualified to be Research (Ph.D.) Supervisor(s), by rotation according to seniority; and

- (v) One external expert to be called by the Head of Department out of the panel drawn by the BoS.

Where a Department has a strength of less than ten teachers, all faculty members eligible to be Research (Ph.D.) Supervisors shall be members of the Departmental Research Committee. The term of the members of the Departmental Research Committee, except the ex-officio members, shall be for two years.

At least, 50% of the members shall be required to be present in the meeting to form the quorum, with the presence of the Chairman or his/her representative as mandatory.

Where no teacher in the Department is eligible to be the Head, the Teacher-in-charge, if eligible to be Research (Ph.D.) Supervisor, shall convene the meetings of the DRC, failing which the members of the DRC may elect one of the members present at the meeting as the Chairperson of the Committee for the said meeting.

iii. Duration of Ph.D. Programme:

The Ph.D. programme shall be for a minimum duration of three years, including course work and a maximum of six years.

The women candidates and Persons with Disability (more than 40% disability) may be allowed a relaxation of two years for the Ph.D. in the maximum duration. In addition, the women candidates may be provided Maternity Leave/Child-Care Leave once in the entire duration of the Ph.D. programme for up to 240 days.

In case of exceptional circumstances like, but not limited to, illness/hospitalisation, etc. the Vice-Chancellor may grant extension initially for a period of six months, but not exceeding a total of one year, in addition to the maximum duration of the programme.

iv. Research Supervisor:

6.1 The School Board/BOS, on the recommendation of the DRC, may appoint any regular Professor of the University with at least five research publications in refereed journals, and any regular Associate/Assistant Professor of the University with a Ph.D. degree and at least two research publications in refereed journals, as a Research Supervisor.

6.2 Only a full-time regular teacher of the University can act as a Supervisor. No external supervisor is allowed. However, a Co-Supervisor can be allowed in inter-disciplinary areas from the same/other department(s) of the same institute or from any other related institution, with the approval of the Research Advisory Committee.

6.3 The allocation of Research Supervisor for a selected research scholar shall be decided by the School Board/BOS on the recommendation of the DRC concerned, depending on the number of scholars per Research Supervisor, the available specialization among the Supervisors and research interests of the scholars as indicated by them at the time of interview/viva voce.

6.4 In the case of the topics which are of inter-disciplinary nature, where the Department concerned feels that the expertise in the Department has to be supplemented from outside, the D.R.C. may appoint a Research Supervisor from the Department itself, who shall be known as the Research Supervisor, and a Co-Supervisor from outside the Department/School/Institution, on such terms and conditions as may be specified and agreed upon by the consenting Institutions.

6.5 A Research Supervisor/Co-supervisor who is a Professor, at any given point of time,

cannot guide more than eight (8) Ph.D. scholars. An Associate Professor as Research Supervisor can guide up to a maximum of six (6) Ph.D. scholars; and an Assistant Professor as Research Supervisor can guide up to a maximum of four (4) Ph.D. scholars.

6.6 In case of relocation of a female Ph.D. scholar due to her marriage or otherwise, the research data shall be allowed to be transferred to the University to which the scholar intends to relocate provided all the other conditions are followed in letter and spirit and the research work does not pertain to the project secured by the parent institution/ supervisor from any funding agency. The scholar shall, however, give due credit to the parent guide and the institution for the part of research already done.

6.7 However, in such cases where a teacher is retiring or leaving and where redistribution/reallocation of the Ph.D. students is required for the abovementioned or any other reason, the Ph. D. students shall be adjusted among the eligible existing teachers of the department by relaxing the norms by the Departmental Research Committee (DRC)/Board of Studies (BOS).

However, in such cases where the teacher is retiring (two years or less of service is remaining) appointment of a Co-Supervisor on the recommendations of the DRC at the time of registration may be done by the BOS/School Board concerned.

6.8 Provided further that in case a Supervisor, under whose guidance a thesis has been prepared in part or in full, ceases to be a teacher of the University, he/she may, subject to his/her availability and recommendation of the Departmental Research Committee, be allowed to continue guiding the scholar by the School Board and/or Board of Studies as Co-Supervisor of the student concerned.

V. Course Work:

7.1 There shall be a compulsory Course Work of minimum one-semester duration as a pre-requisite for the confirmation of registration of students admitted provisionally. The course work shall consist of one Course on research methodology and the remaining Course(s) shall be as prescribed by the School Board/Board of Studies/Departmental Research Committee. Every such pre-requisite course shall carry 12 credits.

7.2 No student shall be allowed to register for the Course Work after the expiry of the notified deadline.

7.3 Those who have already completed the course work in M.Phil programme with the required CGPA score, and have been permitted to proceed to the Ph.D. programme in integrated course, may be exempted by the D.R.C. from the Ph.D. course work. In case of a direct Ph.D, the candidates who have passed M.Phil Degree with Course Work as per the UGC Regulations (Minimum Standards and Procedure for award of M.Phil./Ph.D. Degree, 2009), shall be exempted from the requirements of Course Work. All other candidates admitted to the Ph.D. programme shall be required to complete the Ph.D. course work prescribed by the Department.

7.4 If a student has taken more number of courses than the prescribed number and has secured the grade higher than 'F' in each course, then the best grades of the required number of courses shall be taken into account for the calculation of CGPA for the purpose of deciding his/her case for confirmation to the Ph.D. programme.

7.5 Definitions:

- a. “Course” means a Semester Course.
- b. “Credit”(C) is the weightage assigned to a course in terms of contact hours.
- c. “Grade” means a letter grade assigned to a student on the basis of evaluation of a course on a ten point scale.
- d. “Grade point” (G) means the numerical equivalent of a letter grade assigned to a student in the ten point scale.
- e. “Semester Grade-Point Average” (SGPA) means the grade-point average of a student calculated in the following manner:

$$SGPA (S_i) = \frac{\sum(C_i \times G_i)}{\sum C_i}$$

where C_i is the number of credits of the i^{th} course, G_i is the grade-point scored by the student in the i^{th} course and the summation is over all the courses being considered in that semester.

13.9 “Cumulative Grade-Point Average” (CGPA) means a cumulative index grade-point average of a student calculated in the following manner:

$$CGPA = \frac{\sum(C_{si} \times S_i)}{\sum C_{si}}$$

where S_i is the SGPA of the i^{th} semester, C_{si} is the total no. of credits in that semester and the summation is over all the semesters being considered.

(iv)The University shall adopt the 10-point Grading System, with the Letter Grades as given under:

Letter Grade	Grade Point (SGPA/CGPA)	Range of Grade Point (SGPA/CGPA)	Class Interval (in %)
O (Outstanding)	10	Above 9 to 10	Above 90 and \leq 100
A+ (Excellent)	9	Above 8 to 9	Above 80 and \leq 90
A (very Good)	8	Above 7 to 8	Above 70 and \leq 80
B+ (Good)	7	Above 6 to 7	Above 60 and \leq 70
B (Above Average)	6	5.5 to 6	55 to 60
F (Fail)	0		<55
Ab (Absent)	0		Absent

Note:

F= Fail, and the students graded with ‘F’ in a programme or course shall be required to re-appear in the examination.

The minimum qualifying marks for a course or programme shall be 55% or SGPA/CGPA of 5.5.

The students shall have to qualify the Internal Assessment and the End-Semester examinations in the aggregate.

There shall be no rounding off of SGPA/CGPA.

The SGPA/CGPA obtained by a student shall be out of the maximum of 10 points.

In order to be eligible for the award of the M.Phil degree of the University, a student must obtain the CGPA of 5.5 or 55% marks in aggregate at the end of the programme.

7.6 The student who is otherwise eligible for the award of the degree but has secured a SGPA/CGPA of less than 5.5 or 55% marks at the end of the permissible period of semesters may be allowed by the Department concerned to repeat the same course(s) or other courses of the same type in lieu thereof in the extra semesters provided in Clause 5 on “Duration of Programme”.

7.7 A student for whom pre-requisite courses are prescribed shall be required to clear the Course Work within the first semester. The registration of such students shall be confirmed only if he/she has qualified minimum 12 credits with a minimum CGPA of the Course Work may be designed by the Department as under:

i. **One paper on** Research Methodology, which may include the basic components of research techniques, tools, understanding of specific manual/style-sheet, format of article/dissertation/thesis, different types of citations, plagiarism, IPR, quantitative methods, computer applications, etc.

ii. One subject-specific paper.

iii. **The Course Work** may include instrumentation, communication skills, seminar presentation, review of published research, and other topics as specified in the prescribed manual or style sheet (MLA/APA/Chicago etc.), field work and other activities specified in the Course Work. Evaluation shall be done by the faculty members of the University Department/School concerned.

7.8 There shall be 60% weightage for the Course Work End-semester examinations and 40% weightage shall be given as internal assessment on the basis of assignments/presentations/projects and other research-based activities during the semester.

7.9 The candidates failing to obtain a minimum CGPA of 5.5 may be allowed to continue with provisional registration for a maximum period of one more semester during which the candidate would be required to fulfil the minimum required CGPA. He/She shall be allowed to reappear in the next end-semester examination. No further chance will be given to the candidate.

7.10 The candidates are required to complete a minimum residency period of two years from the date of registration.

8. Registration and Approval of Topic:

a. Consequent upon confirmation of his/her admission in the Board of Studies and/or School Board shall, the topic of dissertation shall be approved by the School Board/BOS on the recommendations of the Department/Centre concerned and the DRC on a proposal submitted by the student.

b. After approval of the topic of research, the candidate shall deposit the prescribed

registration fees and his/her date of registration shall be determined on the basis of the date on which he/she deposited the registration fees.

- c. No candidate shall be eligible to register for the programme/course if he/she is already registered for any full-time programme of study of this University or in any other University/Institution/Deemed to be University/College/Institution of National importance.
- d. The Board of Studies and/or School Board may cancel the registration of a student for breach of the provisions of clauses given above.

9. Requirements during Registration Period:

- a. Every research scholar shall be required to show continuous progress during the period of his/her registration and it shall be monitored by the supervisor of the candidate.
- b. Every research scholar shall be required to submit half-yearly report.
- c. The supervisor of the research scholar shall give his/her assessment about the progress of the scholar as whether satisfactory or not. The Report shall be placed before the Departmental Research Committee for its evaluation in its forthcoming meeting.
- d. In case two consecutive half-yearly reports are found unsatisfactory, Head of the Department, on the recommendations of the Departmental Research Committee (DRC) may recommend to the Board of Studies for cancellation of the registration.
- e. The research scholar shall present a seminar on his/her research at the completion of each year after his/her registration to Ph.D. programme till submission of Ph.D. thesis. This seminar will be organized by the concerned Department.
- f. Every research student shall pursue full time research as a regular student for a minimum period of two years from the date of registration.
- g. Candidates already in employment shall also have to pursue full-time research as a regular student for the minimum period of two years after registration of Research Topic.
- h. **Supernumerary seats:** To enhance the Industry-University linkage and to increase the collaboration with the Central Institutions/ Laboratories by having MOU with them, collaboration in R&D is required. For this, sometimes the Institutes/Industries want that their eligible employees/scientists are allowed to do Ph.D. In such cases, some supernumerary seats, not more than two, in each department may be created, subject to the availability of seats with the existing faculty of the Department. If there are more than two such sponsored candidates, then best two out of these would be chosen on the basis of merit of entrance test and/or interview. For such cases, however, the Director/CEO of the institute/industry is required to sponsor such candidates with requisite qualifications only. Residency period will be counted even if he/she is

residing/working in his/her own institute where facilities for such research exist and the said residency period is certified by the Head of the Institution. The said Institutions/Industries may sponsor their research scholars who are working in their institute with scholarships. However, such students will be required to attend the regular one semester course work prescribed by the DRC/BOS along with the other candidates and all the rules governing the Ph.D. scholars of the University will be applicable to them.

10. Removal of the Name from the Rolls of the University:

- a. The name of a student shall be deemed to have been removed from the rolls of the University if he/she
 - i. fails to qualify any pre-requisite course within the stipulated duration
 - ii. fails to secure a CGPA of 5.5 in the course work
 - iii. fails to submit the two half-yearly reports consecutively
 - iv. fails to deposit the registration/annual/continuation fee within the stipulated time
 - v. fails to submit his/her thesis within six years from the date of admission to the Ph.D. programme. Provided further that the Vice Chancellor may, on the recommendation of the DRC/BOS grant extension to the scholar to submit the thesis for a maximum period of one year.
- b. The Board of Studies/School Board, on the recommendation of the Departmental Research Committee, may, however, accept the request of a candidate whose name has been removed from the rolls of the University to get re-admitted and become eligible for submission of his/her thesis, provided he/she submits his/her thesis within one year from the date of such re-admission or within maximum seven years of the date of his/her admission, whichever is earlier.

11. Research Advisory Committee:

There shall be a Research Advisory Committee or an equivalent body for similar purpose for each Ph.D. scholar. The Research Supervisor of the scholar shall be the Convener of this Committee. This Committee shall have the following responsibilities:

- i. To review the research proposal and finalize the topic of research;
- ii. To guide the research scholar to develop the study design and methodology of research and identify the course(s) that he/she may have to do.
- iii. To periodically review and assist in the progress of the research work of the research scholar.
- iv. A research scholar shall appear before the Research Advisory Committee once in six months to make a presentation of the progress of his/her work for evaluation and further guidance. The six monthly progress reports shall be submitted by the Research

Advisory Committee to the Institution/College with a copy to the research scholar.

v. In case the progress of the research scholar is unsatisfactory, the Research Advisory Committee shall record the reasons for the same and suggest corrective measures. If the research scholar fails to implement these corrective measures, the Research Advisory Committee may recommend with specific reasons for cancellation of the registration of the research scholar.

RAC shall consist of following members:

- i. Research Supervisor: Convener
- ii. One member to be nominated by Head/TIC (Out of the panel of three names to be proposed by the Convener)
- iii. One member to be nominated by Dean of Concerned School/Dean Research (Out of the panel of three names to be proposed by the Convener)

12. Guidelines for the Submission of Thesis:

12.1 No candidate shall be permitted to submit his/her thesis for the Ph.D. degree, unless he/she has pursued research at the University for not less than three years after his/her admission to the Ph.D. programme.

12.2 The Ph.D. scholars must publish at least one research paper in a refereed journal and make two paper presentations in conferences/seminars before the submission of the dissertation/thesis for evaluation, and produce the evidence of the same in the form of a presentation certificate and/or reprint.

12.3 Pre-Thesis Submission Seminar:

- i. Prior to the submission of thesis, the student shall present a pre-thesis submission seminar in the Department that shall be open to all faculty members and research students, for getting feedback and comments, which shall be suitably incorporated into the draft thesis under the advice of the supervisor. The notice of Pre-thesis Submission Seminar shall be issued by the Head of the Department under intimation to the Vice-Chancellor.
- ii. On successful presentation of the Pre-Thesis Submission Seminar, the research scholar is required to submit the thesis within three months from the date of pre-submission seminar, failing which he/she shall have to repeat the pre-submission seminar.
- iii. The Ph.D scholar shall submit a copy of the thesis in the form of a CD/Pen drive/official email to the Library for plagiarism check and he/she shall be eligible for submission on production of satisfactory report of the plagiarism check.
- iv. A candidate shall submit his/her thesis for the Ph.D. degree in the manner prescribed as under:

- a. The research scholar shall submit four printed/typed soft bound copies of his/her thesis along with the copies of the abstract and the summary, mentioning the name of the candidate, supervisor, etc., along with two soft copies of the thesis on separate CDs and/or Pen drives.
- b. The typing/printing of thesis should be done on both sides of the paper (instead of the single-side printing), on A-4 size paper, in font size 12” in Times New Roman font with line-spacing 2. For other details, the research scholar shall adhere to the style sheet/manual (APA, MLA, etc.) as prescribed by the department concerned, from time to time.
- d. The title page of Ph.D. thesis would be in the Colour prescribed by the Department/School concerned. Thesis shall be accompanied by a declaration from the candidate countersigned by the Supervisor and Head of the Department in the following format:

Declaration: This is to certify that the material embodied in the present work, entitled “-----”, is based on my original research work. It has not been submitted, in part or full, for any other diploma or degree of any University/Institution Deemed to be University and College/Institution of National Importance. References from other works have been duly cited at the relevant places. (Signature of the Candidate with date) (Countersigned by Supervisor and Head of the Department with date)

12. Panel of Examiners:

- a. On the recommendation of the Supervisor, the DRC shall forward a panel of eight external examiners (at least four of the examiners in the panel shall be from outside the State/Country) from the concerned area of Research, to the Controller of Examinations on the prescribed proforma for drawing a panel of examiners. Further, the Vice-Chancellor shall have the discretion to add and/or delete any name/s recommended by the DRC.
- b. The viva-voce examination, based among other things, on the critiques given in the evaluation report, shall be conducted by the Research Supervisor and at least one of the two external examiners, and shall be open to be attended by Members of the Research Advisory Committee, all faculty members of the Department, other research scholars and other interested experts/researchers/students.

13. Evaluation of Thesis:

- a. The Ph.D. thesis submitted by a research scholar shall be evaluated by his/her Research Supervisor and at least two external examiners, who are not in employment of the University, of whom one examiner may be from outside the State/Country.
- b. The Vice-Chancellor, shall appoint two external examiners out of the panel

recommended by the DRC with at least one examiner from outside the State /Country for the evaluation of the thesis.

- c. Each Examiner, after examining the thesis, shall submit a report to the Controller of Examination (COE) containing a clear recommendation whether, in his/her opinion:
 - i. The thesis as such is acceptable and the viva-voce examination of the candidate may be held; or
 - ii. The thesis should be referred back to the candidate for revision and re-submission; or
 - iii. The thesis be rejected.
- d. The examiner shall not recommend that the viva-voce be held unless he/she is satisfied,
 - i. that the thesis constitutes a contribution to knowledge characterized either by reinterpretation of known facts or development of new knowledge and/or techniques and,
 - ii. that the methodology pursued by the candidate is sound, and,
 - iii. that its literary presentation is satisfactory.
- e. If the COE is satisfied that the external examiners have unanimously recommended that the viva-voce examination of the candidate be held, he/she shall accordingly refer it to the Head of the Department to prepare a summary report in consultation with the supervisor(s) concerned for conduct of viva-voce.
- f. In case the COE finds that the external examiners of the thesis have not recommended unanimously that the viva-voce examination of the candidate be held, then the COE shall place the report of the examiners before the Vice Chancellor for directions.
- g. The Head of the Department/ Chairperson, DRC may, at his/her discretion, and shall, if the recommendation of one external examiner is positive and that of the second is negative, recommend to the Vice Chancellor for the appointment of a third external examiner, one not in the service of the University and/or on the Board of Studies of the Department/Centre and/or the School Board to examine the thesis and act according to the recommendation of the third external examiner.

A recommendation is not to be considered negative if a revision is recommended and this revised thesis is accepted by the examiner.

Provided further, if the thesis after revision is not accepted by the examiner, the original and the revised version of the thesis shall be sent to the third external examiner and the version approved by the third external examiner shall be considered to be final.

Important:

- (1) No thesis shall earn a degree unless there are three positive recommendations,

including that of the Research Supervisor.

- (2) Where two recommendations are positive and the third asks for revision, the BOS shall ordinarily get the revision carried out and revised thesis sent to the same examiner.

14. Viva Voce:

- a. On satisfactory evaluation of the report the student shall undergo a viva voce, which shall be openly defended by the candidate.
- b. The public viva-voce of the research scholar to defend the dissertation/thesis shall be conducted only if the evaluation report(s) of the external examiner(s) on the dissertation/thesis is/are satisfactory and includes a specific recommendation for conducting the viva-voce examination. If the evaluation report of the external examiner, in case of Ph.D. thesis, is unsatisfactory and does not recommend viva voce, the University shall send the dissertation/ thesis to another external examiner approved by the Vice Chancellor out of the approved panel of examiners and the viva voce shall be held only if the report of the latest examiner is satisfactory. If the report of the latest examiner is also negative, the dissertation/ thesis shall be rejected and the research scholar shall be declared ineligible for the award of the degree.
- c. The viva voce, based on, among other things, the critiques given in the evaluation report, shall be conducted by the Research Supervisor and at least one of the two external examiners, and shall be open to be attended by the then Members of the Research Advisory Committee, all faculty members of the Department, other research scholars and other interested experts/researchers.
- d. Where the Supervisor is unable to be present within a reasonable time to participate in the viva voce, the DRC/BOS may recommend another member of the faculty in his/her place.
- e. At the viva voce, the Viva Voce Board shall satisfy itself;
 - i. That the thesis submitted by the candidate is his/her own work, and
 - ii. That the grasp of the candidate on the field of his/her study is satisfactory.
- f. The Viva Voce Board may, on the basis of the unanimous opinion of its members, recommend:
 - i. That the candidate be awarded the Ph.D. degree;
 - ii. That the thesis is suitable/fit for publication in its present form;
 - iii. That the thesis may be published with revisions;
 - iv. That the thesis be referred back to the candidate for revision;
 - v. That the thesis be rejected and the candidate may not be awarded the Ph.D.

Degree

- g. The manner in which the viva voce to be conducted shall be as prescribed.
- h. In case the Viva-Voce Board recommends that the candidate be awarded the Ph.D. degree, the Departmental Research Committee shall recommend to the Vice Chancellor that the Ph.D. degree may be awarded to the candidate.
- i. Along with the Degree, the University shall issue a certificate stating that the degree has been awarded in accordance with the UGC (Minimum Standards and Procedure for Awards of M.Phil./Ph.D. Degree) Regulation, 2016 (as amended from time to time).
- j. In case the viva-voce Board recommends that the thesis of the candidate be rejected, the Board of Studies shall direct accordingly.
- k. In case the recommendation of one member of the Viva-Voce Board is positive and of the other negative, the Departmental Research Committee shall refer the case to the Board of Studies for its consideration and recommendation, and take a decision after considering such recommendation.
 - l. A candidate whose thesis has been referred back by the Viva-Voce Board for revision shall be permitted to re-submit it for the award of the degree not later than one year from the date of intimation of the decision of the University to him/her.
 - m. In exceptional cases, the Academic Council may, on the recommendations of the Board of Studies/School Board, extend the period by one semester.
 - n. A thesis which has been re-submitted shall normally be examined by the original examiner(s) unless any one of them is, or all of them are, unable or unwilling to act as such, in which case another examiner(s) may be appointed by the Vice Chancellor on the recommendation of Board of Studies.
 - o. No candidate shall be permitted to re-submit his/her thesis for the award of the Ph.D. degree more than once.

15. Publication of Thesis:

If the examiners have recommended that the thesis is suitable/fit for publication, it may be published in the book form by the research scholar. If there is difference of opinion between the examiners regarding the publication of the thesis, the case shall be referred to the Committee consisting of the following for consideration and recommendations: i) Dean of the School- Chairman, ii) Head of the Department concerned - Member, and iii) Supervisor of the Scholar – Member.

16. Fee for Ph. D. Programme:

The research scholar shall have to pay the requisite fee prescribed by the University failing which his/her registration shall be cancelled.

The fee may be charged under the heads like—Course Work fee (for those who are required

to complete Course Work); Registration Fee (at the time of registration); Annual Fee/continuation fee (Annual Fee shall be payable within 15 days of registration and annually thereafter); Annual Laboratory fee for science subjects and other subjects involving laboratory work; Evaluation fee to be charged at the time of submission of Ph.D. thesis; Late fee for delayed payment of annual fee; and any other fees as prescribed by the University.

The fees shall be subject to changes as decided by the University from time to time.

17. Following the successful completion of the evaluation process and before the announcement of the award of the Ph.D. degree, the University shall submit an electronic copy of the Ph. D. thesis to the INFLIBNET, for hosting the same so as to make it accessible to all Institutions/Colleges.

Prior to the actual award of the degree, the University shall issue a provisional Certificate to the effect that the Degree has been awarded in accordance with the provisions of UGC Regulations, 2016.

***Note:** Notwithstanding what is contained in the Ordinance, the Academic Council or the Vice Chancellor may, in exceptional circumstances and on the recommendations of the Board of Studies/School Board, as well as on the merits of each individual case, consider, at its discretion and for the reasons to be recorded in writing, relaxation of any of the provisions except those related to CGPA requirements for qualifying the course work.*

ORDINANCE No. 50

RECOGNITION BY THE UNIVERSITY FOR COOPERATION /COLLABORATION WITH OTHER UNIVERSITY /AUTHORITY /INSTITUTION

(Section 6 (1) (vii), (x) and 28 (1) (k)

PREAMBLE

1. Section 6 (1) (vii) of the Central Universities Act (2009) empowers the University to recognize an institution of higher learning for such purposes that the University may determine and to withdraw such recognition.
2. Section 6 (1) (x) of the Central Universities Act (2009) empowers the University "to co-operate or collaborate or associate with any University or authority or institution of higher learning, including those located outside the country in such manner and for such purposes as the University may determine".
3. Section 28 (1) (k) of the Act make provision for framing of Ordinance to provide for "the manner of co-operation and collaboration with other Universities, institutions and other agencies including learned bodies or associations."
4. In the context of the above, the Central University of Tamil Nadu proposes to recognize and collaborate with other institutions of higher learning that have core competence in various branches of knowledge to enrich and strengthen instruction and research in such areas as are beneficial to the University in furtherance of its Objectives.

Hence the Ordinance.

I. ELIGIBILITY FOR RECOGNITION

1. Such institutions that have a proven excellence and academic competence in instruction and research and are at least ten years old with a proven track record of competence will be eligible for the purpose of recognition to collaborate with the University.

Provided that such institutions may be located anywhere within the country or in other countries of the world.

Provided further those that such bodies may be funded by the Government or other agencies except that they shall not be profit-making bodies and the source of funding shall be through legal and government approved means.

2. Proven excellence and academic competence shall be adjudged, among other things, on the following basis:
 - i. The institution shall have full-time qualified core faculty consisting of at least four full time teachers and who should have drawn the UGC/AICTE pay scales for a minimum period of 5 years and must have published at least 5 papers and/or at least two books after his/her Ph.D. in journals /publication houses of national/international repute having ISSN /ISBN number.
 - ii. The Institution shall have their own building with required laboratory facility Library for research purpose and the library shall have adequate number of research journals, reference books, advanced textbook along with internet facility or such modern equipment /facilities used in higher educational institutes /universities in the country.
 - iii. The Institution shall have sufficient financial resources to fund research activities.

II. PROCEDURE FOR RECOGNITION AND RENEWAL OF RECOGNITION

1. Any such institution that desires to be associated with the University shall express its intention to do so in writing to the University in the prescribed format with supporting documents in proof of para 2 (1).
2. All such requests shall be received by the Registrar and placed before a Committee of Deans and Professors of the University which shall be composed of the following and shall normally meet twice in a year:

Pro Vice-Chancellor or Nominee of the Vice Chancellor	Chairman
All Deans of Schools	Members
Head and all Professors of Department/ Centre concerned in whose area of Instruction the proposed collaboration is to be carried out	Members
Registrar	Member-Secretary

50% of the members shall constitute a quorum.

All decisions shall be taken by consensus of at least 75% of the members present.

3. The above Committee shall consider the requests received and recommend a case for recognition to the Vice Chancellor who shall nominate a three-member committee to carry out physical inspection and verification of the facts claimed by the institute.
4. The Committee shall visit the institution by drawing upon the funds of the University and shall carry out physical verification of the institution to assess its case for recognition on the lines of the parameters at para 2 (i – iv) above. After doing so, it shall submit its report to the Committee who then make appropriate recommendation to the Vice Chancellor who, along with his opinion, place it before the statutory authorities for decision in the matter.
5. Recognition granted shall normally not exceed five years and will be subject to a mid-term review the manner and timing of which shall be as decided by the University.
6. Recognition may be extended after five years for subsequent terms of five years each.
 - a. Provided that the continuing instruction and research schedule shall not be disturbed for the reason of expiry of the term of recognition alone.
 - b. Provided further that normally no new registration for research or initiation of an instructional semester shall be initiated by the University during the last six months of the period of recognition.
7. Request for re-recognition / renewal of recognition shall be received at least six months in advance from the date of expiry of the period and shall be examined as per the procedure already detailed above.
8. The University shall reserve the right to withdraw such recognition with immediate effect if any falsification of facts is found at a later stage or any fact comes to light that is damaging to the credibility or conduct of the institution in terms of academic credentials.
9. All legal disputes shall be subject to the jurisdiction of the courts at Thiruvavur.

III MANNER OF COLLABORATION/COOPERATION AND OTHER DETAILS

1. The University may choose to collaborate with an institution for the purposes of either instruction or research or both.
2. provided that in case of either of the above, the students shall be admitted and examined by the University as per extant rules and guidelines.
3. Fees shall be prescribed and collected by the University which may be equally shared by the institution after mutual agreement.
4. Guides /research supervisors shall be appointed /recognized by the University as per its rules and regulations as amended from time to time.
5. If a teacher of the institution retires in mid-term of the period of research or instruction, his /her services shall normally be utilized till the end of the semester following which suitable replacement shall be made by the University.
6. The timing of residence of a batch of students /research scholar(s) at the institution shall be decided by the Head of the Department concerned. However the maximum period of residence shall be regulated as follows:

For 5 years integrated and Ph.D. courses	3 non-consecutive semesters
For 3 years UG course	2 non-consecutive semesters
For PG courses	2 non-consecutive semesters
M.Phil. courses	1 semester

Any matter not specifically covered in the above shall be regulated as per the University Rules as existing and amended from time to time.

Notwithstanding anything contained in this ordinance the Vice Chancellor may take such measures as may be necessary for removal of doubts/difficulties and to resolve any other extraordinary issue.

ORDINANCE No. 51

Congregation for Political or Religious or any other matters except matters pertaining to education and research not permitted inside the campus

Section 1 (xxi) & (xxii) of the Central University Act, 2009)

1. Congregation for Political or Religious or any other matters other than matters relating to education and research shall not be permitted inside the campus of Central University of Tamil Nadu.
2. Members of the staff (Teaching and Non-teaching) and students shall be required to maintain absolute integrity at all times and to maintain high ethical standards and values.
3. They shall keep away from Congregation / demonstrations organized by political / religious groups in the vicinity / neighbourhood of the University. No meetings are permitted to be convened inside the premises of the University.
4. Refrain from doing anything which is or may be contrary to any law, rules, regulations, decorum and established practices.
5. Perform and discharge duties with highest degree of professionalism and dedication to the best of the individual's abilities.
6. Do not get involved in unauthorized communication of any official document or any part thereof or classified information to any Government servant or any other persons to whom you are not authorized to communicate such document or classified information.
7. Anybody who is found to be deficient, will attract disciplinary action against them according to the rules in force.

ORDINANCE No. 52

**SENIORITY OF TEACHERS
(Under statutes 24 of the University)**

Seniority of Teachers in each grade shall be determined in accordance with length of continuous service from the Date of joining in his/her grade in Central University of Tamil Nadu.

The inter-se seniority of a direct recruit shall be determined with reference to the date of joining and for the teachers promoted under CAS with reference to the date of eligibility as indicated in the recommendations of the selection committee of the respective candidates and approved by the Executive Council.

ORDINANCE No. 53

Modalities of Communication to Authorities/ Ministry/ UGC

(Section 1 (xxi) and (xxii) of the Act.)

1. For all communications/ submissions of any memorandum/representation etc., the principle of “**Proper Channel**” should be followed scrupulously.
2. It should be established that all available remedies are exhausted before addressing to the higher authority.
3. Failure to comply with the above shall be treated as Misconduct and shall attract disciplinary action as per rules in force.