

Ordinances Amended as on 11.03.2023
Dr. Harisingh Gour Vishwavidyalaya, Sagar (M.P.)

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REVISED ORDINANCE-1*

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

(Under Section 28(0) of the Act and
Statute 2(6)(iii) of Statutes of the Central Universities Act, 2009)

SALARY

- 1) Pay as notified by the University Grants Commission/Central Government from time to time.
- 2) Dearness and other Allowances as notified by the Central Government from time to time other than House Rent Allowance.
- 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 the reimbursement of medical expenses incurred on the medical treatment of himself and his family members obtained for the Private OPD/Private Wards of any approved Hospital / Nursing Home as approved by the University.
- 5) The Vice Chancellor shall be entitled to receive TA, LTC etc. as per UGC Guidelines and approved by the Central Government from time to time.

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 installments 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 2 ½ 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 for 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 years 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 may have been provided.
4. In the case of any absence of the Vice Chancellor occasioned by any call by the Central or State Government, Public Service, or on Deputation on behalf of the University for any public purpose, the period, so spent shall be treated 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 to 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, Provident Fund, Pension Contributions to the Institution, where he/she is 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 free official car. 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 two attendants and one cook at his/her residence.**

POWERS AND FUNCTIONS

The Vice-Chancellor is the Chief Executive and Academic Head of the University and as such his / her powers and duties include, among 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 ensure that the routine items regarding creation of temporary posts for short duration and sanction of leave etc. should not normally be referred to the Executive council;
4. To make appointments of Deans, Heads, Proctors, Dean of Students' Affairs and Wardens etc. The appointment of the Pro-Vice-Chancellor (or Rector) and equivalent officers, 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 virus of the provisions of the Act or Statues 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 shall 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 behavior 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 be responsible for holding and conducting the university examinations properly at the scheduled time and for ensuring that results of such examinations are published expeditiously and that academic sessions 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.
10. He shall be empowered to allocate responsibilities and to audit the performance of officers, faculty members, staff and students against the expected standards.
11. 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.
12. To exercise all administrative and financial powers as defined in Statutes/ Ordinance.
13. He/she shall pass such Orders and take such measures that are necessary to implement any of the above.

***Revised Ordinance passed by the Executive Council at its 12th Meeting held on 16-09-2013 as per advice of the UGC/MHRD.**

REVISED ORDINANCE-2*

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

(Under Section 28(0) and Statute 4(3) of Statutes of the Central Universities Act, 2009)

1. The Pro Vice Chancellor shall receive Pay & Allowances as notified by the Central Government from time to time.
2. Where an employee of this university or any other Institution / Government and its organizations is appointed as Pro Vice Chancellor, he/she shall continue to be governed by the same retirement benefit scheme, (namely general Provident Fund/ Contributory Provident Fund/ Pension /Gratuity /Transfer TA) to which he was entitled prior to his appointment as Pro Vice Chancellor, and till he/she shall continue to hold his/her lien on that post.
3. The Pro Vice Chancellor shall be entitled to the reimbursement of medical expenses as approved by the University from time to time.
4. The Pro Vice Chancellor shall be entitled to receive TA, LTC, etc. as per UGC guidelines and approved by the Central Government from time to time.
5. The Pro Vice-Chancellor shall be entitled to free furnished residential accommodation, if appointed on full time basis. However, he will not be entitled to House Rent Allowance. He shall also be entitled to an attendant at his/ her residence.
6. The Pro-Vice Chancellor shall be entitled to the facility of a staff car for journey performed between 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.

7. Leave:

- a) 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 installments 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^{1/2} days for each completed month of service.

- b) 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.***
- c) 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.***
- d) 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 a 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.***
- e) In case the Pro Vice Chancellor is appointed for further term, the leave period mentioned above, shall apply separately to each term.***

- f) 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.*
- g) In the case of any absence of the Pro Vice Chancellor occasioned by any call by the Central or State Government, Public Service, or on Deputation on behalf of the University for any public purpose, the period so spent shall be treated as on duty.*
- h) 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 back 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 Pro Vice-Chancellor.

- i) It 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.*
8. The Pro Vice Chancellor shall be governed by the CCS (Conduct) Rules of the Government of India as applicable from time to time.

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.

***Revised Ordinance passed by the Executive Council at its 12th Meeting held on 16-09-2013 as per advice of the UGC/MHRD.**

REVISED ORDINANCE-3*

EMOLUMENTS AND TERMS & CONDITIONS OF SERVICE OF THE REGISTRAR

(Under Section 28 (o) of the Act and 6(3) of Statutes of the
Central Universities Act, 2009)

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 which can be renewed for a similar term by the Executive Council and shall be placed in the scale of pay as recommended by the University Grants Commission and adopted by the Executive Council from time to time.

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

Where an employee of this university or any other Institution/Government and its organizations 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/Gratuity/Transfer TA) to which he was entitled prior to his appointment as Registrar, and till he/she shall continue 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-teaching officers of the University.
3. 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.
4. The Registrar shall be entitled to unfurnish residential accommodation for which he shall not entitle to House Rent Allowance for which he shall pay a prescribed license fee. He is also entitled to mobile and free telephone (with STD & ISD) service at his/her residence.
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 such Leave, Allowances, Provident Fund and other, terminal benefits as prescribed by the University from time to time for its non-teaching staff.
7. The Registrar shall be entitled to the facility of staff car between the office and his/her residence.
8. The Registrar shall be entitled to receive TA, LTC, etc. as per UGC Guidelines and approved by the Central Government from time to time.
9. The Registrar shall be governed by the CCS (Conduct) Rules of the Govt. of India as applicable from time to time.
10. The Registrar may at any time terminate his engagement by giving three months notice (or pay in lieu of notice period) to the Executive Council of the University.
11. The Register can be removed from office:
 - a) if she/he has been found to be maintaining indifferent health for long period of time so as to adversely affect the working of the office of the Registrar.

b) If she/he has been found to work against the interest of the University.

The Vice Chancellor shall constitute a Committee comprising of members not below the rank of Professor on the matter and shall place the recommendation of the Committee to the Executive Council, which resolution shall be final. In the case of removal, at least three fourth of the total members of the Executive Council must be present, of which at least three fourth should be in favour of the resolution for removal. The Chairman may exercise a casting vote.

***Revised Ordinance passed by the Executive Council at its 12th Meeting held on 16-09-2013 as per advice of the UGC/MHRD.**

REVISED ORDINANCE-4*

EMOLUMENTS AND TERMS & CONDITIONS OF SERVICE OF THE FINANCE OFFICER

(Section 28 (o) of the Act and Statute 7(3) of Statutes of the Central Universities Act, 2009)

1. The Finance Officer shall be a whole-time salaried officer appointed on the basis of direct recruitment on the recommendations of a Selection committee constituted for the purpose for a tenure of five years which can be renewed for a similar term by the Executive Council and shall be placed in the scale of pay as recommended by the University Grants Commission and adopted by the Executive Council 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.

Where an employee of this university or any other Institution /Government and its organizations 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/ Gratuity/Transfer TA) to which he was entitled prior to his appointment as Finance Officer, and till he/she shall continue to hold his/her lien on that post.

2. The terms and conditions of service of the Finance Officer shall be such as prescribed for other non-teaching officers of the University.
3. 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.
4. A Finance Officer on deputation may be repatriated earlier than the stipulated period by the Executive Council on the recommendations of the Vice Chancellor.
5. The Finance Officer shall be entitled to unfurnish residential accommodation for which he shall not be entitled to House Rent Allowance for which he shall pay a prescribed license fee. He is also entitled to a mobile phone and free telephone (with STD & ISD) service at his/her residence.
6. The Finance Officer shall be entitled to the facility of staff car between the office and his/her residence.
7. The Finance Officer 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-teaching staff.
8. The Finance Officer shall be entitled to receive TA, LTC, etc. as per UGC guidelines and approved by the Central Government from time to time.
9. The Finance Officer shall be governed by the CCS (Conduct) Rules of the Government of India as applicable from time to time.
10. The Finance Officer may at any time terminate his engagement by giving three months notice (or pay in lieu of notice period) to the Executive Council of the University.

11. The Finance Officer can be removed from office:

- a) if she/he has been found to be maintaining indifferent health for long period of time so as to adversely affect the working of the office of the Finance Officer.
- b) If she/he has been found to work against the interest of the University.

The Vice Chancellor shall constitute a Committee comprising of members not below the rank of Professor on the matter and shall place the recommendation of the Committee to the Executive Council, which resolution shall be final. In the case of removal, at least three fourth of the total members of the Executive Council must be present, of which at least three fourth should be in favour of the resolution for removal. The Chairman may exercise a casting vote.

***Revised Ordinance passed by the Executive Council at its 12th Meeting held on 16-09-2013 as per advice of the UGC/MHRD.**

REVISED ORDINANCE-5*

EMOLUMENTS AND TERMS & CONDITIONS OF SERVICE OF THE CONTROLLER OF EXAMINATIONS (Under Section 28 (o) of Act and Statute 8(3) of Statutes of the Central Universities Act, 2009)

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 which can be renewed for a similar term by the Executive Council and shall be placed in the scale of pay as recommended by the University Grants Commission and adopted by the Executive Council from time to time.

Provided that if the Controller of Examinations 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/she belongs.

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

Where an employee of this university or any other Institution/Government and its organizations 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/Gratuity/Transfer TA) to which he was entitled prior to his appointment as Controller of Examinations, and till he/she shall continue to hold his/her lien on that post.

2. The terms and conditions of service of the Controller of Examinations shall be such as prescribed for other non teaching officers of the University.
3. 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.
4. 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.
5. The Controller of Examinations shall be entitled to unfurnish residential accommodation for which he will not be entitled to House Rent Allowance **for which he shall pay a prescribed license fee**. He is also entitled to mobile phone and free telephone (with STD & ISD) service at his/her residence.
6. The Controller of Examinations 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 teaching staff.
7. The Controller of Examinations shall be entitled to the facility of staff car between the office and his/her residence.
8. The Controller of Examinations shall be entitled to receive TA, LTC, etc. as per UGC guidelines and approved by the Central Government from time to time.
9. The Controller of Examinations shall be governed by the CCS (Conduct) Rules of the Government of India as applicable from time to time.
10. The Controller of Examinations may at any time terminate his engagement by giving three months notice (or pay in lieu of notice period) to the Executive Council of the University.
11. The Controller of Examinations can be removed from office:

- a) if she/he has been found to be maintaining indifferent health for long period of time so as to adversely affect the working of the office of the Controller of Examinations.
- b) If she/he has been found to work against the interest of the University.

The Vice Chancellor shall constitute a Committee comprising of members not below the rank of Professor on the matter and shall place the recommendation of the Committee to the Executive Council, which resolution shall be final. In the case of removal, at least three fourth of the total members of the Executive Council must be present, of which at least three fourth should be in favour of the resolution for removal. The Chairman may exercise a casting vote.

***Revised Ordinance passed by the Executive Council at its 12th Meeting held on 16-09-2013 as per advice of the UGC/MHRD.**

REVISED ORDINANCE-6*

EMOLUMENTS AND TERMS & CONDITIONS OF SERVICE OF THE LIBRARIAN

(Under Section 28 (o) of Act and Statute 9(2) of Statutes of the Central Universities Act, 2009)

1. The Librarian shall be a whole-time salaried officer appointed through direct recruitment on the recommendation of a Selection committee constituted for the purpose for a tenure of five years which can be renewed for a similar term by the Executive Council and shall be placed in the scale of pay as recommended by the University Grants Commission and adopted by the Executive Council 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.

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

Where an employee of this university or any other Institution / Government and its organizations 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 / Gratuity / Transfer TA) to which he was entitled prior to his appointment as Librarian, and till he/she shall continue to hold his/her lien on that post.

2. The terms and conditions of service of the Librarian shall be such as prescribed for other non vocational officers of the University.
3. 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.
4. A Librarian on deputation may be repatriated earlier than the stipulated period by the Executive Council on the recommendations of the Vice Chancellor.
5. The Librarian shall be entitled to unfurnished residential accommodation for which he will not entitled for House Rent Allowance. He is also entitled for free telephone service (with STD facility) at his/her residence.
6. 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 vocational staff.
7. The Librarian shall be governed by the CCS (Conduct) Rules of the Government of India as applicable from time to time.
8. The Librarian may at any time terminate his engagement by giving three months notice (or pay in lieu of notice period) to the Executive Council of the University.
9. The Librarian can be removed from office:
 - a) if she/he has been found to be maintaining indifferent health for long period of time so as to adversely affect the working of the office of the Librarian.
 - b) If she/he has been found to work against the interest of the University.

The Vice Chancellor shall constitute a Committee comprising of members not below the rank of Professor on the matter and shall place the recommendation of the Committee to the Executive Council, which resolution shall be final. In the case of removal, at least three fourth of the total members of the Executive Council must be present, of which at least three fourth should be in favour of the resolution for removal. The Chairman may exercise a casting vote.

***Revised Ordinance passed by the Executive Council at its 12th Meeting held on 16-09-2013 as per advice of the UGC/MHRD.**

Amended Ordinance -7*

DEPARTMENTS IN SCHOOLS OF STUDIES
(Under Statute 15(5)(a) of the Statutes of the Central Universities Act, 2009)

1. The University shall have the following Schools of Studies and Departments/Centers within the School. The following abbreviations and corresponding codes are assigned for the various Schools and the Departments:-

S No.	Name of School(s)	Abbreviation	Code
1.	School of Arts and Information Sciences	(AIS)	10
a)	Department of Journalism and Mass Communication	(JMC)	11
b)	Department of Library and Information Science	(LIS)	15
c)	Department of Fine Arts and Performing Arts	(FAP)	16
d)	Department of Music	(DOM)	18

2.	School of Humanities and Social Sciences	(HSS)	20
a)	Department of Ancient Indian History, Culture and Archeology	(AIH)	21
b)	Department of Economics	(ECO)	22
c)	Department of History	(HIS)	23
d)	Department of Philosophy	(PHL)	24
e)	Department of Psychology	(PSY)	25
f)	Department of Political Science and Public Administration	(PPA)	26
g)	Department of Sociology and Social Work	(SSW)	27

3.	School of Languages	(SOL)	30
a)	Department of English and European Languages	(EEL)	31
b)	Department of Hindi	(HIN)	32
c)	Department of Linguistics	(LNG)	33
d)	Department of Marathi	(MRT)	34
e)	Department of Sanskrit	(SAN)	35
f)	Department of Urdu and Persian	(UAP)	36

4.	School of Applied Sciences	(SAS)	40
a)	Department of Anthropology	(ANT)	41
b)	Department of Criminology and Forensic Science	(CFS)	42
c)	Department of General and Applied Geography	(GOG)	44
d)	Centre for Studies on Indigenous Knowledge	(INK)	45

5.	School of Engineering and Technology	(EAT)	50
a)	Department of Applied Geology	(GEO)	51
b)	Department of Pharmaceutical Science	(PHS)	54

6.	School of Biological Science	(SBS)	60
a)	Department of Botany	(BOT)	61
b)	Department of Biotechnology	(BIT)	62
c)	Department of Microbiology	(MIC)	64
d)	Department of Zoology	(ZOO)	65
e)	Dept. of Environmental Science	(ENS)	63

7.	School of Chemical Sciences and Technology	(SCT)	56
a)	Department of Chemistry	(CHE)	66

8.	School of Mathematical and Physical Sciences	(MPS)	70
a)	Department of Computer Science and Applications	(CSA)	71

b)	Department of Mathematics and Statistics	(MTS)	72
c)	Department of Physics	(PHY)	73
d)	Department of Vedic Studies	(VES)	74
9.	School of Commerce and Management	(SCM)	80
a)	Department of Commerce	(COM)	81
b)	Department of Business Management	(BUM)	82
10.	School of Law	(SAL)	90
a)	Department of Law	(LAW)	91
11.	School of Educational Studies	(SES)	94
a)	Department of Education	(EDU)	95
b)	Department of Physical Education	(PED)	96
c)	Department of Yoga Education	(YSC)	97
d)	Department of Lifelong Education	(AED)	98
2. The University may add New Department(s)/ Centre(s) to a School that does not exist presently after approval of the Executive Council on the recommendation of the Academic Council.			

***Amended by the Executive Council at its 30th Meeting held on 11-03-2023.**

Amended Ordinance-8*

CONSTITUTION OF THE BOARDS OF STUDIES AND TERM OF OFFICE OF ITS MEMBERS

(Under Section 23 of the Act and Statute 16(2) of the Statutes of the Central Universities)

1. Each Department shall have a Board of Studies comprising the following members:
 - a. Head of the Department-Chairman (Ex-officio)
 - b. All the Professors of the Department/Centre.
 - c. The senior most Associate Professor and the senior most Assistant Professor by rotation shall be a member of Board of Studies to be nominated by the Vice-Chancellor.
 - d. Two faculty members nominated by the Vice-Chancellor from amongst the faculty members belonging to allied/cognate subjects.

Two external members shall be nominated by the Vice-Chancellor for a period of three years.

Two experts may be invited by the Chairman in case there is need for these person's inputs for specialized area.

2. The appointment of members specified at c and d 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 residual period.
5. *The Board of Studies shall meet at least twice during an Academic Session. One Meeting may be held with the internal members. The other meeting s hould be held with external members also, especially where the synopsis of the thesis of Ph.D. candidate and syllabi for various programmes are to be considered.*
6. The quorum for the Board of Studies Meetings shall be 50% of the members.
7. In the absence of the Chairman, the senior-most member present shall act as Chairman for that meeting.

The Dean of the School may direct to convene a meeting of the Board of Studies to consider any matter brought before him/her.

***Ordinance No.-8 has been amended by the Executive Council in its meeting dated 08/02/2016 and approved by the President of India in his capacity as Visitor of the Vishwavidyalaya, as communicated by the MHRD vide letter No.F.56-5/2016-CU. IV Dated: 10.05.2016. Amended Ordinance No.8 was published in Gazette of India on 24 April 2017.**

Amended ORDINANCE-9*

Heads of the Department/Centers and their functions

(Under Section 28(1)(o) of the Central Universities Act, 2009)

1. Each Department/Centre shall have a Head who shall be appointed by the Vice-Chancellor from amongst the Professors for a period not exceeding three years, by rotation;

Provided that where in any Department there is only one Professor or there is no Professor, the Vice-Chancellor may also appoint one of the Associate Professors as the Head of the Department/ Centre for a period not exceeding three years;

Provided there is no Professor or Associate Professor in the Department/Centre in that case Vice-Chancellor may appoint any Professor from the same school or in case there is no Professor or Associate Professor in that School any Professor as he may deem fit.

Provided further that the person appointed as the Head of the Department/Centre shall hold the office for the duration of appointment from the date he/she is appointed Head, unless he/she ceases to be a member of the staff or resigns from the Headship.

2. The Head of a Department shall convene and preside over meetings of the Department which shall be held at least twice in a semester.
3. The Head of the Department/Centre shall work under the general guidance and supervision of the Dean and be responsible for the following:
 - (a) To organize and supervise the teaching and research activities in the Department;
 - (b) To frame the time table in conformity with the allocation of the teaching work made by the Department;
 - (c) To maintain discipline in the class room and laboratories through teachers;
 - (d) To assign to the teachers in the Department such duties as may be necessary for the proper functioning of the Department;
 - (e) To assign work and exercise control over the non-teaching staff in the Department; and
 - (f) To perform such other functions as may be assigned to him / her from time to time by the Dean, the Board of the School concerned, the Academic Council, the Executive Council and the Vice-Chancellor.

***Amended by the Executive Council in its 17th Meeting dated 25.08.2015 and approved by the President of India in his capacity as Visitor of the Vishwavidyalaya vide Id Note No.CIII-07027/1/2016-CA-III dated 21.03.2018 as communicated by the MHRD vide letter No.F.56-5/2016-CU.IV dated 26.03.2018 and published in the Gazette of India, Extraordinary, Part-III-Section-4, New Delhi, June 27, 2018.**

Amended Ordinance -10*

ADMISSION AND REGISTRATION OF STUDENTS TO THE UNIVERSITY (For Regular on Campus Education) (Under sections 6(xviii) and 28(1)(a) of the Central Universities Act, 2009)

1. ADMISSIONS TO THE UNIVERSITY

- (i) All the admissions will be done on the basis of All India Entrance Test conducted by the University individually or jointly with amongst the 15 New Central Universities established by the Central Universities Act, 2009.
- (ii) Application form for admission to the various programs offered by University shall be as prescribed by Academic Council/ or any other body, from time to time.
- (iii) The last date for the receipt of application for admission to various Schools for the University shall be fixed each year by the Academic Council.
- (iv) The last date for admission to the Schools of the University shall be fixed each year by Academic Council.
- (v) The number of student to be admitted in the Departments/ Schools of the University in the coming session shall be prescribed each year by the Academic Council. Minimum qualifications for admission to the programs in various Departments shall be prescribed by the Dean of the School in consultation with the Heads of the Departments /Centers each year, subject to the concessions provided for by the Regulations. Candidates shall be admitted to the various programs in order of merit.
- (vi) Such candidates who satisfy the requisite qualification may be considered for admission on the basis of the academic record, and performance of the applicant in entrance test/interview as may be prescribed in respect to each program.
- (vii) Only such candidates, who have passed in examination of an Indian University/ Board incorporated by any law for the time being in force, or such other examination as has been recognized equivalent, shall be considered for admission.
- (viii) Reservation of seats for SC/ST/OBC/ physically handicapped, foreign students shall be as per Government of India rules/norms in this regard.
- (ix) Reservation of seats for the war widows/wards of armed forces personnel killed/disabled in action or during Peace time shall be as per Government of India rules/norms in this regard.
- (x) No student shall ordinarily be admitted to more than one program at a time.

Note: Students admitted to a regular program in the University are permitted to pursue part-time evening certificate, diploma courses of professional nature in other Institutions.

- (xi) A candidate shall be admitted to the course in a School/Department on his registration as a student of the University after paying the registration fee.
- (xii) A student admitted to the University shall be member either of a Hall of Residence/Hostel or Non-Resident Students of the University.
- (xiii) If at any time, it is discovered that a candidate has made a false or incorrect statement or other fraudulent means have been used for securing admission, his/her name shall be removed from the rolls of the University.
- (xiv) After the counseling, the list of qualified candidates shall be submitted to the Chairman of Registration Committee/Deans of Schools/Heads of Departments for registration.

2. REGISTRATION IN THE UNIVERSITY

- (i) There shall be a Registration Committee constituted by Dean of School /Head of the Department concerned to enroll the admitted students.
- (ii) The Dean of the School shall be the Chairman of registration committee of that School.
- (iii) Every student has to be registered on the specified date of the registration, failing which he student may be registered with prescribed late fee as per Academic Calendar.
- (iv) The registration forms shall be filled in by the students in triplicate. One copy of which should be given to students registered after counter signed by the Dean of the School/ Head of the Department. The second copy should be retained by the Dean of the School/ Head of the Department for further records. Third duly completed copy, will be submitted to the office of Director, Academic Affairs.

- (v) If the subjects opted by the student belong to two different schools, the student will be registered in the School where two subjects belong to the school.
- (vi) If all the subjects offered by the student belong to different schools, the registration should not be denied by any of the school where the student wishes to register.
- (vii) The student shall use the copy of registration form as the admit card for examinations, identity card or other references as desired.
- (viii) Heads of the Departments shall complete the registration for P.G. courses and Deans of the Schools for U.G. courses.
- (ix) The registration numbers to the students shall be allotted in a specified pattern as assigned by office of the Director of Academic Affairs.
- (x) There shall be registration in each semester in each academic session.
- (xi) All the previous records of the students registered in various courses/programs shall be maintained by Heads of the Departments for P.G. and Dean of the Schools for U.G. programs.
- (xii) The student securing less than 2.00 Semester Grade Point Average (SGPA) in 7-point grade scale, in more than one semester, shall not be registered in subsequent odd semester. For example, students with less than 2.00 SGPA in both the first and second semesters shall not be registered in the third semester. Similarly, a student with less than 2.00 SGPA, in any two of first to fourth semesters, will not be registered in fifth semester and so on. This clause is not applicable to Ph.D. students. However, for students admitted in session 2015-16, the new guideline as mentioned in Ordinance 22(A) will apply.
- (xiii) Students registered in any odd semester are entitled for registration in ensuing even semester. However, a Ph.D. student who fails to secure the minimum SGPA/CGPA in Course Work as required in Ordinance 23 shall not be registered in second semester.

***Reframed by the Executive Council in its 16th meeting dated 14.05.2015 as per the advice of the UGC and approved by the President of India in his capacity as Visitor of the Vishwavidyalaya, vide Id Note No. CIII-07027/1/2016-CA-III dated 21.03.2018 as communicated by the MHRD vide letter No. F. 56- 5/2016- CU. IV Dated: 26.03.2018, and were published in the Gazette of India on 27 June 2018**

ORDINANCE-11*

PROCEDURE/NORMS FOR APPOINTMENT TO THE POSTS OF PROFESSOR, ASSOCIATE PROFESSOR AND ASSISTANT PROFESSOR (Under Statute 18 (4) of the Statutes of the Central Universities Act, 2009)

1. The University will issue all-India advertisement for recruitment to the teaching posts in leading national dailies giving at least 45 days time and make appointments there-to on all India basis on the recommendations of the Selection Committee as constituted in Statute 18(2).
2. In order to attract best talent, the University may make rolling advertisements whereby eligible candidates can submit their applications for different faculty positions throughout the year.
3. The Chairman-Convener shall issue to each member of the Selection Committee a Notice, not less than ten days before the meeting, stating the time and venue of the meeting. Meeting of the Selection Committee shall be fixed after prior consultation with, and subject to the convenience of Visitor's nominee and of the experts nominated by the Executive Council.
4. The Chairman-Convener shall be entitled to vote at the Selection Committee meeting and shall have a casting vote in the case of a tie.
5. The recommendations of the Selection Committee shall be submitted to the Executive Council and orders of appointment shall be issued after the approval of the Executive Council in accordance with Statute 12(2) (ii).
6. The terms and conditions with regard to the minimum qualifications and other terms and conditions as prescribed by the UGC from time to time, shall be followed.

In addition to the above, the Vice-Chancellor may recommend, (in consultation with the concerned Dean and Head of the Department) to the Academic Council such specialization or any other condition as required for the post to be filled up.

7. The prescribed qualification and experience will be minimum, and the mere fact that a candidate possessing the same will not entitle him / her for being called for interview.
8. The University will have the right to restrict the number of candidates to be called for interview, based on the recommendations of the Screening Committee constituted as per the Regulations for this purpose, to a reasonable number on the basis of qualifications and experience higher than the minimum prescribed or by any other condition that it may deem fit.
9. It would be open to the Executive Council to offer appointment to suitable persons who may not have applied in accordance with Statute 19(1).
10. The rules and procedures prescribed by the Govt. of India in respect of the Reserved categories shall be followed as provided in Section 7 of the University Act.
11. The Selection procedure shall be as laid down by the UGC Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic staff in Universities and Colleges and Measures for Maintenance of Standards in Higher Education – 2010 and as amended from time to time.
12. If case of selection of two or more persons on the same date, the recommendations shall invariably be made in order of merit of the selected candidates for the purpose of determining seniority in service.
13. No recommendations should be made with a condition attached to the occurrence of the future events.

14. The Selection Committee, after considering a candidate for the post of Professor or Associate Professor, may, if it is of the opinion that he or she will be suitable choice for the next lower post, can make such recommendation.
15. The statutory provision for relaxing of age, minimum qualification, experience etc. prescribed in case of the candidates belonging to SC/ST/OBC/PH categories will be made applicable to them.
16. If any candidate is recommended by the Selection Committee for appointment in relaxation of any of the prescribed conditions relating to qualifications, age, experience etc., it shall be so stated and recorded.
17. When the Selection Committee considers it fit to recommend a higher initial pay or advance increments to be offered to a selected candidate, it shall be as per the UGC Regulation referred to above.
18. Number of posts advertised may be treated as tentative. The University shall have the right to increase/decrease the number of posts at the time of selection and make appointments accordingly.
19. The in-service candidates should apply through Proper Channel.
20. Outstation candidates belonging to SC/ST categories called for interview will be paid to and from 2nd AC railway fare towards journey expenses on production of tickets/proof.
21. Canvassing in any form on behalf of any candidate will disqualify such candidate.
22. The Chairman-Convener shall have the power to lay-down the procedure in respect of any matter not mentioned in the Act/Statute/Ordinance.
23. The Selection Committee's recommendations, when approved by the Executive Council, shall remain valid for a period of one year from the date of such approval.
24. The application forms will be sold and registration fee collected at the rates prescribed by the University from time to time. The SC/ST/Physically Challenged candidates need not pay Registration Fee.
25. In case of any dispute, suite or legal proceedings against the University, the jurisdiction shall be restricted to the High Court of Madhya Pradesh, Jabalpur.

***Approved by the Executive Council in its Meeting dated 09.04.2011, noted by the Govt. of India, as communicated by the MHRD vide letter No.F.56-7/2012-Desk (U) dated 09-11-2012, and letter F.No.56-7/2012-Desk (U) dated 21-05-2013 and published in the Gazette of India, Extraordinary, Part-III-Section-4, New Delhi, March 28, 2017.**

ORDINANCE-12*

**PROCEDURE FOR PROMOTIONS OF ASSISTANT PROFESSOR
AND ASSOCIATE PROFESSOR**

The promotion through career advancement of Assistant Professors/Associate Professors/ Professor in the university shall be governed by the Norms/Regulations prescribed by the University Grants Commission in vogue and as amended from time to time.

***Approved by the Executive Council in its Meeting dated 09.04.2011, noted by the Govt. of India, as communicated by the MHRD vide letter No.F.56-7/2012-Desk (U) dated 09-11-2012, and letter F.No.56-7/2012-Desk (U) dated 21-05-2013 and published in the Gazette of India, Extraordinary, Part-III-Section-4, New Delhi, April 24, 2017.**

ORDINANCE 13*

WRITTEN CONTRACT OF APPOINTMENTS

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”.

*TO BE TYPED ON NON-JUDICIAL STAMP PAPER
& SUBMIT ONE ORIGINAL AND TWO COPIES THEREOF.*

SERVICE CONTRACT

ARTICLES OF AGREEMENT EXECUTED his / her the _____ day of _____ the year Two Thousand the _____ Year of the Republic of India between _____ S/o/D/oW/o _____ aged _____ years, residing at _____ of the first part (hereinafter called ‘the party of the first part’) and the Central University of _____ of the second part.

WHEREAS the Dr. Hari Singh Gour Vishwavidyalaya, Sagar, (M.P.) (hereinafter referred in as “the University”) have engaged the party of the first part as _____ (Designation) and the party of the first part has agreed to serve the University on the terms and conditions hereinafter contained;

Now these present witness and the parties here to respectively agree as follows:

1. The party of the first part shall submit to the orders of the University and of the authorities under whom he may from time to time, be placed by the University and shall remain in the service commencing from the date of joining duty _____ (Date) subject to the terms and conditions herein contained.
2. The party of the first part shall devote his / her whole time and attention efficiently and diligently to his / her duties and at all time obey the rules including the University Service Conduct Rules prescribed for the time being for the regulations of the branch of the University to which he may be attached and shall whenever required to perform such duties as may be assigned to him / her from time to time.
3. The party of the first part shall be of the Teacher’s / Officer’s rank and his / her status shall be that of _____ (Designation) in _____ (Department / Centre/Office) as on the date of appointment.
4. The party of the first part shall be from the date of coming into force of this contract, be granted Rs. _____ (Basic Pay including the grade pay of Rs. _____) in the pay scale of Rs. _____. He/she shall also be eligible for the usual allowance as admissible under the rules of the University in force.
5. The party of the first shall, during the period of his/ her agreement earn leave according to the rules applicable to him/her.
6. If the party of the first part is required to travel in the interest of the University Service; he/she shall be entitled to travelling allowance on the scale applicable to the Officers of equal rank in the University.

7. His/her agreement may be terminated at any time within the said period of the age of superannuation by either party, by giving three months' notice in writing to the other, provided always that either party may in lieu of the notice, give to the other party a sum equal to the salary of the period which may fall short of three months.
8. The party of the first part shall be eligible to the benefit of the University Provident Fund / Pension / New Pension Scheme according to the rules applicable.
9. The Party of the first part shall submit himself / herself for Self Appraisal PABS methodology as prescribed by the UGC as notified and amended from time to time.
10. In regard to any matter in respect of which no provision has been made in this agreement, the provision of the rules made or deemed to have been made under Article 309 B & 313 of the Constitution of India, the provisions of any Act or Rule made by the University in regard to the employees borne in the category of the Teacher / Officer in the University service shall apply to the extent to which they are applicable to the service of the party of the first part under this agreement and the decision of the University as their applicability shall be final.

IN WITNESS WHEREOF _____ the party of the first part
and the (Name) Registrar acting for and on behalf of and by the order and
direction of the Executive Council, have hereunto set their hands in the
year of the REPUBLIC OF INDIA.

SIGNED BY THE PARTY OF THE FIRST PART:

IN THE PRESENCE OF:

Witness: 1) 2)

WRITTEN CONTRACT FOR SHORT-TERM APPOINTMENT

Memorandum of Agreement made this the day of Two Thousand and between (hereinafter called the 'Teacher') on the first part, and the Dr. Hari Singh Gour Vishwavidyalaya, Sagar (M.P.) a body corporate constituted under the Central Universities Act, 2009 (No.25 of 2009) hereinafter called the 'University') on 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 theand the saidhereby accepts the engagement, and undertakes to take such part in the activities of the University and perform such duties in the University as may be required by and in accordance with the said Act, Statutes and Ordinances framed there under, for the time being in force, whether the same relate to organisation of instruction, or teaching, or research or the examination of students or their discipline of their welfare, and generally to act under the direction of the authorities of the University.
2. 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 before the expiry of the term of his appointment for which he is appointed or is terminated as hereinafter provided, shall continue in the service of the University for the period of his appointment as aforesaid.
3. That the University shall pay during the continuance of his engagement hereunder as a remuneration of his services a basic pay of Rs....., including grade pay of Rs..... in the scale of pay.....plus usual allowances per mensem, raising by annual increments of Rs..... to a maximum pay of Rs. per mensem.

Provided 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 written representation.

4. 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 teacher shall be made after his appointment in regard to designation, scale of pay, increment and provident fund so as to adversely affect him.
5. That the teacher shall devote his 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 emolument 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 commission, 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.
6. It is further agreed that this engagement shall be liable to be determined before the expiry of the aforesaid period of appointment by the University except on the grounds specified and in accordance with the procedure laid down in Statute 25 of the Statutes of the University.

7. The teacher may at any time, terminate his engagement by giving one month notice in writing or salary in lieu thereof to the Executive Council, provided that the Executive Council may waive the requirement of notice at its discretion.
8. On the termination of this engagement, from whatever cause, 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.

In witness whereof the parties hereto affix their hands and seal.

Signature:

Designation:

In the presence of:

1. Signature

2. Signature:

Designation

Designation

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

Signature:

Designation:

In the presence of:

1. Signature

2. Signature:

Designation

Designation

***Approved by the Executive Council in its Meeting dated 09.04.2011, noted by the Govt. of India, as communicated by the MHRD vide letter No.F.56-7/2012-Desk (U) dated 09-11-2012, and letter F.No.56-7/2012-Desk (U) dated 21-05-2013 and published in the Gazette of India, Extraordinary, Part-III-Section-4, New Delhi, April 24, 2017**

ORDINANCE-14*

CONDITIONS OF SERVICE OF TEACHERS

(Under Section 28 (1) (o) of the Act and
Statute 22(1) of Statutes of the Central Universities Act, 2009)

Teachers of the University means Professors, Associate Professors, Assistant Professors and such other persons as may be appointed for imparting instruction or conducting research in the University or in any College or Institution maintained by the University and are designated as teachers by the Ordinances.

1. Teacher to be a whole time employee of the University shall be a whole-time salaried employee of the University and shall devote his / her whole-time to the University and does not include honorary, visiting, part-time and ad-hoc teachers.

Provided that nothing contained in this Ordinance shall apply to the 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 / television talk or extension lectures or to any other academic work with the permission of the Vice-Chancellor.

No whole-time salaried teacher of the University shall without the permission of the Executive Council engage directly or indirectly in any trade or business whatsoever or any private tuition or other work to which any emolument or honorarium is attached. However, teachers may engage in consultancy work as per UGC guidelines and with prior approval of the University.

2. **Nature of Duties:**

Every teacher shall undertake to take part in such activities of the University and perform such duties in the University as may be required by and in accordance with the Act, the Statutes and Ordinances framed there-under, for the time being in force, whether the same relate to organization of teaching, research, extension, examination of students, their discipline, welfare, and generally to act under the direction of the authorities of the University.

3. **Period of Probation and Confirmation:**

The minimum period of probation shall be one year extendable by a maximum period of one more year in case of unsatisfactory performance.

Provided that the Executive Council for the reasons recorded, may waive the condition of probation.

Provided further that the condition of probation shall not apply in case of teachers appointed by the Executive Council under the Statute 19 (1).

The confirmation at the end of one year shall be automatic, unless extended for another year by a specific order, before expiry of the first year.

Probation and confirmation rules shall be as applicable only at the initial stage of recruitment, issued from time to time, by Central Government.

All other Central Government rules on probation and confirmation shall be applicable mutatis mutandis.

4. **Confirmation:**

It shall be the duty of the Registrar to place before the Executive Council the case of Confirmation of a teacher on probation, not later than forty days before the end of the period of probation.

The Executive Council may then either confirm the teacher or decide not to confirm him, or extend the period of probation so as not to exceed twenty-four months in all.

In case the Executive Council decides not to confirm the teacher, whether before the end of twenty-four months' period of his / her probation, or before the end of the extended period of probation, as the case may be, he shall be informed in writing to that effect, not later than thirty days before the expiration of that period.

Provided that the decision not to confirm a teacher shall require a two-third majority of the members of the Executive Council present and voting.

5. **Increment:**

Every teacher shall be entitled to increment in his / her scale of pay, unless the same is withheld or postponed by a resolution of the Executive Council and after the teacher has been given due opportunity to make his / her written representation.

6. **Age of retirement:**

Subject to the provision of Statute 25, every teacher confirmed in the service of the University, shall continue in such service until he/ she attains the age of superannuation as prescribed by the UGC **and** Govt. of India from time to time.

Provided further that if the date of Superannuation of a teacher falls at any time during the Academic Session, the Executive Council may on the recommendation of the Vice-Chancellor re-employ the teacher for any period up to the end of the academic session, with a view not to disturb the teaching work of the Department / Centre.

In special cases, a teacher on his / her attaining the age of superannuation, may be re-employed on a contract in keeping with the regulations in this behalf as issued by the UGC from time to time.

7. **Variations in terms and conditions of service:**

Every teacher shall be bound to act in conformity with the Statutes, Ordinances, Regulations and rules of the University as well as a code of professional ethics as may be formulated by the University.

Provided that no change in the terms and conditions of service of a 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.

8. **Professional Code of Conduct:**

Every teacher of the University shall abide by the Code of Conduct framed by the University and the following lapses would constitute misconduct on the part of a University teacher.

- i) Any lapse in performing his/ her duties as assigned by the university from time to time.
- ii) Gross partiality in assessment of the students, deliberately over marking/under marking or attempts at victimization on any ground.
- iii) Inciting students against other students, colleagues or administration (This does not interfere with the right of a teacher to express his / her difference of opinion on principles in seminars and other places where students are present) or any other such actions which are against the interest of the university.
- iv) Indulging in communal activities, or making inappropriate remarks on caste, creed, religion, race or sex in his / her relationship with his / her colleagues and trying to use the above considerations for improvement of his / her prospects or any other such actions which are against the interest of the university.
- v) Refusal to carry out the decisions by appropriate administrative and academic bodies and / or functionaries of the University.
- vi) Indulging in Plagiarism of any sort within the legal meaning, interpretation and expression of the term.

9. **Resignation:**

A whole-time salaried teacher may, at any time, terminate his / her contract by giving the University three months' notice in writing or on payment to the University of three months salary in lieu thereof. The notice period shall be one month in case of probationers, contractual, temporary and ad-hoc teachers or salary in lieu thereof.

Provided that the Executive Council may waive the requirement of notice at its discretion.

10. **Contract:**

The written contract between a teacher and the University required to be entered into under Section 33 (1) of Central Universities Act shall be in the form prescribed by the Ordinances.

11 **Fixation of pay of re-employed pensioners**

As per the Government of India Rules issued from time to time.

12. **Teaching Days, Work Load And Leave Rules**

The rules and conditions governing number of teaching days, work load and leave rules shall be as prescribed by the UGC and Govt. of India from time to time.

***Approved by the Executive Council in its Meeting dated 09.04.2011, noted by the Govt. of India, as communicated by the MHRD vide letter No.F.56-7/2012-Desk (U) dated 09-11-2012, and letter F.No.56-7/2012-Desk (U) dated 21-05-2013 and published in the Gazette of India, Extraordinary, Part-III-Section-4, New Delhi, March 28, 2017.**

ORDINANCE-15*

SENSITIZATION, PREVENTION AND REDRESSAL OF SEXUAL HARASSMENT (SPARSH)

(Under Section 28(n) of the Central Universities Act, 2009)

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.” Resultantly, Dr. Hari Singh Gour Vishwavidyalaya, Sagar hereby introduces and enforces Ordinance titled “Sensitization, Prevention and Redressal of Sexual harassment.”

Bodies of SPARSH:

SPARSH shall include the Apex body of (SPARSH) (ABS) and the University Complaints Committee (UCC). The ABS shall aim to sensitize and work to prevent sexual harassment in the university. The UCC shall consider complaints regarding sexual harassment, and will conduct enquiries, suggesting suitable action.

Functions, Powers and duties of ABS:

- i. To uphold the commitment of Dr. Hari Singh Gour Vishwavidyalaya, Sagar to provide campus environment free of gender-based discrimination, sexual harassment and other acts of gender-based violence.
- ii. To promote a social and psychological environment, which will raise awareness about gender based discrimination and prevent sexual harassment and other acts of gender based violence.
- iii. To generate awareness about gender based discrimination, sexual harassment and other acts of gender based violence.

Functions, powers and Duties of UCC:

- i. To fulfill the directives of the Supreme Court enjoining all employees to develop and implement a policy against sexual harassment at the workplace.
- ii. To evolve a permanent mechanism for prevention and redressal of gender based discrimination, sexual harassment and other acts of gender based violence.
- iii. To ensure that the provisions of the ordinance are implemented in letter and spirit through proper reporting and redressal of the complaints.

Operational definitions:

- i **Sexual harassment:** This shall include such unwelcome sexual behaviour (whether directly or by implication) as:
 - a. Unwanted physical contact and advances.
 - b. A demand or request for sexual favours.
 - c. Sexually-coloured remarks
 - d. Displaying pornography
 - e. Any other unwelcome physical, verbal or non-verbal conduct of sexual nature
- ii **Academic staff:** This shall include any person on the staff of the university who is appointed to a teaching and/or research post, whether full time, temporary, adhoc, part time, visiting, honorary, or on special duty, or employees on muster roll/daily wage/casual or project basis.
- iii **Campus:** This includes all the places vested, controlled and/or administered by Dr. Hari Singh Gour Vishwavidyalaya, Sagar.
- iv **Non-governmental Organization (NGO):** This shall include any NGO registered under the Societies Registration Act or is a public Charitable Trust. Such an NGO should be engaged in work

connected with gender equality.

v Counsellor: This shall include any women from among the staff, who has expertise in social and personal counseling on matters arising out of incidents of sexual harassment.

vi Non-teaching staff: This shall include any person on the staff of the university who is not appointed to a teaching and/or research post, whether full time, temporary, ad-hoc, part time, on daily wages, on honorary or on special duty, or deputation, and shall include employees on muster roll/daily wage/casual or project basis.

vii Resident: This shall include any person who is a temporary or a permanent resident occupying any accommodation or premises managed and/or allotted by Dr. Hari Singh Gour Vishwavidyalaya, Sagar (M.P.)

viii Service provider: This shall include any person who runs or manages commercial enterprises, or provides services on the campus.

5. Constitution of ABS:

The ABS committee shall consist of the following members, who will be nominated by the Vice-Chancellor.

- i. The Chairperson, a women nominated by the Vice-Chancellor, Dr. Hari Singh Gour Vishwavidyalaya, Sagar from amongst the faculty members.
- ii. Five members representing various faculties/centers of the University, of which at least three shall be women.
- iii. Two students representatives of which at least one be girl student (names to be proposed by Dean, Students' Affairs for Vice-Chancellor's approval).
- iv. Two members from the non-teaching staff, of which at least one should be women.
- v. One woman NGO representative.
- vi. One woman counselor.

6. Constitution of UCC:

The Vice-Chancellor shall nominate the members of UCC from among the members of the Apex Committee. It shall comprise of the following.

- i. Five (at least three women) teacher representatives.
- ii. One non-teaching staff representative of the University.
- iii. One person, with known contribution to women's issues, to be co-opted from outside the University, who could be an NGO representative.
- iv. The chairperson shall be elected from amongst the above-mentioned members.
- v. One member-secretary shall also be elected from amongst the above-mentioned members.

7. Term of office of chairperson and members of ABS and UCC:

- i. The chairperson and members shall hold office, as such, for a term of two years from the date on which they assume office.
- ii. Provided that no chairperson or any member shall hold office for more than two terms.

8. Vacancy in the office of chairperson or members of ABS/UCC:

If the office of the chairperson or any other members becomes vacant, or if either of them remains absent without written intimation for three consecutive meetings, or for two months, whichever is more, another member may be appointed to fill in the vacancy. The new chairperson/member shall be nominated by the Vice-Chancellor.

9. Procedures for Transaction of Business of ABS:

- i. The ABS will hold at least five meetings/ programmes in an academic year, with not more than 2 months gap between the two meetings.
- ii. Proceedings of all the meetings shall be recorded, confirmed and adopted by ABS members.
- iii. Any member may request the chairperson to call an emergent meeting of the ABS for which at least 24 hours advance notice shall be given. The quorum for the meeting shall be one third members of the ABS.

10. Procedure for Filing Complaints with the UCC:

- i. Wide publicity to be given for filing complaints.
- ii. Complaints to be registered in strict confidence.
- iii. Taking cognizance of complaints about sexual harassment, the UCC shall conduct enquiries, provide assistance and redressal to the victims, recommend penalties and other action to be taken.
- iv. Any student resident, service provider, outsider, faculty member or non-teaching staff may make a complaint of sexual harassment against a student, resident, service provider, outsiders, faculty members or non-teaching-staff.
- v. The party may lodge a complaint directly to the Vice-Chancellor, or to any member of the UCC.
- vi. The complaint may be oral or in writing. If it is oral, it shall be put into writing by the UCC.
- vii. The UCC may hear both the parties (Complainant and the accused) in a manner as it may deem appropriate, and determine the course of action that the situation merits.
- viii. The UCC will be responsible for conducting a formal enquiry against the student/teacher/non-teaching staff member/service provider allegedly involved in a case on the basis of its findings during the preliminary enquiry.
- ix. The inquiry shall be conducted under the rules and procedure already laid down by the University and will be in conformity with the principles of natural justice.
- x. The formal inquiry shall commence within a week and shall be completed within two months from the date of its reference. If the UCC finds it impractical to dispose of the case within the given time, it will be recorded in writing, and the period may be extended by the Vice-chancellor.

11. Penalties:

These shall be awarded as per University rules for employees. In case of students/service providers, they could include

- ❖ Warning
- ❖ Debarring entry into hostel/campus
- ❖ Withholding results
- ❖ Expulsion from the university
- ❖ Denial of re-admission
- ❖ Written apology
- ❖ Bond of good behaviour

Note: In case of harassment by an outsider, that is, a person unconnected with the University, the university authorities shall initiate action by making a complaint with the appropriate authorities.

***Approved by the Executive Council in its Meeting dated 09.04.2011, noted by the Govt. of India, as communicated by the MHRD vide letter No.F.56-7/2012-Desk (U) dated 09-11-2012, and letter F.No.56-7/2012-Desk (U) dated 21-05-2013 and published in the Gazette of India, Extraordinary, Part-III-Section-4, New Delhi, April 24, 2017**

ORDINANCE-16*

Curbing the Menace of Ragging in Higher Educational Institutions (Under Section 28 (n) of the Central Universities Act, 2009)

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.

***Approved by the Executive Council in its Meeting dated 09.04.2011, noted by the Govt. of India, as communicated by the MHRD vide letter No.F.56-7/2012-Desk (U) dated 09-11-2012, and letter F.No.56-7/2012-Desk (U) dated 21-05-2013 and published in the Gazette of India, Extraordinary, Part-III-Section-4, New Delhi, April 24, 2017**

REVISED ORDINANCE-17*

General Rules

“DOCTOR HARISINGH GOUR VISHWAVIDYALAYA, SAGAR, M.P.”

CADRE RECRUITMENT RULES

NON-TEACHING AND OTHER ACADEMIC POSTS 2022

The Executive Council of the ***“Doctor Harisingh Gour Vishwavidyalaya, Sagar, Madhya Pradesh”***, in exercise of the powers conferred under Section-28(2) and Section 12 (2) (i) &(iv) of the Central Universities Act, 2009, read with Statutes 22 and 23 (2) of the Second Schedule contained in “The Central Universities Act, 2009” and in supersession of existing Recruitment Rules (Non-teaching & Other Academic posts) 2018, hereby frames the following rules for regulating the recruitment to the Non-Teaching and Other Academic Posts in the University under **Revised Ordinance No.17**.

1. SHORT TITLE AND COMMENCEMENT:

1.1 These Rules shall be called Central University Non-teaching and Other Academic Posts Recruitment Rules 2022 of ***“Doctor Harisingh Gour Vishwavidyalaya, Sagar, Madhya Pradesh”***.

1.2 These Rules shall come into force with effect from the date of issue of notification by the University.

2. DEFINITION:

In these Rules, unless the context otherwise requires:

- 2.1 ‘Act’ shall mean the “Central Universities Act, 2009” as amended from time to time.
- 2.2 ‘Executive Council’ shall mean the Executive Council of ***“Doctor Harisingh Gour Vishwavidyalaya”***.
- 2.3 ‘Appointing Authority’ in relation to any post in the University shall imply the authority competent to make appointment to that post under the Act / Statute / Ordinances/CRRs/Regulations of the University as amended from time to time.
- 2.4 ‘Cadre’ shall mean the strength of service or a part of service sanctioned as a separate unit.
- 2.5 ‘Departmental Candidate’ shall mean the employee working on regular basis in the ***“Doctor Harisingh Gour Vishwavidyalaya”*** against a substantive post in the University but does not include an employee working on ad-hoc, daily wage, contract, or temporary basis.
- 2.6 ‘Direct Recruitment’ shall mean the recruitment made other than by promotion, deputation or absorption.
- 2.7 ‘Government’ shall mean the Government of India.
- 2.8 ‘Non-Teaching Employee’ shall mean an employee of the University other than the teachers of the University.
- 2.9 ‘Other Academic Staff’ shall mean the other academic staff as defined in the “UGC Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Other Measures for the Maintenance of Standards in

Higher Education, 2018' and as amended from time-to-time, which includes the cadres of Librarians, Directors of Physical Education and Sports.

- 2.10 'Regular Service' shall mean the service rendered by an employee in the cadre on regular basis and shall not include the service on contract/ daily wage/temporary/ad-hoc basis
- 2.11 'Schedule' shall mean the Schedule(s) appended to these Rules.
- 2.12 'Selection Committee' shall mean a composition of members of Selection Committee as specified in the Act, Statutes, Ordinances, UGC Regulations, Guidelines or the Cadre Recruitment Rules of the University.
- 2.13 'Departmental Promotion Committee and Departmental Confirmation Committee' shall mean departmental Promotion Committee and Departmental Confirmation Committee respectively, as defined in the Schedule-II.
- 2.14 'Statutes', 'Ordinances' and 'Regulations' shall mean, respectively, the 'Statute', 'Ordinance' and 'Regulations' of the University under "**Central Universities Act, 2009**", for the time being in force and as amended from time to time.
- 2.15 'University' shall mean **Doctor Harisingh Gour Vishwavidyalaya** established under "**Central Universities, Act, 2009**".
- 2.16 'Age' shall mean the upper age limit as specified in the Schedule-I.
- 2.17 'Notified date' shall mean the date specified in the Notification.
- 2.18 'UGC' shall mean the University Grants Commission established under the UGC Act, 1956.
- 2.19 'SC' shall mean Scheduled Caste, 'ST' shall mean Scheduled Tribe, 'OBC' shall mean Other Backward Class, 'PwBD' shall mean Persons with Benchmark Disability, EWS shall mean Economically Weaker Sections.
- 2.20 'On Probation' with relation to a person shall mean a person appointed to any post on probation as specified in these rules.
- 2.21 'Substantive appointment' shall mean appointment on a substantive post on regular basis including on probation followed by confirmation.
- 2.22 (a) 'Service or Experience' wherever prescribed under these rules for direct recruitment shall mean a condition for appointment to any post shall include the period which the person has worked on such lower post.
(b) 'Service or Experience' wherever prescribed under these rules for promotion shall mean a condition for promotion to any higher post, shall include the period which the person has continuously worked on such lower post on regular basis.
- 2.23 'Competent Authority' shall mean the authority competent to exercise different powers and functions under these Rules.
- 2.24 All other words and expressions, used herein, but not defined in these Rules, unless the context otherwise requires, shall have the same meaning as they have been assigned in the "**Central Universities Act, 2009**", Statutes, Ordinances and Regulations made there under or in the relevant rules framed by the Government of India as amended from time to time.

3. **EXTENT OF APPLICATION:**

- 3.1 These Rules shall apply to all appointments of non-teaching posts including Other Academic Staff on regular/tenure/deputation/promotion basis by the University as the case may be.
- 3.2 Instructions issued by the Govt. of India/UGC regarding appointment, conditions of service and admissible emoluments etc. of the non-teaching employees and other academic staff from time to time shall apply mutatis mutandis with due approval of the Executive Council.

4. **CLASSIFICATION OF POSTS:**

- 4.1 Group 'A' (Pay Level 10 and above)
- 4.2 Group 'B' (Pay Level 6 to 9)
- 4.3 Group 'C' including Multi-Tasking Staff (MTS) (Pay Level 1 to 5)

5. **SCHEDULE:**

The number of posts, with classification, Pay-Matrix, details of qualification, experience, method of recruitment, age limit, etc. for various posts and any other information relevant to these posts are specified under Schedule-1.

6. **APPOINTING AUTHORITY:**

The Appointing Authority in respect of various posts in the University shall be as under:

	Appointing Authority	Posts
A.	Executive Council	Permanent appointment to all Group 'A' posts
B.	Vice-Chancellor	(i) Permanent appointment to all Group 'B' posts (ii) Temporary appointment to all Group 'A'/Group 'B' posts
C.	Registrar	(i) Permanent appointment to all Group 'C' posts. (ii) Temporary appointment to all Group 'C' posts.

7. **METHOD OF RECRUITMENT:**

The recruitment to various posts shall be made by the Appointing Authority by the following methods:

1. Direct Recruitment
2. Promotion
3. Deputation / Absorption
4. Tenure Appointment

8. **AUTHORIZED SANCTIONED STRENGTH OF POSTS UNDER VARIOUS CADRES:**

- 8.1 The authorized sanctioned strength of the posts under each of the cadres as on the date of notification shall be as specified in Scheduled-I under these rules.
- 8.2 After notification of these rules, any new post sanctioned by the UGC/MOE from time to time shall be added to the authorized sanctioned strength of posts under respective cadres with due approval of the Executive Council of the University.

9. **FUTURE MAINTENANCE OF THE CADRE/POSTS:**

- 9.1 All the appointments made through the method of recruitment, mentioned under Rule-7 above, in the University after notification of these rules, shall be made only in accordance with the provision of these rules. The Executive Council may add any other posts and/or Cadre as and when any new post/cadre is sanctioned by UGC / MOE. In case of sanction of new post(s) by UGC/MOE, necessary procedural formalities such as framing of recruitment rules of such posts (wherever necessary) have to be made and approval of the Ministry of Education is required to be obtained. The Executive Council may abolish any post under intimation to UGC. However, for conversion of any post to another post prior

approval of UGC shall be required.

- 9.2 The seniority of the employees borne in each cadre/post specified in these rules shall be maintained by the Registrar of the University and/or other officer authorized for the purpose by the Competent Authority. Notwithstanding anything contained herein, any class or category of posts and incumbents thereof may be placed in any of the offices or establishments, as the case may be, by general or specific order(s) of the Vice-Chancellor or the Registrar.

10. INITIAL CONSTITUTION:

- 10.1 The employees holding the posts on regular basis in accordance with the prevailing rules i.e. prior to the commencement of these rules shall be deemed to have been appointed in accordance with the provisions of these rules.

10.2 The regular continuous service of the personnel mentioned under sub-rule (1) prior to the initial constitution shall count for the purpose of probation period, qualifying service for promotion, confirmation and pension scheme as applicable in the service.

11. PROCEDURE TO BE ADOPTED FOR RECRUITMENT:

I. ISSUE OF ADVERTISEMENT:

The vacant posts of permanent nature, posts approved under specific schemes of permanent nature, the posts of temporary nature likely to continue, tenure /deputation posts, etc. shall be advertised at an appropriate time, giving at least one insertion in any of the national dailies and one insertion in the University website. The candidates may fill up the prescribed application forms along with the details of qualifications, experience and other requirements as per the procedures to be prescribed by the university and submit the applications duly completed in all respects along with the prescribed application fees, if any, within the stipulated time.

Note:

- (a) *In order to reduce the cost of advertisement, only essential details of the recruitment including the closing date of the application shall be indicated in the advertisement. The closing date may be extended at the discretion of the Vice-Chancellor depending on the exigency of the situation, by notifying on the website only, for which the interested candidates have to be in constant touch with the website of the university.*
- (b) *In addition to the provisions mentioned at Para 11 (I) above, the University at its discretion, may request the Employment Exchange to sponsor candidates for posts as per the prescribed educational qualifications, experience etc.*

II. TIME LIMIT FOR RECRUITMENT PROCESS:

The university may ensure that the entire recruitment process including and starting from advertisement, conducting written examination or holding the interview may be completed within six months. (Ref: DoPTO.M.No.Misc.14017/15/2015-Estt.(RR) dated 11.01.2016 duly forwarded by UGC to all central universities vide letter No.F.74-1/2017(CU) dated 16th October, 2017).

Provided that, if in the opinion of the Vice-Chancellor, the circumstances so warrant, he/she may extend the time limit for the recruitment process by a maximum period of six months.

III. APPLICATION FORM

- (a) Candidates shall be required to download the application forms from the website of the University or submit the applications in the prescribed format online.
- (b) Applications for all the posts shall be entertained only in the prescribed format (Online/Offline), along with the prescribed fee, payable in favour of the **Registrar, Doctor Harisingh Gour Vishwavidyalaya** through online/offline payment.
- (c) The schedule of charges for the application form and the prescribed fee shall be determined by the Vice-Chancellor, from time to time. Concessions in application/processing fee, wherever provided, shall be as per Govt. of India norms.

(d) Receipt of applications after the closing date:

- The closing date for receipt of applications shall ordinarily be 30 days from the date of release of advertisement on the university website or from the date of publication in the employment news, whichever is later. However, the Vice-Chancellor may, at his discretion, decide the extension of the closing date for receipt of applications, keeping in view the exigency of the situation before the closing date is over. Incomplete applications, and the applications received after the due date, shall not be entertained.
 - The Vice-Chancellor may, however, allow the acceptance of any application received after the closing date, subject to production of proof to his/her satisfaction that the application along with the enclosures and the remittance details, if any was posted by the candidate on or before the closing date.
 - In case the closing date is a holiday, the next working day shall be treated as the closing date. Incomplete applications and applications not submitted in the prescribed format, not with the prescribed fee, self-certified enclosures, etc. shall be summarily rejected.
- (e) The application should be addressed to “The Registrar, **Doctor Harisingh Gour Vishwavidyalaya**” in a closed cover super-scribing "Application for the post of -----”.

(f) Holding of Written/Skill Tests:

- While filling up the posts under direct recruitment, the University shall hold the written and/or Skill tests for all Group “B” and “C” Non-Teaching posts.
- The written test may comprise Reasoning Ability, Simple Arithmetic, General Knowledge, Domain Knowledge of the Establishment, Accounts, Examinations, Language proficiency in English and Hindi, etc. wherever applicable, noting and drafting etc. and/or skill tests, or any other type of test depending upon the job requirements (such as posts under Technical/Laboratory services, Engineering, Information and Communication Technology, Library services etc.) to be decided by the University.
- The University may conduct written tests in two stages (i) an objective type test (Paper I) carrying 100 marks, and (ii) a descriptive-type test (Paper II) carrying 100 marks.
- The minimum qualifying marks to be secured in Paper I shall be 40%. The answer scripts of the candidates for the descriptive test shall be evaluated only in respect of those candidates who secure the minimum qualifying marks in Paper I. The candidates who secure 50% marks in Paper II shall be called for the skill test/interview, wherever applicable.

- The marks allocated for the skill test, wherever applicable, shall be 50 and the minimum qualifying marks in the skill test shall be 25. The merit list of the candidates shall be drawn based on the performance in Paper I (Objective Type Test) and Paper II (Descriptive test) and Interview (wherever applicable) subject to qualifying the skill test, wherever applicable.

Notwithstanding the above, the University at its discretion may hold single written test (Descriptive Test) and skill test, wherever applicable, depending upon the number of candidates, job requirements (such as posts under Technical/Laboratory services, Engineering, Information and Communication Technology, Library services etc.)

- (g) The marks allocated for the interview wherever applicable shall be 20% of the total marks and shall be added to the marks scored in Paper I and Paper II or single written (descriptive test) test as the case may be for the preparation of the merit list.
- (h) The competent authority to frame the syllabi for the tests, skill tests, modalities for carrying out the tests, evaluation, etc., shall be the Vice-Chancellor.
- (i) Relaxation in qualifying marks or any other relaxation in the test, if any for the reserved categories shall be extended as per the Govt. of India guidelines as amended from time to time.
- (j) The University may at its discretion adopt appropriate procedures for recruitment to Group 'A' non-teaching posts on similar lines as given above.

12. COMPOSITION AND FUNCTIONS OF THE SELECTION COMMITTEE:

- 12.1 The Composition of Selection Committee shall be as prescribed in the Statutes/ Ordinances /UGC Regulations/ Notifications/ Guidelines/ Schedule-II of CRR.
- 12.2 The recommendations of the Selection Committee shall be submitted to the Appointing Authority for consideration and approval.
- 12.3 If two or more candidates are recommended by the Selection Committee, the recommendations shall be made in order of merit.
- 12.4 No recommendation shall be made by the selection committee with any condition attached to it.

13. QUALIFICATION AND EXPERIENCE:

The qualification (essential and desirable) and experience required shall be as indicated in the Schedule. The qualification prescribed in the schedule for each of the post shall be the minimum qualification.

14. AGE LIMIT:

The upper age limit for appointment to various posts shall be as specified in the Schedule. The crucial date for determining the age shall be the closing date of the application.

15. RESERVATION OF POSTS:

15.1 The University shall strictly follow the instructions of the Government of India in respect of reservation/relaxation/concessions to various categories in recruitment/ promotions, etc., pertaining to age, qualifying marks, experience/ fees, etc. as amended from time to time.

15.2 The candidate belonging to the reserved categories shall enclose self-attested copies of the caste/class certificate and/or medical certificate (pertaining to the determination of degrees of disability in case of PwBD candidates) from the competent authority in the format prescribed by the Government of India (subject to verification at a later date), failing which the application shall be rejected.

15.3 A candidate belonging to SC/ST/OBC who has been selected on the same standard as applied to the General candidates and who appears in the general merit list is to be treated as own merit candidate. Such candidate will be adjusted against unreserved point of the reservation roster. In other words, a candidate applying against the unreserved vacancy cannot be considered for any relaxation.

15.4 When a relaxed standard is applied in selecting an SC/ST/OBC candidate, for example in the age limit, experience, qualification, extended zone of consideration larger than what is provided for un-reserved candidates etc., the SC/ST/OBC/PwBD candidates are to be counted against reserved vacancies. Such candidates would be deemed as un-available for the consideration against un-reserved vacancies. However, age relaxation given to PwBD candidates will not be considered as relaxed standard for the above purpose.

***Note:** Nothing in these Rules shall affect the reservations, relaxation of age limit and other concessions required to be provided to the Scheduled Castes and Scheduled Tribes and other special categories of persons in accordance with the instructions issued by the Central Government from time to time.*

Payment of TA: A candidate shall attend the interview at the designated place and time at his own expenses. However, the outstation candidates belonging to the SC & ST categories shall be reimbursed to and fro rail fare (sleeper class) for self only by the shortest route. In case any station is not connected by rail, ordinary bus fare shall be paid by the shortest route on production of ticket. The above-mentioned concessions shall not be admissible to those SC/ST candidates who are already in Central/ State Government Service/or holding any other employment under PSUs/Local Governments/ Panchayats.

16. CONSTITUTION AND ROLE OF SCREENING COMMITTEE:

- The Vice-Chancellor may constitute a Screening Committee by including at least one outside expert in the relevant field, in addition to the internal members.
- The Member-Secretary to the Screening Committee shall be nominated by the Vice-Chancellor. It shall be the duty of the Member-Secretary to place the relevant documents/rules/guidelines, etc., relating to the selection before the Screening Committee.
- The Screening Committee shall screen the applications and shortlist the candidates in accordance with the eligibility criteria, prescribed in the advertisement and as per recruitment rules. Except for the posts of Registrar, Finance Officer, Controller of Examinations, Librarian, Director of Physical Education, it must be ensured that the ratio of the number of vacant posts to be filled and the number of candidates to be called for

interview does not exceed 1:15. In order to comply with this requirement of maximum ratio, the Screening Committee may fix higher criteria at its discretion for the candidates.

- If minimum three eligible applicants are not available for any vacancy to appear for the written test/interview, the post shall be re-advertised at-least twice after which the University may take appropriate action with regard to the selection.
- This condition shall not be insisted upon in case of selection on deputation (without absorption). In case of posts in which there is a provision for holding a common written test, all the eligible candidates, subject to the minimum 3, may be called for the written test notwithstanding the maximum prescribed ratio. However, the successful candidates in the written test may be called for interview, wherever required in order of merit subject to maximum ratio of 1:15.
- The Screening Committee(s) may at its discretion, recommends the candidate for the post on conditional basis and the conditions must be complied with, by the candidate before the written test/skill test/interview as the case may be. Till such time, the candidature of the candidate shall continue to remain provisional.

Note: *The Acting/In-charge Vice-Chancellor shall not make any appointment to permanent non-teaching positions. However, the Acting/In-charge Vice-Chancellor may constitute a Screening Committee/Selection Committee for the appointment of temporary posts as per MHRD (now MoE) letter F. No. 19-58/2014-Desk (U) dated 09/01/2014 subject to approval of the Executive Council.*

17. CONSTITUTION OF SELECTION COMMITTEES/ DEPARTMENTAL PROMOTION COMMITTEES/ DEPARTMENTAL CONFIRMATION COMMITTEES*

The Constitution of the Selection Committees and Departmental Promotion Committees (DPC)/ Departmental Confirmation Committees* are specified in the Schedule-II. The Vice-Chancellor, at his discretion, may include the Head or any other senior member of the unit Concerned (in the absence of the Head of the Unit) in the Selection Committee/ Departmental Promotion Committee at the time of selection/promotion to any post in the University. Any other member/members can also be included in the Selection Committee/Departmental Promotion Committee as per the GoI /UGC guidelines.

(*Ref: DoPTO.M.No.AB.14017/21/2011-Estt. (RR) dated 10th May, 2013)

A person shall be disqualified for sitting as a member of any Selection/Departmental Promotion Committee and Departmental Confirmation Committee and from taking part in any selection/promotion process under these Rules, if he/she is related to any candidate or there would be any conflict of interest in case of his association with the selection process. For this purpose, the University shall obtain an undertaking to this effect from the member concerned prior to the commencement of the selection process as per Govt. of India norms.

18. QUORUM:

18.1 The Quorum for the Selection Committee/ Departmental Promotion Committee/Departmental Confirmation Committee prescribed under the UGC Regulations/ Notifications/Statutes of the University/Instructions shall be applicable *mutatis mutandis* as amended from time to time.

18.2 For other posts, two-thirds of the members present shall form the quorum for the meeting of a Selection Committee, which shall include the Chairperson, the Visitor's nominee (wherever applicable), at least one external expert out of the two Experts or at least two external experts out of three Experts and one representative from the respective prescribed category as per GOI norms.

19.DIRECT RECRUITMENT BY OPEN SELECTION:

19.1 Wherever the UGC guidelines in respect of any particular non-teaching post are not available or framed, the University shall frame its own recruitment rules, laying down the qualifications, experience and nature of duties, etc., according to the requirements and suitability of the post.

19.2 Recruitment to any regular post in the University shall be made on the recommendations of a duly-constituted Selection Committee, as prescribed under these rules.

19.3 The Chairman shall be entitled to vote at the Selection Committee meeting and, in case of a tie, shall have a casting vote.

19.4 In case two or more candidates are recommended for appointment, the recommendation shall be in order of merit.

19.5 The recommendations of the Selection Committee for Statutory posts and other Group 'A' academic posts covered under the UGC Regulations, 2018 as amended from time to time (such as Librarian, Deputy Librarian, Assistant Librarian, Director of Physical Education, Assistant Director of Physical Education, etc.) shall be placed before the Executive Council for approval. If the Executive Council is unable to accept the recommendations made by a Selection Committee, it shall record its reasons and submit the case to the Visitor for final orders as prescribed under Statutes.

19.6 The recommendations of the Selection Committee for non-statutory Group 'A', 'B' & Group 'C' posts shall be placed before the competent authority as prescribed under these rules for consideration and approval. In case the recommendations of the Selection Committee are not accepted, the reason(s) for non-acceptance of such recommendations shall be recorded and submitted to Executive Council. The power to reject the recommendations of the Selection Committee shall rest with the Executive Council and the decision of the Executive Council shall be final.

20.SENIORITY:

The seniority of each candidate in the respective cadre shall be determined on the basis of his/her position in the merit list recommended by the Selection Committee and in accordance with the relevant rules of the Govt. of India/UGC.

21.APPOINTMENT AND JOINING TIME:

21.1 The appointment of a candidate shall be subject to the verification of antecedents, educational qualifications, experience and medical fitness.

21.2 An offer of appointment issued by the University should clearly specify the period (which shall not normally exceed one or two months) after which the offer would lapse automatically if the candidate did not join within the specified period.

21.3 If, however, within the specified period, a request is received from the candidate for extension of time, it may be considered by the University but extension beyond three months shall not be ordinarily granted. It may however be granted by the competent authority only as an exception where facts and circumstances so warrant. In any case extension may be given only up to a maximum of six months from the date of issue of the original offer of appointment. An offer

of appointment would lapse automatically after expiry of six months from the date of issue of the original offer of appointment. The candidate who joins within the above-mentioned period of six months shall have his seniority fixed under the seniority rules applicable to the service/post concerned to which he/she is appointed, without any depression of seniority.

22. GENERAL TERMS AND CONDITIONS OF RECRUITMENT:

22.1 Candidate who is already in service shall submit his application through proper channel along with vigilance clearance certificate from the competent authority. However, he may send an advance copy of his application and in case his application is not forwarded due to whatever reasons till the time of written test or interview as the case may be, he/she, should produce a "No Objection Certificate along with the Vigilance Clearance Certificate in a sealed cover" from the employer.

22.2 The application for appointment on deputation shall be forwarded by the employer along with the Annual Performance Appraisal Reports (APARs)/ACR for the preceding five years and Vigilance Clearance Certificate, duly certified by the Competent Authority.

22.3 It shall be the responsibility of the candidate to ascertain his/her own eligibility for the post for which he/she is applying in accordance with the prescribed qualifications, experience, etc., and submit his application duly filled-in, along with the desired information and documents as per the advertisement. Suppression of factual information, supply of fake documents, providing false or misleading information or canvassing in any manner on the part of the candidates shall lead to his disqualification. In case, it is detected at any point of time in future, even after appointment, that the candidate was not eligible, his appointment shall be liable to termination forth with as per this clause. This must be mentioned in the letter of offer and appointment clearly.

22.4 Acceptance of documents submitted by an applicant shall be subject to verification by the competent authority at any point of time even after joining the employment. If any document is found to be false/fake/incorrect either before or after appointment, the document shall be summarily rejected or action may be initiated against the candidate which shall lead to cancellation of his appointment, as the case may be.

22.5 The person appointed against any post shall be governed by the Act/Statutes/Ordinances/Rules of the University and also the CCS (Conduct) Rules, 1964, CCS (CCA) Rule, 1965 or any other rules of the Government of India, as amended from time to time and any other rule/resolution prescribed specifically for maintaining the conduct of the employees by the Executive Council of the University.

22.6 The appointment of a candidate shall be subject to verification of character and antecedents by the competent authority. Until the verification of character and antecedents reports are received, the appointment shall be treated as provisional. In case the report/s with regard to his conduct, character, antecedents, etc., is found to be unsatisfactory, the appointment shall be cancelled/ terminated forth with.

22.7 Canvassing in any form on behalf of any candidate shall be treated as a disqualification which shall lead to cancellation of candidature.

22.8 In pursuance of the Letter No. 19-50/2015-Desk-U, dated 22.12.2015, of the M.H.R.D (Now MoE), there shall be no interview for appointment to the Group 'C' and 'B' posts. Accordingly, no interview shall be held for appointment to the Group 'C' and Group 'B' posts.

22.9 The selected candidate shall produce a medical fitness certificate issued by a Govt. Hospital/or Govt. /CGHS empanelled Hospital duly countersigned by the concerned civil surgeon or the Medical Superintendent/Director of the concerned hospital for Group B and C post and certificate from the Medical Board issued by a Govt. Hospital/or Govt. /CGHS empanelled Hospital for Group A post as the case may be prior to his joining.

22.10 The terms and conditions of appointment shall be communicated to the candidate in the form of 'Offer of Appointment' to the selected candidates. If the candidate does not accept the terms and conditions mentioned in the offer of appointment within the stipulated time, the offer shall be treated as withdrawn.

22.11 The selected candidates shall be required to perform duties as per the Rules of the University, as amended from time to time. The University shall be free to assign any duty as per the exigency of the situation at any time even during non-working hours/holidays which the employee shall have to perform without fail to avoid any disciplinary action.

22.12 The minimum educational qualification and experience, constitution of Selection Committee, prescribed quota, method of recruitment or any other eligibility criteria, etc. for direct recruitment or promotion/under career progression scheme, wherever applicable on the posts of Registrar, Finance Officer, Controller of Examinations, Librarian, Deputy Registrar, Assistant Registrar, Assistant Librarian, etc. and equivalent posts shall be governed strictly as per the UGC's guidelines/regulations. Any amendment to the Notification/ Regulations/ Guidelines of the UGC/Government of India in future shall be adopted *mutatis-mutandis* by the University for implementation in supersession of the existing provisions already adopted and incorporated in these Rules.

22.13 At the time of recruitment, a 'Service Agreement' shall be executed between the University and the employee concerned and a copy of the same shall be kept with the Registrar. Such service agreement shall be duly stamped as per the rates applicable.

22.14 The candidate shall bring all original certificates relating to his age, qualifications, experience, etc. at the time of tests or interview wherever applicable. In case the candidate fails to submit the original documents for verification of the certified photocopies of the enclosures to his application, he may not be allowed to appear at the tests/interview and his candidatures may be treated as cancelled without any further communication in this regard.

22.15(i) The details of the vacancies shall be indicated in the advertisement. The University may also include the details with regard to anticipated vacancies arising due to retirement of employee(s) of that particular year or any case of voluntary retirement or resignation for which the employee has served notice prior to the issue of advertisement shall be included in the instant

advertisement. The University reserves the right to fill or not to fill up the posts advertised for any reasons whatsoever. However, the number of posts filled up shall not exceed the number of posts advertised including anticipated vacancies.

(ii) The University may draw a reserved panel to fill up a post. In case a candidate on higher merit regrets to join within a period of six months or resigns/dies after joining, within a period of one year, the offer shall be made to the next candidate in the merit list, (if otherwise in order), to reduce the delay in filling up of the vacancies. Such a vacancy should not be treated as fresh vacancy.

(Reference: DoPTOMNo.41010/18/97-Estt (B) dated 13th June, 2000)

The University reserves the right to withdraw an advertisement, either partly or wholly, at any time without assigning any reason.

(iv) If any advertisement for any post is withdrawn by the University, the application fee collected from the candidates shall be refunded within a reasonable period of time. In case of any ambiguity pertaining to the eligibility criteria for any post, the decision of the Executive Council shall be final.

23. PROMOTION:

23.1 The candidates to be considered for promotion must comply with the prescribed eligibility criteria as on the date of issue of the notification.

23.2 Promotion is earned by dint of hard work, good conduct, and result-oriented performance, as reflected in the APARs. Only performance reported "Good (Grade Point 5)" carrying Pay Level 11, consistently for the preceding five years shall be taken into consideration by the DPC. In case of Group 'A' post carrying Pay Level 12 or above, persons reported "Very Good" (Grade Point 7) shall only be considered. Those with "Average Performance", which is not an adverse remark, shall not be considered for promotion by the DPC. The University may hold the written/skill tests at the time of promotion of the employees of the University and fix qualifying marks as per the schedule appended herewith, in addition to the screening the Annual Performance Appraisal Reports (APAR) for preceding years, depending upon the length of Qualifying Service. While screening the Annual Performance Appraisal Reports, the University may also fix any other criteria for consideration of the DPC.

23.3 The DPC should assess the suitability of the employees for promotion on the basis of their service records and the Annual Performance Appraisal Reports for the preceding five years, as specified above at clause 23.2.

23.4 In case there is any adverse entry in the APAR, or for want of prescribed score in the APAR, the case of promotion shall not be considered unless and until the competent authority expunges such adverse entry. If the competent authority does not expunge the adverse entry or does not increase the score after review of performance as per procedures, the employee concerned may have to wait for the required number of reports carrying the prescribed benchmarks as required for the post under these Rules.

23.5 The eligibility criteria, Vigilance Clearance Reports and APAR dossiers, duly completed in all respects along with the seniority list and results of the written test (if conducted by the University) of the eligible employees to be considered for promotion, with details of the number of vacancies, number of posts reserved for SCs/STs/PwBDs, etc. shall be provided to the DPC for consideration as per GoI rules.

23.6 In the case of "Selection", the zone of consideration of eligible employees extended zone for SCs/STs/PwBDs to ensure the promotional chances against the reserved quota shall be decided by the DPC on the basis of the service records of the employees. The normal zone and the extended zone will be as per the Govt. of India rules.

23.7 The departmental test shall only be qualifying in nature. The DPC shall make its own assessment of the employees and shall determine the merit of those being assessed for promotion with reference to the benchmark "Good" i.e. minimum score 5 for all employees up to the Pay Level 11 and "Very Good", i.e. a minimum score of 7 for all Group 'A' posts up to the Pay Level 12 and above, accordingly, grade the employees as 'fit' or 'unfit' only. Those who are graded as 'fit' shall be included in the select panel in order of their inter-se-seniority in the feeder grade, subject to the availability of regular vacancies. Those employees who are graded 'unfit' by the DPC shall not be included in the selection panel. There shall be no supersession in promotion among those who are graded 'fit'. The grading and score are quoted below:

S. No.	Grading System and Score in APAR
(i)	<i>Grade "between 8-10 "shall be rated as 'outstanding' and shall be given a score of 9 for the purpose of calculating average scores for appointment/promotion.</i>
(ii)	<i>Grade "between 6 and short of 8 "shall be rated as 'very good' and will be given a score of 7 for the purpose of calculating average scores for appointment/promotion.</i>
(iii)	<i>Grade "between 4 and short of 6 "shall be rated as 'good' and shall be given a score of 5 for the purpose of calculating Average scores for appointment/promotion.</i>
(iv)	<i>Below 4 shall be given a score of 'zero'.</i>

- (a) The meeting of the Departmental Promotion Committee (DPC) shall ordinarily be convened at least once a year, which shall depend upon the availability of vacancy.
- (b) The administrative authorities shall ordinarily ensure that the information furnished to the Departmental Promotion Committee are accurate and in proper order in all cases and a certificate to this effect duly signed by the officer designated for the purpose shall form a part of the note for the DPC.
- (c) Penalties of any kind (major) shall constitute a bar to one's eligibility for promotion or confirmation as per DoPT guidelines. However, minor penalty of "censure" would not constitute a bar on the eligibility and consideration for the purpose of promotion/confirmation unless otherwise mentioned specifically in the order about such a bar on the eligibility.
- (d) The following cases shall be brought to the notice of the DPC:
 - (i) Employees under suspension;
 - (ii) In respect of whom a charge-sheet has been issued and disciplinary proceedings are pending; and
 - (iii) In respect of whom prosecution for a criminal charge has been pending in the Court of Law.

The DPC shall assess their suitability without regard to the disciplinary aspect. The findings of the DPC shall be kept in a sealed cover as per the fact recorded in the proceedings of the DPC. The same procedures shall be followed by subsequent DPCs till the disciplinary/criminal cases are concluded. On conclusion of the case, the sealed cover will be opened. In case the employees is completely exonerated, the due date of his promotion shall be

determined and he will be promoted notionally with reference to the date of promotion of his junior and if necessary by reverting the junior most officiating person. If not exonerated, the recommendations of the DPC in sealed cover shall not be acted upon.

- (e) The cases of employees under cloud after clearance by the DPC shall be settled in accordance with the Government of India rules.

24. FUNCTIONS OF THE DPC:

24.1 The Departmental Promotion Committee (DPC) shall consider and make recommendations in all cases of Group A, B and C employees. The constitution of DPC for various categories of posts shall be as prescribed under the Cadre Recruitment Rules of the University.

24.2 While considering the promotional cases, the Departmental Promotion Committee shall consider the following:

- (i) Provisions of the Rules/Act/ Statutes/ Ordinances/ University Regulations/ UGC Regulations/guidelines and GOI Rules as applicable from time to time.
- (ii) Eligibility criteria and relaxations/concessions applicable to the SC/ST/PwBD categories.
- (iii) Work and Conduct Reports
- (iv) The Annual Performance Appraisal Reports (APARs) for the preceding five years along with the Annual Property Returns (APRs) as available with the competent authority. While screening the Annual Performance Appraisal Reports (APARs), the DPC may also adopt the criteria with regard to the bench marks as mentioned in the Statutes/Ordinances/Govt. of India rules.
- (v) Vigilance Clearance Report
- (vi) Roster points of the cadre(s) as per the reservation policy of the Govt. of India/UGC.
- (vii) Performance in the interview/skill test/written test, if conducted by the University as per rules.
- (viii) The DPC is expected to screen the cases and decide the eligibility based on the aforementioned documents like APARs, Vigilance Clearance Report, Roster, Recruitment Rules etc.

Note: *In case APAR(s) for any particular period has not been written/endorsed by the designated authority despite the fact that the employee concerned produces the proof of submission of self-appraisal report(s) duly filled-in for that particular period(s) to the concerned section, the DPC/Screening Committee shall ignore the report(s) of that particular period(s) and shall take into account the report(s) of the immediately preceding period(s). It is mandatory on the part of the designated officer to make entry in the relevant register to be maintained for this purpose and issue proper receipt to the employee concerned as a proof of submission of the appraisal reports. There shall be proper entry in the relevant register with regard to each movement of the APAR till the completion of its process.*

25. MODE OF PROMOTION:

25.1 The university should strictly adhere to the quota prescribed for Promotion of the eligible internal candidates as per the Recruitment Rules. In case candidates are not available under the internal quota and the posts are filled up through direct recruitment in the interest of the university, future vacancy may be shifted proportionately to the Promotion quota and filled up out of the eligible internal candidates from the feeder cadre. In the light of the above, the DPC shall be required to ensure the number of available vacancies under the promotion quota.

25.2 In addition to the conditions for promotion for the posts, as specified at 23 above, University may decide the method and procedure to be followed for promotion in respect of any category of posts. For this purpose, the University, at its discretion, may opt the fitness-cum-seniority or hold written test or other trade/professional tests and fix qualifying marks for any post to assess the competence in an objective manner. In such cases, association of at least one external expert shall be mandatory.

25.3 Mere possession of eligibility conditions shall not entitle an employee to be promoted to the next higher post from the date of his eligibility. After completion of formalities such as Annual Performance Appraisal Reports (APARs)/ACRs, Vigilance Clearance Report, the Departmental Promotion Committee may be constituted to evaluate and assess the eligibility of the employees. The employees shall be considered for promotion based on the recommendations of the DPC duly approved by the Competent Authority of the University.

25.4 All promotions of the non-teaching staff belonging to Group 'A', 'B' and Group 'C' shall take effect from the date of joining.

25.5 Qualifying in Typing Test/Skill Test with knowledge of computers shall be the compulsory requirement for promotion to the post of Lower Division Clerk, Upper Division Clerk, Assistant, Semi-Professional Assistant, Library Assistant and other positions as identified from time to time. Further, qualifying in Typing Test/Skill Test with knowledge of computers shall be the compulsory requirement for all Personal Assistants of the University who shall be considered for promotion as Private Secretary as per the eligibility criteria prescribed in these Rules as prescribed for direct recruitment. The University may impose any condition to be complied with at a future date failing which the competent authority may order for stoppage of increment.

26. AD-HOC PROMOTIONS:

In case there is an existing vacancy and no eligible employee is available in the feeder Cadre for promotion, the competent authority may consider relaxation by a maximum period of one year at its discretion to promote an employee on ad-hoc basis after completing all procedural formalities, as laid down under Rule 22 above. However, this arrangement shall not be allowed to continue beyond one year in case the employee concerned is not considered for regular promotion.

27. PANEL:

The panel drawn for promotion/direct recruitment shall be valid for a period of one year from the date of the meeting of the DPC/ date of approval of the recommendations, respectively.

28. MODIFIED ASSURED CAREER PROGRESSION SCHEME (MACP)/ CAREER ADVANCEMENT SCHEME (CAS)/ DYNAMIC ASSURED CAREER PROGRESSION SCHEME

The financial up-gradation under the Career Advancement Schemes such as MACP/CAS/DACP Scheme in respect of non-teaching staff of the University shall be allowed as per the provisions of the Act/Statutes/Ordinances, Rules of the University and orders/guidelines of UGC/Government of India (as amended from time to time) duly adopted by the University.

- (a) The Modified Assured Career Progression Scheme (MACPs) of the Govt. of India, duly communicated for implementation by the UGC in respect of Non-Teaching employees, shall be effective from 15.01.2009 (i.e. the date of establishment of Central University), or

as per the eligibility criteria prescribed by the GOI/UGC from time to time, whichever is later. Similarly, in case of Medical Officer, Dynamic Assured Career Progression Scheme (DACPs) shall be applicable as prescribed by the Govt. Of India/UGC from time-to-time.

- (b) In case of up-gradation of pay scale, up to the level of Joint Registrar or equivalent, the Registrar shall chair the meeting of the Screening Committee. The Vice-Chancellor shall nominate at least one external expert and other members representing SC/ST/OBC/PwBD/Minorities etc. wherever required as per the guidelines of the UGC /GoI.
- (c) Any dispute in implementation of the aforementioned Career Advancement Schemes shall be referred to the University Grants Commission, and the decision of the UGC shall be final.

29. DEPUTATION:

The University may fill up any post on deputation by drawing officers from Govt. of India/Autonomous Bodies/PSUs as per UGC/GOI Rules. The officer to be considered for deputation against any post below Pay Level-14 must be less than 56 years of age and Pay Level-14 and above must be less than 58 years of age. In case the appointment is made on deputation by following the due process of selection prescribed for the post under the Cadre Recruitment Rules, the incumbent may be allowed to continue for the period as prescribed by the Govt. of India from time to time or till he attains the age of superannuation prescribed for that particular cadre, whichever is earlier. An appointment on deputation may be made initially for a period of three years (except statutory posts) which may be extended further at the discretion of the Competent Authority subject to satisfactory performance. The University, however, shall have the right to repatriate all incumbents, including the incumbents holding the statutory posts, at any time even before the prescribed period in case his performance, integrity or conduct are found to be unsatisfactory at any stage, in the opinion of the competent authority.

Ordinarily, no person working on deputation shall be absorbed in any post of the University after expiry of his period of deputation. In case, it is decided in the interest of the University to absorb any such person, then the University may take up the matter with his parent organization for concurrence after obtaining the option of the employee concerned subject to the condition that the matter of absorption is specifically mentioned in the advertisement. After obtaining the consent of the parent department, the case shall be placed before the Competent Authority for a final decision. In case he is absorbed in the University, he shall be assigned the bottom seniority of that particular cadre as per the Govt. of India rules.

30. PROBATION:

30.1 In case of direct recruitment, the selected candidate shall be kept on probation for a period as specified in these rules. The date from which confirmation should be given effect is the date following the date of satisfactory completion of the prescribed period of probation or the extended period of probation, as the case may be. The decision to confirm the probationer or to extend the period of probation as the case may be communicated to the probationer normally within 6 to 8 weeks prior to the completion of Probation period. Probation should not be extended for more than a year and, in no circumstances, an employee should be kept on probation for more than double the normal prescribed period of probation. The officer will be deemed to have successfully completed the probation period if no order confirming, discharging or reverting the officer is issued within eight weeks after expiry of double the normal period of prescribed probation. On completion of the probation period or any extension thereof, employees shall, if considered fit for permanent appointment, be retained in the appointments on regular basis and be confirmed against the available substantive vacancies as the case may be. In case there is no perceivable improvement despite all this, his/her services shall be discharged by giving him/her one month's notice in advance or on payment of one month's salary in lieu of notice. The employee concerned may also exercise his/her option to resign by giving one month's notice.

As regards other matters relating to probation, the employee will be governed by the instructions issued by the Government of India in this regard from time to time.

30.2 In the case of promotion to the next higher group, the employee(s) shall be kept on probation for a period of two years from the date of joining. The appointing authority may at its discretion, extend the period of probation by one year on ground of non-performance, misconduct or misbehavior or if he/she fails to comply with the terms and conditions of the appointment to the post to which he/she was promoted. In case there is no perceivable improvement despite all this, he shall be reverted to his parent post, with immediate effect, and consequently all the employees promoted against the consequential vacancies due to the promotion of this employee shall be reverted to their respective parent posts, in case they cannot be adjusted in any other similar vacant posts. However, there shall not be any probation for promotion within the same group.

Note:

- (i) *If an employee who has been recruited/promoted to any post, avail himself of leave on a piecemeal basis, or at a time for a period of two months or more during the period of probation, his probation shall be extended proportionately, i.e., equal to the total period of leave availed by the employee concerned.*
- (ii) *In order to avoid any anomalous situation, all cases of probation of the officials should be reviewed in every six months. In case, the result of review of performance of an official is found to be unsatisfactory, or not up to the mark, he shall be apprised of the consequences of unsatisfactory performance during the period of probation. Such an appraisal should be issued in advance after which the performance of the official concerned should be continuously kept under observation.*
- (iii) *Notwithstanding anything contained in the above-mentioned provision, if a probationer is placed under suspension during the period of probation, the period of probation may be extended till such period as the appointing authority deems fit in the circumstances.*
- (iv) *As for temporary Government servants they should, as a matter of rule, be asked to resign from the parent department/ office at the time of release from the parent department/office. An undertaking to the effect that he/she will resign from the parent department/office, in the event of his/her selection and appointment to the post applied for may be taken from his/her at the time of forwarding the application. This procedure is to be followed even in case of a temporary Government servant applying as a direct recruit for a post in the same organization.*
- (v) *An employee of the University shall be confirmed through Departmental Confirmation Committee.*
- (vi) *An employee of the University shall not be confirmed on his post unless and until he signs the 'Service Agreement'.*
- (vii) *There shall be no probation in the case of an employee appointed to a post on deputation, tenure or on re-employment after superannuation.*
- (viii) *The appointing authority shall record the reasons in writing while terminating the appointment of a probationer or extension of the normal period of probation.*

31. APPLICATION OF GOVT.OF INDIA RULES/ UGC REGULATIONS:

If any particular provision concerning the qualifications for recruitment and promotion or seniority under these Rules is silent, the corresponding rules operating in the Govt. of India/UGC, or the qualifications prescribed by the Govt. of India/ UGC shall apply *mutatis-mutandis*.

Further, the Pay Matrix contained in the Schedules for various posts shall be revised as per the GOI/UGC regulations/guidelines as amended from time to time.

32. POWER TO RELAX:

32.1 Relaxation in age, experience, qualifying marks, etc., may be granted to the candidates belonging to the Schedule Caste/Schedule Tribes/OBC/PwBD or any other reserved category for reserved posts as per the UGC/Govt. of India guidelines. A certificate to this effect issued from the competent authority should be attached with the prescribed application form. Wherever a relaxation of qualification, including percentage of marks, is permitted under the UGC/Govt. of India guidelines, such relaxation shall also be considered in appropriate cases subject to recommendations of the Screening Committee.

32.2 The relaxation in age shall also be given in respect of the following categories as mentioned against each:

S. No.	Category of Persons	Extent of age relaxation
1.	Regular Employees of the Central Govt. /State Govt./Central Universities/UGC maintained deemed to be Universities/other Central/State Autonomous bodies/organizations /Institutions.	As per Government of India rules.
2.	Ex-Servicemen	

The upper age limit for appointment of Group 'C' posts is relaxable for Group 'C' and erstwhile Group 'D' departmental candidates upto 40 years in case of General candidates and 45 years in case of candidates belonging the SC/ST who has rendered three years continuous regular service in university in accordance with the instructions or orders issued by the Govt. of India.

33. DISQUALIFICATION:

The following categories of persons shall not be eligible to apply for any position in the University:

- 33.1 Who has been convicted by any Court of Law or any criminal proceedings are pending against him;
- 33.2 Who is a person of unsound mind and question able conduct or not medically fit to perform his duties.
- 33.3 Who has entered into or contracted a marriage with a person having a living spouse;

- Provided that the Competent Authority of the University may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for doing so, exempt any person from the operation of these rules;
- 33.4 Who is not a citizen of India; and
- 33.5 Any other category of person disqualified for appointment by the Govt. Of India/State Govt./UGC from time to time.

34. VIGILANCE CLEARANCE:

34.1 Candidate who is already in service shall submit the Vigilance Clearance Certificate from the employer or his authorized officer, to the effect that no disciplinary/criminal proceedings are pending or contemplated against him. It shall be directly sent by the parent department or be handed over to the employee concerned in sealed cover at the time of written/skill test/interview as applicable or along with the application.

34.2 Willful suppression of factual information or any document relating to the eligibility or otherwise as a candidate, followed by supply of fake documents or misleading statement or information in the application or tampering with the documents or providing such information relating to the achievements, caste, educational qualifications, experience or domicile, etc., the Chief Vigilance Officer of the University shall have the powers to investigate/inquire into the matter and submit his report to the Vice-Chancellor for further action at any stage of recruitment process or employment. If any of these acts is found to be true, the candidate shall be disqualified for appointment to the post or if already appointed, his/her services shall be liable to be terminated, with immediate effect after adhering to the procedures.

4.3 Notwithstanding the provisions of para 10 in Schedule-II of the CRR, wherever, there is only one sanctioned post in any cadre, the post shall be filled through direct recruitment only.

35. REMOVAL OF DIFFICULTIES:

If any difficulty arises in the implementation or operation of any of the provision of these rules, the Vice-Chancellor may, from time to time issue with the approval of the Executive Council, such general or specific directions but not in consistent with the provisions of the Act, Statutes, Ordinances or directives of the Government of India, Ministry of Education/University Grants Commission, which appear to be necessary for the purpose of removing such difficulty.

36. INTERPRETATION:

Any ambiguity or lack of clarity with regard to any clause of the Rules, the matter may be referred to UGC for clarification.

37. AMENDMENT OF RULES:

Amendment, modification, changes, withdrawal, suspension and relaxation in any or all of provisions of these Rules shall be done with prior approval of Govt. of India/UGC.

38. RESIDUARY MATTERS:

In regard to the matters not specified or referred to in these rules, the corresponding provisions as provided by the UGC for their employees or as prescribed by the Govt. of India relating to its employees, as amended from time to time, shall be followed. In case any particular provision in

these Rules is in conflict with any provision of the UGC Regulations/guidelines or Govt. of India Orders, the provisions of the UGC Regulations/guidelines or Govt. of India Orders shall prevail.

39. LIABILITY OF OFFICERS TO SERVE ANYWHERE IN INDIA:

The non-teaching employees and other academic staff shall be liable to serve anywhere in India within the jurisdiction of the University.

40. TERRITORIAL JURISDICTION:

In case of any dispute, the territorial jurisdiction for adjudication shall be the ***“High Court of Madhya Pradesh at Jabalpur”***

41. REPEAL:

All the existing rules and orders in relation to the matters covered under these rules shall stand repealed but any action already taken pursuant to such existing rules and orders shall be deemed to have been taken under these rules.

Schedule-II

Selection Committee for Direct Recruitment /Departmental Promotion **Committee/Departmental Confirmation Committee** **of Non-Teaching Employees**

(1) Following shall be the constitution of the Selection Committees:

(a) For **Group ‘A’** posts (other than statutory posts and those covered under UGC Regulations):

1.	Vice-Chancellor/Pro Vice-Chancellor* (*in the absence of Vice-Chancellor)	:	Chairperson
2.	Two experts, not in service of the University, nominated by the Vice-Chancellor out of the panel approved by the EC.	:	Member
3	Head of the Unit/Department	:	Member
4	One member of the EC nominated by it.	:	Member
5	A representative of SC/ST/OBC/Minority [#] /Women/PwBD, if any of the candidates belonging to these categories, to be nominated by the Vice-Chancellor, if any of the above members of the Selection Committee do not belong to the same category.	:	Member
6	Registrar	:	Member

(b) For **Group ‘B’** posts:

1.	Pro Vice-Chancellor/Registrar* (*in the absence of Pro Vice-Chancellor)	:	Chairperson
2.	Two experts, not in the service of the University, nominated by the Vice-Chancellor out of the panel approved by the EC.	:	Member
3	Head of the Unit/Department	:	Member
4	A representative of SC/ST/OBC/Minority [#] /Women/PwBD, if any of the candidates belonging to these categories, to be nominated by the Vice-Chancellor, if any of the above members of the Selection Committee do not belong to the same category.	:	Member
5	Registrar/JointRegistrar/Deputy Registrar	:	Member

(c) For **Group ‘C’** posts:

1.	Registrar	:	Chairperson
2.	Two experts, not in service of the University, nominated by the Vice-Chancellor out of the panel approved by the EC.	:	Member
3	Head of the Unit/Department	:	Member
4	A representative of SC/ST/OBC/Minority/Women/PwBD, if any of the candidates belonging to these categories, to be nominated by the Vice-Chancellor ,if any of the above members of the Selection Committee do not belong to the same category.	:	Member
5	Joint Registrar/Deputy Registrar	:	Member

(2) Following shall be the constitution of the Departmental Promotion Committee:

(a) For **Group ‘A’** posts (other than statutory posts):

1.	Vice-Chancellor/Pro Vice-Chancellor*(*in the absence of Vice Chancellor)	:	Chairperson
2.	One expert, not in service of the University, nominated by the Vice-Chancellor	:	Member
3.	Head of the concerned Unit/Department	:	Member
4.	A representative of SC/ST/OBC/Minority/Women/PwBD ,if any of the candidates belonging to these categories, to be nominated by the Vice-Chancellor, if any of the above members of the Selection Committee do not belong to the same category.	:	Member
5	Registrar	:	Member

(b) For **Group ‘B’**:

1.	Pro Vice-Chancellor/Registrar* (*in the absence of Pro Vice-Chancellor)	:	Chairperson
2.	One expert, not in service of the University, nominated by the Vice-Chancellor	:	Member
3.	Head of the concerned Unit/Department	:	Member
4.	A representative of SC/ST/OBC/Minority/Women/PwBD, if any of the candidates belonging to these categories, to be nominated by the Vice-Chancellor, if any of the above members of the Selection Committee do not belong to the same category.	:	Member
5.	Registrar/Joint Registrar/Deputy Registrar		Member

(c) For **Group ‘C’**:

1.	Registrar	:	Chairperson
2.	One expert, not in service of the University, nominated by the Vice-Chancellor	:	Member
3.	Head of the concerned Unit/Department	:	Member
4.	A representative of SC/ST/OBC/Minority [#] /Women/PwBD, if any of the candidates belonging to these categories, to be nominated by the Vice-Chancellor, if any of the above members of the Selection Committee do not belong to the same category.	:	Member
5	Joint Registrar/Deputy Registrar of the unit concerned	:	Member

(3) Following shall be the constitution of the Departmental Confirmation Committee:

(a) For **Group ‘A’** posts (other than statutory posts):

1.	Vice-Chancellor/Pro Vice-Chancellor*(*in the absence of Vice Chancellor)	:	Chairperson
2.	Head of the concerned Unit/Department	:	Member
3.	A representative of SC/ST/OBC/Minority/Women/PwBD, if any of the candidates belonging to these categories, to be nominated by the Vice-Chancellor, if any of the above members of the Selection Committee do not belong to the same category.	:	Member
4	Registrar	:	Member

(b) For **Group ‘B’** posts:

1.	Pro Vice-Chancellor/Registrar* (*in the absence of Pro Vice-Chancellor)	:	Chairperson
2.	Head of the concerned Unit/Department	:	Member
3.	A representative of SC/ST/OBC/Minority/Women/PwBD, if any of the candidates belonging to these categories, to be nominated by the Vice-Chancellor, if any of the above members of the Selection Committee do not belong to the same category.	:	Member
4.	Registrar/Joint Registrar/Deputy Registrar		Member

(c) For **Group ‘C’** posts:

1.	Registrar	:	Chairperson
2.	Head of the concerned Unit/Department	:	Member
3.	A representative of SC/ST/OBC/Minority/Women/PwBD, if any of the candidates belonging to these categories, to be nominated by the Vice-Chancellor ,if any of the above members of the Selection Committee do not belong to the same category.	:	Member
4	Joint Registrar/Deputy Registrar of the unit concerned	:	Member

The representative of the Minority shall be associated in the Selection Committee if the number of vacancies is 10 or more than 10.

Quorum:

Two-thirds of the members shall form the quorum for the meeting of a Selection Committee, which shall include the Chairperson, the Vice-Chancellor's nominee (wherever applicable), at least one external expert out of the two experts and one representative from the respective reserved category as per requirement.

Two-thirds of the members shall form the quorum for the meeting of a Departmental Promotion Committee/Departmental Confirmation Committee.

DOCTOR HARISINGH GOUR VISHWAVIDYALAYA, SAGAR (M.P.)
INDEX
ADMINISTRATIVE / MINISTERIAL SERVICES
PAY STRUCTURE

SUMMARY OF POSTS

Name of Post		Group	Core Pay Scale as per 6 th CPC		7 th CPC Pay Matrix	Page Nos.
			Pay Band (Rs.)	Grade Pay (Rs.)		
ADMINISTRATIVE/MINISTERIAL SERVICES						
1.	Registrar	A	37400-67000	10000	Level 14	28
2.	Finance Officer	A	37400-67000	10000	Level 14	29
3.	Controller of Examinations	A	37400-67000	10000	Level 14	30
4.	Deputy Registrar	A	15600-39100	7600	Level 12	31
5.	Assistant Registrar	A	15600-39100	5400	Level 10	32
6.	Section Officer	B	9300-34800	4600	Level 7	33
7.	Assistant	B	9300-34800	4200	Level 6	34
8.	Upper Division Clerk	C	5200-20200	2400	Level 4	35
9.	Lower Division Clerk	C	5200-20200	1900	Level 2	36
10.	Multi Tasking Staff	C	5200-20200	1800	Level 1	37
OTHER ISOLATED ADMINISTRATIVE SERVICES						
11.	Internal Audit Officer	A	15600 - 39100	7600	Level 12	38
12.	Public Relation Officer	A	15600 - 39100	5400	Level 10	39
13.	Law Officer	A	15600 - 39100	5400	Level 10	40
SECRETARIAL SERVICES						
14.	Private Secretary	B	9300–34800	4600	Level 7	41
15.	Personal Assistant	B	9300–34800	4200	Level 6	42
LIBRARY SERVICES						
16.	Librarian	A	37400-67000	10000	Academic Level 14	43
17.	Deputy Librarian	A	15600-39100	8700	Academic Level 13A	44
18.	Assistant Librarian	A	15600-39100	6000	Academic Level 10	45-46
19.	Information Scientist	A	15600-39100	5400	Level 10	47
20.	Professional Assistant	B	9300–34800	4200	Level 6	48
21.	Semi Professional Assistant	C	5200–20200	2800	Level 5	49
22.	Library Assistant	C	5200–20200	2000	Level 3	50
23.	Library Attendant	C	5200–20200	1800	Level 1	51

Name of Post		Group	Core Pay Scale as per 6 th CPC		7 th CPC Pay Matrix	Page Nos.
			Pay Band (Rs.)	Grade Pay (Rs.)		
TECHNICAL/LABORATORY SERVICES						
24.	Technical Officer	A	15600-39100	5400	Level 10	52
25.	Senior Technical Assistant	B	9300-34800	4200	Level 6	53
26.	Technical Assistant	C	5200-20200	2800	Level 5	54
27.	Laboratory Assistant	C	5200-20200	2400	Level 4	55
28.	Laboratory Attendant	C	5200-20200	1800	Level 1	56
INFORMATION AND COMMUNICATION TECH. SERVICES						
29.	Senior System Analyst	A	15600-39100	7600	Level 12	57
30.	System Analyst	A	15600-39100	5400	Level 10	58
31.	Senior Technical Assistant	B	9300-34800	4200	Level 6	59
32.	Technical Assistant	C	5200-20200	2800	Level 5	60
ENGINEERING SERVICES						
33.	Executive Engineer (Civil)	A	15600-39100	6600	Level 11	61
34.	Executive Engineer (Electrical)	A	15600-39100	6600	Level 11	62
35.	Assistant Engineer (Civil/Electrical)	B	9300-34800	4600	Level 7	63
36.	Junior Engineer (Civil/Electrical)	B	9300-34800	4200	Level 6	64
RAJBHASHA SERVICES						
37.	Hindi Officer	A	15600-39100	5400	Level 10	65
38.	Hindi Translator	B	9300-34800	4200	Level 6	66
39.	Hindi Typist	C	5200-20200	1900	Level 2	67
SECURITY SERVICES						
40.	Security Officer	B	9300-34800	4600	Level 7	68
41.	Security Inspector	C	5200-20200	2800	Level 5	69
GUESTHOUSE/HOSTEL SERVICES						
42.	Guest House Manager	B	9300-34800	4200	Level 6	70
43.	Cook	C	5200-20200	1900	Level 2	71
TRANSPORT SERVICES						
44.	Driver	C	5200-20200	1900	Level 2	72

REGISTRAR

1	Name of Post	Registrar
2	Number of Post	1 (One)
3	Classification	Group 'A'
4	Scale of Pay/Pay Band / Grade Pay	Level 14
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	Preferably below 57 years
7	Educational and other qualifications required for direct recruits	Essential: i) Master's degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed. ii) At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with 8 years of service in the Academic Level 12 and above including as Associate Professor along with experience in educational administration or Comparable experience in research establishment and/ or other institutions of higher education, or 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	Not Applicable
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct/Deputation for a tenure of five years or till attaining the age of superannuation i.e. 62 years, whichever is earlier (Eligible for reappointment after observance of due selection process)
11	In case of recruitment by promotion/ deputation / absorption, grades from which promotion / deputation / absorption to be made	Deputation: Qualifications & Experience: As indicated at col. 7. Grade: Holding analogous post or eight years' experience at Pay Level-12 Selection Committee: As at column 12.
12	Composition of DPC or Selection Committee	As per Act/Statutes /UGC Notification

FINANCE OFFICER

1	Name of Post	Finance Officer
2	Number of Post	1 (One)
3	Classification	Group 'A'
4	Scale of Pay/Pay Band / Grade Pay	Level 14
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	Preferably below 57 years
7	Educational and other qualifications required for direct recruits	Essential: i) Master's degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed. ii) At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with 8 years of service in the Academic Level 12 and above including as Associate Professor along with experience in educational administration or Comparable experience in research establishment and/ or other institutions of higher education, or 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	Not Applicable
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct/Deputation for a tenure of five years or till attaining the age of superannuation i.e. 62 years, whichever is earlier (Eligible for reappointment after observance of due selection process)
11	In case of recruitment by promotion/ deputation / absorption, grades from which promotion / deputation / absorption to be made	<u>Deputation:</u> Appointment preferably by drawing officers not below the Level 12 belonging to the Indian Audit and Accounts services or other similar organized Services in Central/ State Govt. or University System/ Other organisation subject to fulfilment of qualification as indicated under col. 7 on Deputation for a tenure of 5 years or till attaining the age of 62 years, whichever is earlier. Note: The Selection Committee for deputation shall be the same as at column 12.
12	Composition of DPC or Selection Committee	As per Act/Statutes /UGC Notification

CONTROLLER OF EXAMINATIONS

1	Name of Post	Controller of Examinations
2	Number of Post	1 (One)
3	Classification	Group 'A'
4	Scale of Pay/Pay Band / Grade Pay	Level 14
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	Preferably below 57 years
7	Educational and other qualifications required for direct recruits	Essential: i) Master's degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed. ii) At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with 8 years of service in the Academic Level 12 and above including as Associate Professor along with experience in educational administration or Comparable experience in research establishment and/ or other institutions of higher education, or 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	Not Applicable
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct/Deputation for a tenure of five years or till attaining the age of superannuation i.e. 62 years, whichever is earlier (Eligible for reappointment after observance of due selection process)
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/ absorption to be made	Deputation: Qualifications & Experience: As indicated at col. 7. Grade: Holding analogous post or eight years' experience at Pay Level-12 Selection Committee: As at column 12.
12	Composition of DPC or Selection Committee	As per Act/Statutes /UGC Notification

DEPUTY REGISTRAR

1	Name of Post	Deputy Registrar
2	Number of Post (s)	05 (Five)
3	Classification	Group – A
4	Scale of Pay/Pay Band / Grade Pay	Level 12 Level 13 (after 05 years of service)
5	Whether Selection or non-selection post	Selection Not applicable in case of Direct Recruitment/Deputation
6	Age Limit for Direct Recruits	50 Years
7	Educational and other qualifications required for direct recruits	Essential Qualifications: i. Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed. ii. Five years of experience as Assistant Registrar or in equivalent post in the Pay Level 10 and above.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Age: No Academic Qualification: Must possess at least Bachelor's degree from a recognized University.
9	Period of probation, if any	One year
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	75% by Direct Recruitment 25% by promotion, failing which by deputation. (Ref: MHRD Letter No.1-7/2015-.U.II (2) dated 02/11/2017)
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Promotion: Assistant Registrar with five years regular service in Pau Level 11. Deputation: Officers holding analogous posts on regular basis or with five years regular service in Pay Level 11 or with eight years regular service in Pay Level 10 in the Central/State Government, Universities and other autonomous organisations.
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.

ASSISTANT REGISTRAR

1	Name of Post	Assistant Registrar
2	Number of Post (s)	08 (Eight)
3	Classification	Group – A
4	Scale of Pay/Pay Band / Grade Pay	Level 10 Level 11 (after 08 years of service following the UGC norms)
5	Whether Selection or non-selection post	Selection Not applicable in case of Direct Recruitment/Deputation
6	Age Limit for Direct Recruits	40 Years
7	Educational and other qualifications required for direct Recruits	Essential Qualifications: I. Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed. II. The appointment under direct recruitment shall be made through an All India open competition by conducting a written test and interview.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Age: No Qualification: No, but must possess at least Bachelor's degree from a recognized University/Institute.
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	50% by direct recruitment 50% by promotion, failing which by deputation/direct recruitment.
11	In case of recruitment by promotion/ deputation / absorption, grades from which promotion / deputation / absorption to be made	Promotion: 5 years of regular service as Section Officer/ Private Secretary (pay level 7 & above). Based on merit from among the eligible candidates having requisite experience from feeder cadres on the basis of a written test. Deputation: Officers holding analogous posts on regular basis or with 5 years regular service in lower grades position in Level 7/Level 8 in the Central /State Government, Universities and other autonomous organizations. Knowledge of Computer Applications
12	Composition of DPC or Selection Committee	As per schedule II of these Rules

SECTION OFFICER

1	Name of Post	Section Officer
2	Number of Post (s)	31 (Thirty One)
3	Classification	Group – B
4	Scale of Pay/Pay Band / Grade Pay	Level 7
5	Whether Selection or non-selection post	Selection Not Applicable in case of Direct Recruitment/Deputation
6	Age Limit for Direct Recruits	35 Years
7	Educational and other qualifications required for direct recruits	Essential Qualifications: i) A Bachelor's Degree in any discipline from any recognised Institute/ University. ii) Three Years' Experience as Assistant in the Level 6 or eight years as UDC in Level 4 in any Central / State Govt./ University/ PSU and other Central or State Autonomous Institutions or holding equivalent positions in any reputed Private companies/ bank with annual turnover of at least Rs.200/- Crores or more. iii) Proficiency in Computer Operation, noting and drafting.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Age: No Academic Qualification: Yes (As indicated at column 7)
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	75% by Promotion from the cadre of Assistant subject to qualifying the departmental test, failing which by deputation. 25% by Direct Recruitment (based on written test and skill test)
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion / deputation / absorption to be made	Promotion: 05 years of regular service from the feeder grade of Assistant in Level 6 subject to seniority-cum-fitness with academic qualification as in Col.7 above. Deputation: Officers holding analogous post on regular basis or with three years regular service in Level 6 or equivalent in the Central/ State Govt. Universities or autonomous organisations and possess the Bachelor's degree as prescribed for direct recruits at Col.7 above.
12	Composition of DPC or Selection Committee	As per schedule II of these Rules

ASSISTANT

1	Name of Post	Assistant
2	Number of Post (s)	52 (Fifty Two)
3	Classification	Group – B
4	Scale of Pay/Pay Band / Grade Pay	Level 6
5	Whether Selection or non-selection post	Non-Selection in case of promotion Not Applicable in case of Direct Recruitment/Deputation
6	Age Limit for Direct Recruits	35 Years
7	Educational and other qualifications required for direct recruits	Essential Qualifications: Bachelor Degree from a recognized University / Institution. Three Years of experience as UDC or equivalent in the Level 4 in Central/ State Government/ University/ PSU and other Central / State Autonomous Bodies or equivalent pay package in the reputed private Companies/ corporate banks with a minimum annual turnover of at least Rs.200/- Crores or more. Proficiency in Typing, Computer applications, noting and drafting.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Age: No Academic Qualification: Yes (As indicated at column 7)
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	75% by Promotion 25% by Direct Recruitment (based on written test and skill test)
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Promotion: UDC with 5 years of regular service in Level 4 according to seniority-cum-fitness.
12	Composition of DPC or Selection Committee	As per schedule II of these Rules

UPPER DIVISION CLERK

1	Name of Post	Upper Division Clerk
2	Number of Post (s)	65 (Sixty Five)
3	Classification	Group – C
4	Scale of Pay/Pay Band / Grade Pay	Level 4
5	Whether Selection or non-selection post	Selection Not applicable in case of Direct Recruitment
6	Age Limit for Direct Recruits	32 Years
7	Educational and other qualifications required for direct recruits	Essential Qualifications: 1. A Bachelor's Degree from any recognized Institute/ University. 2. Two year experience as Lower Division Clerk/ Equivalent posts in University/ Research Establishment / Central State Govt./ PSU/ Autonomous Bodies or equivalent pay package in the reputed private Companies/ corporate banks with a minimum annual turnover of at least Rs.200/- Crores or more. 3. Speed in English Typing @ 35 wpm OR Speed in Hindi Typing @ 30 wpm 4. Proficiency in Computer Operations.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	No
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	75% by Promotion 25% by Direct Recruitment (based on written test and skill test)
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Promotion: Lower Division Clerk/Hindi Typist with five years regular service in Pay Level 2 according to seniority cum fitness failing which by direct recruitment.
12	Composition of DPC or Selection Committee	As per schedule II of these Rules

**The post of Hindi Typist is to be clubbed with LDC for the purpose of Career progression with bottomseniority in future, inter-se-seniority between the two cadre shall be maintained.*

LOWER DIVISION CLERK

1	Name of Post	Lower Division Clerk
2	Number of Post (s)	127 (One Hundred Twenty Seven)
3	Classification	Group – C
4	Scale of Pay/Pay Band / Grade Pay	Level 2
5	Whether Selection or non-selection post	Selection Non-Selection for Col. 10 (iii) Not Applicable for Direct Recruitment
6	Age Limit for Direct Recruits	32 Years
7	Educational and other qualifications required for direct recruits	Essential Qualifications: (i) A Bachelor's Degree from any recognized Institute/ University. (ii) English Typing @ 35 wpm OR Hindi Typing @ 30 wpm(35wpm and 30wpm correspond to 10500KDPH/ 9000KDPH on an average of 5 Key depressions for each work) (iii) Proficiency in Computer Operations.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	No
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	i) 85% by Direct Recruitment through written and skill test in various components of MS Office particularly in MS Word, MS Excel, etc. ii) 10% of vacancies shall be filled up from amongst the Group 'C' employees in the Level 1 and who possess Senior Secondary (10+2) or equivalent qualification and have rendered three years regular service in the grade, on the basis of the departmental qualifying examination. The maximum age limit for eligibility for such examination is 45 Years** Note: The panel shall be valid for a period of one year. iii. Promotion: 5% of the vacancies shall be filled on seniority- cum-fitness basis from Group 'C' (MTS) employees who have five years regular service in posts in the Level 1 subject to fulfilling the educational qualification of (10+2) or equivalent. The relaxation of Skill/Typing Test for the promotion from MTS to LDC shall be governed as per DoPT OM No. F.o.14020/1/2014-Estt. (D) dated 22nd April, 2015.
11	In case of recruitment by promotion/ deputation /absorption, grades from which promotion/deputation / absorption to be made	As in Column No. 10
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.

****Only those Group-C (Level-1) employees, who are holding the posts of MTS/Isolated posts shall be considered eligible for the post of LDC through Departmental Qualifying Examination.**

MULTI TASKING STAFF

1	Name of Post	Multi-Tasking Staff (MTS)
2	Number of Post (s)	83 (Eighty Three)
3	Classification	Group – C
4	Scale of Pay/Pay Band / Grade Pay	Level 1
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	32 Years
7	Educational and other qualifications required for direct recruits	Essential Qualifications: 10 th Pass from a recognized Board. OR ITI Pass.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment through Written and Trade Test.
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.

INTERNAL AUDIT OFFICER

1	Name of Post	Internal Audit Officer (On Deputation only)
2	Number of Post (s)	1 (One)
3	Classification	Group – A
4	Scale of Pay/Pay Band / Grade Pay	Level 12
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	56 Years (on deputation)
7	Educational and other qualifications required for direct recruits	Not Applicable
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	Not Applicable
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Deputation
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Deputation: By drawing officers belonging to Audit and Accounts Services or other similar organised Accounts Services in Central / State Govt., holding analogous posts on regular basis. OR with three years regular service in Level 11 or equivalent in the area of Audit and Accounts in any Govt. Department/ Autonomous Bodies. OR with five years regular service in Level 10 or equivalent in the area of Audit and Accounts in any Govt. Department/ Autonomous Bodies.
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.

PUBLIC RELATION OFFICER

1	Name of Post	Public Relation Officer
2	Number of Post (s)	01 (One)
3	Classification	Group – A
4	Scale of Pay/Pay Band / Grade Pay	Level 10
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	40 Years
7	Educational and other qualifications required for direct recruits	Essential Qualifications: i. Masters' Degree with at least 55% of marks or its equivalent grade of B in the UGC 7 point scale in Journalism and Mass Communication from recognised University / Institute. ii. At least Five years experience in the editorial department/ Centre of any Central / State Govt. department / PSU / Central / State Educational Institutions established English/ regional Newspaper accredited with ABC, National News Agencies, Radio or Television, Film Media, reputed advertising agencies with excellent command of speaking in English, Hindi and Regional Language. Desirable: Good working knowledge of computer applications.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.

LAW OFFICER

1.	Name of Post	Law Officer
2.	Number of Post	01 (One)
3.	Classification of the post	Group 'A'
4.	Scale of Pay/Pay Band/Grade Pay/Pay Level	Level 10
5.	Selection or Non-Selection Post	Not Applicable
6.	Age limit for direct Recruits	40 Years
7.	Educational and other qualifications required for direct recruits	Essential Qualification: (i) LLB. from a recognized Indian Universities /Institutions with at least 7 years' experience of law practice in a Court of Law in the civil/criminal/service matter duly certified. (ii) LL.M. from the recognized Indian Universities / Institutions with at least 55% of marks or an equivalent grade point in the grade point scale.
8.	Whether age & educational qualifications prescribed for direct recruits will apply in the case of promotees?	Not Applicable
9.	Period of probation, if any.	Two Years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods.	Direct Recruitment
11.	In case of recruitment by promotion / deputation / absorption, grades from which promotion/deputation/absorption to be made.	Not Applicable
12.	If a Departmental Promotion Committee exists what is its composition.	As per Schedule II of these rules.

PRIVATE SECRETARY

1	Name of Post	Private Secretary
2	Number of Post (s)	03 (Three)
3	Classification	Group – B
4	Scale of Pay/Pay Band / Grade Pay	Level 7
5	Whether Selection or non-selection post	Selection Not applicable in case of Direct Recruitment
6	Age Limit for Direct Recruits	35 Years
7	Educational and other qualifications required for direct recruits	Qualifications: 1. A Bachelor's Degree from a recognized University/Institute. 2. At least 03 Years experience as Personal Assistant or 5 years as Stenographer in a University/ Research establishment/ Central/ State Govt. /PSU and other autonomous bodies. 3. English/Hindi Stenography speed:120 wpm in English or 100 wpm in Hindi 4. English/Hindi Typing speed: 35 w.p.m. in English or 30 w.p.m.in Hindi. 5. Knowledge of computer applications. Skill Test Norms on Computer: Dictation: 10 minutes @ 120 w.p.m. in English/100 w.p.m. in Hindi Transcription: 50 minutes (English)/ 60 minutes (Hindi) Desirable: Proficiency in English & good communication skills.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Age: No Academic Qualification: Yes
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	i) 75% by promotion ii) 25 % by direct recruitment failing which by deputation.
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Promotion: Personal Assistant with 05 (five) years regular service in Level 6on the basis of seniority-cum-fitness, subject to qualifying in the stenography test as mentioned under column 7.. Deputation: Persons holding analogous posts on regular basis or with 3 years regular service as Personal Assistant in the Level 6/Level 7 of any Central/State Govt./ University/ Public Sector Undertaking as other Central or State Autonomous bodies and fulfilling the educational qualifications and other professional requirements as prescribed at column 7.
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.

PERSONAL ASSISTANT

1	Name of Post	Personal Assistant
2	Number of Post (s)	05 (Five)
3	Classification	Group – B
4	Scale of Pay/Pay Band / Grade Pay	Level 6
5	Whether Selection or non-selection post	Selection Not Applicable in case of Direct Recruitment
6	Age Limit for Direct Recruits	35 Years
7	Educational and other qualifications required for direct recruits	Essential Qualifications: 1. A Bachelor's Degree in any discipline from any recognised Institute/ University. 2. Proficiency in Stenography in English or Hindi with minimum speed of 100wpm. 3. Proficiency in Typing in English or Hindi with minimum speed of 35 / 30 wpm respectively. 4. Knowledge of Computer Applications. 5. Two years experience as Stenographer or equivalent in Central State Govt. Organisations / University Research Institution or Central / State autonomous Institution/reputed private institutions having a turnover 200 Crores. Desirable: Proficiency in English and good communication skills. Skill Test Norms on Computer: Dictation: 10 minutes @ 100 w.p.m. Transcription: 40 minutes English/55 minutes Hindi
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	i) 75% by promotion failing which by deputation. ii) 25 % by direct recruitment failing which by deputation.
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Promotion: Stenographer with 05 (five) years regular service in Level 4 on the basis of seniority-cum-fitness, subject to qualifying in the stenography test as mentioned under column 7. Deputation: Officers holding analogous post on regular basis or with three years regular service in Level 4/Level 5 or equivalent in the Central/ State Govt. Universities or autonomous organisations and possess the qualification as prescribed for direct recruits at Col.7 above.
12	Composition of DPC or Selection Committee	As per schedule 2 of these Rules.

LIBRARIAN

1	Name of Post	Librarian
2	Number of Post	01 (One)
3	Classification	Group – A
4	Scale of Pay/Pay Band / Grade Pay	Academic Level 14
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	Preferably below 57 Years
7	Educational and other qualifications required for direct recruits	Essential Qualifications: i) Master's Degree in Library Science/ Information Science/ Documentation Science with at least 55% of marks or an equivalent grade in a point scale wherever the grading system is followed. ii) At least 10 years as a Librarian at any level in University Library or ten years of teaching as Assistant/ Associate Professor in Library Science or ten years' experience as a College Librarian. iii) Evidence of innovative Library services, including the integration of ICT in a library. iv) A Ph.D. Degree in library science/ documentation/ archives and manuscript keeping.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	One Year
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct recruitment failing which by Deputation.
11	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation/absorption to be made	Deputation: Officers of Central/ State Governments, Universities and other Autonomous Organizations holding analogous posts on regular basis subject to possessing educational qualification and experience as prescribed in column 07.
12	Composition of DPC or Selection Committee	As per UGC Regulations 2018

DEPUTY LIBRARIAN

1	Name of Post	Deputy Librarian
2	Number of Post (s)	01 (One)
3	Classification	Group – A
4	Scale of Pay/Pay Band / Grade Pay	Academic Level 13A
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	50 Years
7	Educational and other qualifications required for direct recruits	Qualifications:- i. Master's degree in Library Science/ Information Science/ documentation science, with at least 55% of the marks or an equivalent grade in a point scale wherever the grading system is followed. ii. Eight years experience as an Assistant University Librarian/ College Librarian. iii. Evidence of innovative library services including integration of ICT in library. iv. A Ph.D. Degree in library science / information science/ Documentation Science/ Archives and manuscript keeping/ computerization of library
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	One Year
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As per UGC Regulations 2018

ASSISTANT LIBRARIAN

1	Name of Post	Assistant Librarian
2	Number of Post (s)	02 (Two)
3	Classification	Group – A
4	Scale of Pay/Pay Band / Grade Pay	Academic Level 10
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	40 Years
7	Educational and other qualifications required for direct recruits	Qualifications: i. A Master's degree in Library Science, Information Science or Documentation Science or an equivalent professional degree with at least 55% of marks (or an equivalent grade in a point scale wherever grading system is followed) ii. A consistently good academic record with knowledge of computerization of library. iii. Qualifying in the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET or who are or have been awarded a Ph.D. degree in accordance with the "University Grants commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree), Regulations 2009 or 2016 and their amendments from time to time as the case may be: Provided that the, candidates registered for the Ph.D. programme prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances / Bye-laws / Regulations of the Institutions awarding the degree and such Ph.D. candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges / Institutions subject to the fulfillment of the following conditions: a) The Ph.D. degree of the candidate has been awarded in regular mode b) The Ph.D. thesis has been evaluated by at least two external examiners; c) Open Ph.D. viva voce of the candidate had been conducted; d) The candidate has published two research papers from his/her Ph.D. work out of which at least one must be in a refereed journal; e) The Candidate has presented at least two papers based on his/her Ph.D. work in conferences/ seminars sponsored/ funded/ supported by the UGC/ ICSSR/ CSIR or any other similar agency. Note: (i) The fulfillment of these conditions is to be certified by the Registrar or the Dean (Academic Affairs) of the university concerned.

		(ii) NET/SLET/SET shall also not be required for such Masters Programmes for which NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	One Year
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion / deputation / absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As per UGC Regulations 2018

INFORMATION SCIENTIST

1	Name of Post	Information Scientist
2	Number of Post (s)	01 (One)
3	Classification	Group – A
4	Scale of Pay/Pay Band / Grade Pay	Level 10
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	40 Years
7	Educational and other qualifications required for direct recruits	Essential Qualifications: First Class M.E. / M.Tech. (Computer Science) / Information Technology) Or equivalent. OR First Class B.E. / B.Tech (Computer Science) / Information Technology) or equivalent with two years of relevant experience. OR First Class Master in Computer Applications (MCA) or equivalent with two years of relevant experience. OR First Class M.Sc. (Computer Science/ Information Technology) from a recognized University/ Institute with three years of relevant experience. OR First Class Masters Degree in Library and Information Science (M.Lib. or M.LIS) and Post Graduate Diploma in Computer Applications or MCA or M.Sc. (Computer Science/Information Technology) Desirable Qualification: Relevant experience in Library/office automation/server configuration/maintenance of e-resource/data base management/ content management/ programming/ development of website/ portals/information systems/gateway and networking.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment failing which by deputation
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Deputation: Officers of the Central/ State Government, Autonomous or Statutory Organisation, PSU, University or recognised research institution; (i) Holding analogous post on regular basis in the parent cadre or department or (ii) with 5 years' service rendered after appointment to the post on regular basis in the Level 6/7 or equivalent in the parent cadre or department; and (iii) Possessing the qualifications and experience prescribed for direct recruitment under column 7.
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.

PROFESSIONAL ASSISTANT

1	Name of Post	Professional Assistant
2	Number of Post (s)	03 (Three)
3	Classification	Group – B
4	Scale of Pay/Pay Band / Grade Pay	Level 6
5	Whether Selection or non-selection post	Selection Not applicable in case of Direct Recruitment
6	Age Limit for Direct Recruits	35 Years
7	Educational and other qualifications required for direct recruits	Qualifications: 1. Master's Degree in Library & Information Science from any recognised University /Institution with 02 years experience in the relevant field in a University/Research establishment / Central / State Govt. / PSU and Library of other autonomous Institutions. OR Bachelor's Degree in Library / Library and Information Science from any recognised Institute/ University with 03 years experience in the relevant field in a University / Research Establishment / Central / State Govt. / PSU and Library of other autonomous Institutions. 2. Knowledge of Computer Applications.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Age: No Academic Qualification: Yes as at (column 7).
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	i) 75% by promotion ii) 25 % by direct recruitment failing which by deputation.
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Promotion: Semi Professional Assistant with five years regular service in Level 5 through seniority-cum-fitness, subject to qualifying in the Computer typing test failing which by deputation / direct recruitment Deputation: Employees of the Central/ State Government, Autonomous or Statutory Organisation, PSU, University or recognised research institution; (i) Holding analogous post on regular basis in the parent cadre or department. (ii) With 5 years' service rendered as Semi Professional Assistant in the Level 5 or equivalent in the parent cadre or department. (iii) Possessing the qualifications and experience prescribed for direct recruitment under column 7.
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.

SEMI PROFESSIONAL ASSISTANT

1	Name of Post	Semi Professional Assistant
2	Number of Post (s)	10 (Ten)
3	Classification	Group – C
4	Scale of Pay/Pay Band / Grade Pay	Level 5
5	Whether Selection or non-selection post	Selection Not applicable in case of Direct Recruitment
6	Age Limit for Direct Recruits	32 Years
7	Educational and other qualifications required for direct recruits	Qualifications: Master's Degree in Library Science and Information Science from any recognized University/Institution OR Bachelor's Degree in Library/ Library and Information Science from a recognized Institute/ University with two years relevant experience in a University/ Research Establishment / Central / State Govt./ PSU Autonomous Institutions.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Age: No Academic Qualification: Yes
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	75% by Promotion failing which by direct recruitment. 25% by Direct Recruitment
11	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	Promotion: Library Assistant with 5 years of regular service in Level 4.
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.

LIBRARY ASSISTANT

1	Name of Post	Library Assistant
2	Number of Post (s)	06 (Six)
3	Classification	Group – C
4	Scale of Pay/Pay Band / Grade Pay	Level 4
5	Whether Selection or non-selection post	Selection Not applicable in case of Direct Recruitment.
6	Age Limit for Direct Recruits	32 Years
7	Educational and other qualifications required for direct recruits	Essential Qualifications: i) Bachelor's degree in Library & Information Science or equivalent from a recognized University. ii) Typing speed of 30 words per minute in English. iii) Knowledge of Computer Applications.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Age: No Qualification: No. But must possess the qualification as indicated in Column 11.
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	75% by promotion 25% by Direct Recruitment
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Promotion: Library Attendant possessing 10+2 qualification or equivalent and certificate in Library Science with five years regular service in Level 1.
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.

LIBRARY ATTENDANT

1	Name of Post	Library Attendant
2	Number of Post (s)	14 (Fourteen)
3	Classification	Group – C
4	Scale of Pay/Pay Band / Grade Pay	Level 1
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	32 Years
	Educational and other qualifications required for direct recruits	Qualifications: i) 10+2 or its equivalent examination from a recognized Board. ii) Certificate course in Library Science from a recognized Institution. iii) One year experience in a University/ College/ Educational Institution Library. iv) Basic knowledge of computer applications.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.

TECHNICAL OFFICER

1	Name of Post	Technical Officer
2	Number of Post(s)	04 (Four)
3	Classification	Group 'A'
4	Scale of Pay/Pay Band/Grade Pay	Level 10
5	Whether selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	40 Years
7	Educational and other qualifications required for direct recruits	Qualifications: (i) Master's Degree with 55% marks in the relevant subject. (ii) 5 years' experience of maintenance / operation of sophisticated scientific Instruments in the Laboratory as Senior Technical Assistant or equivalent. OR Researchers having 5 years experience of operation of Sophisticated scientific Instruments in the Laboratory at Post Doctoral Level will also be eligible. The experience should be in University/ Research establishment / Central / State Govt. / PSU and other autonomous bodies or Private organization of repute with annual turnover of at least Rs.200/- Crores or more.
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/deputation/absorption to be made	NA
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.

SENIOR TECHNICAL ASSISTANT

1	Name of Post	Senior Technical Assistant
2	Number of Post(s)	08 (Eight)
3	Classification	Group 'B'
4	Scale of Pay/Pay Band/Grade Pay	Level 6
5	Whether selection or non-selection post	Non-Selection Not Applicable for direct recruitment
6	Age Limit for Direct Recruits	35 Years
7	Educational and other qualifications required for direct recruits	Qualifications: Master's Degree in the relevant subject with at least two years experience in relevant field OR First Class Bachelor's Degree in the relevant subject with minimum five years of working and maintenance experience of sophisticated scientific Instruments in the Laboratory. However, the relevant subject will be as decided by the university as per the functional requirement of the department concerned. The experience should be in University/ Research establishment / Central / State Govt. / PSU and other autonomous bodies or Private organization of repute with annual turnover of at least Rs.200/- Crores or more.
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	No
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	75% by Promotion 25% by Direct Recruitment (based on written test and skill test)
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/deputation/absorption to be made	Promotion: Technical Assistant with five years regular service in the Level 5 according to seniority-cum-fitness
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.

TECHNICAL ASSISTANT

1	Name of Post	Technical Assistant
2	Number of Post (s)	24 (Twenty Four)
3	Classification	Group – C
4	Scale of Pay/Pay Band / Grade Pay	Level 5
5	Whether Selection or non-selection post	Non Selection Not Applicable in case of direct recruitment.
6	Age Limit for Direct Recruits	32 Years
7	Educational and other qualifications required for direct recruits	Essential Qualifications: Bachelor's degree with minimum three years of working and maintenance/ operation experience of Scientific Instruments in the Laboratory. However, the relevant subject will be as decided by the university as per the functional requirement of the department concerned. The experience should be in University/ Research establishment / Central / State Govt. / PSU and other autonomous bodies or Private organization of repute with annual turnover of at least Rs.200/- Crores or more.
8	Whether Age and education qualifications prescribed for direct recruits will apply in the case of promotions	No
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	75% by Promotion. 25% by Direct Recruitment (based on written test and skill test)
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Promotion: Laboratory Assistant with five years of regular service in Level 4 according to seniority-cum-fitness failing which by direct recruitment/deputation
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.

LABORATORY ASSISTANT

1	Name of Post	Laboratory Assistant
2	Number of Post (s)	29 (Twenty Nine)
3	Classification	Group – C
4	Scale of Pay/Pay Band / Grade Pay	Level 4
5	Whether Selection or non-selection post	Selection Not Applicable for Direct Recruitment
6	Age Limit for Direct Recruits	32 Years
7	Educational and other qualifications required for direct recruits	Essential Qualifications: Bachelor's degree with minimum two years of working and maintenance experience of sophisticated scientific Instruments in the Laboratory. However, the relevant subject will be as decided by the university as per the functional requirement of the department concerned. The experience should be in University/ Research establishment / Central / State Govt. / PSU and other autonomous bodies or Private organization of repute with annual turnover of at least Rs.200/- Crores or more.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Age: No Academic Qualification: Yes
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	25% by Promotion 75% by Direct Recruitment .
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Promotion: Laboratory Attendant with eight years of regular service in Level 1 with the requisite qualification prescribed at Col.No.7.
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.

LABORATORY ATTENDANT

1	Name of Post	Laboratory Attendant
2	Number of Post (s)	86 (Eighty Six)
3	Classification	Group – C
4	Scale of Pay/Pay Band / Grade Pay	Level 1
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	32 Years
7	Educational and other qualifications required for directrecruits	Essential Qualifications: 10+2 with Science stream from any recognized Central/ State Board OR 10 th Pass from any recognized Central/ State Board with Science as one ofthe subjects and skill certificate programme in Laboratory Technology.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment
11	In case of recruitment bypromotion/ deputation/absorption, gradesfrom which promotion/ deputation/absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.

SENIOR SYSTEM ANALYST

1.	Name of Post	Senior System Analyst
2.	Number of Post	01 (One)
3.	Classification of the post	Group 'A'
4.	Scale of Pay/Pay Band/Grade Pay/Pay Level	Level 12
5.	Selection or Non-Selection Post	Not Applicable
6.	Age limit for direct Recruits	50 Years
7.	Educational and other qualifications required for direct recruits	Qualification: B.E./B.Tech. (Computer Science & Engineering) with at least 55% of marks and 9 years of experience of extensive programming and System Management from a recognized Public/PUS/Private organization. OR M.Sc. (Computer Science)/MCA/M.Tech.(Computer Science & Engineering) with 55% of marks and 8 years' experience of extensive programming and system management from a recognized Public/PUS/Private organization.
8.	Whether age & educational qualifications prescribed for direct recruits will apply in the case of promotions?	Not Applicable
9.	Period of probation, if any.	One Year
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the vacancies to be filled by various methods.	Direct Recruitment failing which by deputation.
11.	In case of recruitment by promotion / deputation / absorption, grades from which promotion/ deputation/ absorption to be made.	Deputation : An Officer of Central Government, State Government, Union Territories, Autonomous/ Statutory Organizations, PSUs, Universities or recognized Research Institutions holding the analogous post and pay in parent cadre of department. OR Having five years of experience in the above mentioned organization in pay level 10/11 or equivalent on regular basis in parent cadre or department.
12.	Composition of DPC or Selection Committee	As per schedule II of these Rules.

SYSTEM ANALYST

1.	Name of Post	System Analyst
2.	Number of Post	02 (Two)
3.	Classification of the post	Group 'A'
4.	Scale of Pay/Pay Band/Grade Pay/Pay Level	Level 10
5.	Selection or Non-Selection Post	Not Applicable
6.	Age limit for direct Recruits	40 Years
7.	Educational and other qualifications required for direct recruits	Essential Qualification : 1. B.E./B.Tech. in Computer Science & Engineering/Electronics Engineering. 2. 05 years programming experience in languages like C/C++/JAVA etc. databases: MySQL/ORACLE with PHP etc. Foundations and practices under WINDOWS/LINUX/UNIX platforms from a recognized Public/PUS/Private organization. OR 1. M.E./M.Tech. in Computer Science & Engineering/Electronics Engineering/M.Sc. Computer Science/MCA. 2. 03 years' programming experience in languages like C/C++/JAVA etc. databases: MySQL/ORACLE with PHP etc. Foundations and practices under WINDOWS/LINUX/UNIX platforms from a recognized Public/PUS/Private organization.
8.	Whether age & educational qualifications prescribed for direct recruits will apply in the case of promotions?	Not Applicable
9.	Period of probation, if any.	Two Years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods.	Direct Recruitment
11.	In case of recruitment by promotion/deputation / absorption, grades from which promotion/deputation/ absorption to be made.	Not Applicable
12.	Composition of DPC or Selection Committee	As per schedule II of these Rules.

SENIOR TECHNICAL ASSISTANT (ICT)

1.	Name of Post	Senior Technical Assistant
2.	Number of Post	03 (Three)
3.	Classification of the post	Group 'B'
4.	Scale of Pay/Pay Band/Grade Pay/Pay Level	Level 6
5.	Selection or Non-Selection Post	Not Applicable
6.	Age limit for direct Recruits	35 Years
7.	Educational and other qualifications required for direct recruits	Essential Qualification : (1) B.E./B.Tech. in Computer Science & Engineering/Electronics Engineering. OR M.C.A./M.Sc. in Computer Science (2) 02 years programming experience in in languages like C/C++/JAVA etc. databases: MySQL/ORACLE with PHP etc. Foundations and practices under WINDOWS/LINUX/UNIX platforms from a recognized Public/PUS/Private organization.
8.	Whether age & educational qualifications prescribed for direct recruits will apply in the case of promotions?	Not Applicable
9.	Period of probation, if any.	Two Years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods.	Direct recruitment through Written Test and Skill Test (if required)
11.	In case of recruitment by promotion / deputation / absorption, grades from which promotion/ deputation/ absorption to be made.	Not Applicable
12.	Composition of DPC or Selection Committee	As per schedule II of these Rules.

TECHNICAL ASSISTANT (ICT)

1	Name of Post	Technical Assistant
2	Number of Post (s)	01 (One)
3	Classification	Group – C
4	Scale of Pay/Pay Band / Grade Pay	Level 5
5	Whether Selection or non-selection post	Not applicable
6	Age Limit for Direct Recruits	32 Years
7	Educational and other qualifications required for direct recruits	Essential Qualification : i) Bachelor's Degree in Engineering / Technology in Computer Science and Technology / Information Technology from any recognized University or Institute. OR Master's Degree in Computer Science/Technology / MCA from any recognized University / Institute. ii) At least 02 years experience in relevant field in University/ Research establishment / Central / State Govt. / PSU and other autonomous bodies or Private organization of repute with annual turnover of at least Rs.200/- Crores or more.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not applicable.
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Not applicable.
12	Composition of DPC or Selection Committee	As per Schedule II of these rules.

EXECUTIVE ENGINEER (CIVIL)

1	Name of Post	Executive Engineer (Civil)
2	Number of Post (s)	01 (One)
3	Classification	Group – A
4	Scale of Pay/Pay Band / Grade Pay	Level 11(after 5 years of service as Executive Engineer with level 11, an incumbent shall be assessed by the Departmental Promotion Committee – DPC for moving to the level 12 in the same designation)
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	45 Years
7	Educational and other qualifications required for direct recruits	Essential Qualifications: - First Class Bachelor's Degree in the Civil Engineering from a recognised Institute/ University or equivalent. 08 years of experience as Assistant Engineer in the relevant field from CPWD/State Government PWD services or similar organized services/Semi Government/ PSU/ Statutory or Autonomous organization/ University System or reputed private organizations with an annual turnover of at least Rs.200/- Crores or more Desirable Qualifications: - Experience in construction of projects of multi-storey buildings and have experience in planning/estimation/measurement/tendering as per the CPWD/ PWD norms. Good knowledge of CPWD manuals, preparations/checking of estimates, drawings, structural details, bill of quantities, substitute/deviation items statements and other associated issues related with building and constructions. - Knowledge of Computer Aided Design (CAD) and latest Management Technology/other relevant software.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the post to be filled by various methods.	By promotion failing which deputation/direct recruitment
11	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Promotion: Assistant Engineer having degree relevant branch of engineering with 08 years of regular services in the pay level 7 based on Seniority-cum-fitness from Assistant Engineers subject to fulfilment of academic qualification mentioned at Column 7 Deputation: Officers holding analogous post or one below category with 3 years experience, in the CPWD/ State Government PWD services or similar organized services/ Semi Government/ PSU/ Statutory or Autonomous Organisation/ University System:
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.

EXECUTIVE ENGINEER (ELECTRICAL)

1	Name of Post	Executive Engineer (Electrical)
2	Number of Post (s)	01 (One)
3	Classification	Group – A
4	Scale of Pay/Pay Band / Grade Pay	Level 11 (after 5 years of service as Executive Engineer with level 11, an incumbent shall be assessed by the Departmental Promotion Committee – DPC for moving to the level 12 in the same designation)
5	Whether Selection or non-selection post	Selection
6	Age Limit for Direct Recruits	45 Years
7	Educational and other qualifications required for direct recruits	Essential Qualifications: 1. First Class Bachelor's Degree in Electrical Engineering from a recognised Institute/ University or equivalent. 2. 08 years of experience as Assistant Engineer in the relevant field from CPWD/State Government PWD services or similar organized services / Semi Government / PSU / Statutory or Autonomous organization/ University System or reputed private organizations with an annual turnover of at least Rs.200/- Crores or more Desirable Qualifications: Experience in construction / maintenance of sub-stations/ multi-storey buildings, distribution system and have experience in planning / estimation / tendering as per the CPWD/ PWD norms. Good knowledge of CPWD manuals, preparations/checking of estimates, drawings, bill of quantities, substitute/deviation items statements and other associated issues related with electrical installations.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Age: No Qualification: Yes(as at column 7)
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	By promotion failing which by Deputation / Direct Recruitment
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Promotion: Assistant Engineer having degree relevant branch of engineering with 08 years of regular services in the pay level 7 (GP 4600)based on Seniority-cum-fitness from Assistant Engineers subject to fulfilment of academic qualification mentioned at Column 7 Deputation: Officers holding analogous post or one below category with 3 years experience, in the CPWD/ State Government PWD services or similar organized services/ Semi Government/ PSU/ Statutory or Autonomous Organisation/ University System:
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.

ASSISTANT ENGINEER (CIVIL /ELECTRICAL)

1	Name of Post	Assistant Engineer (Civil /Electrical)
2	Number of Post (s)	03 (Civil-02 & Electrical-01)
3	Classification	Group – B
4	Scale of Pay	Level 7
5	Whether Selection or non-selection post	Selection
6	Age Limit for Direct Recruits	35 Years
7	Educational and other qualifications required for direct recruits	Qualifications: i) First Class Bachelor's Degree in relevant field from a recognized Institute/ University or equivalent. ii) Three years' experience in the relevant field as Junior Engineer or Equivalent in State Government PWD services or similar organized services/ Statutory or Autonomous organization/ University System or reputed private organizations with an annual turnover of at least Rs.200/- Crores or more.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Age: No Qualification: Yes as in (column.7)
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	50% by direct recruitment 50% by promotion NOTE: Wherever there is only one sanctioned post selection will be made by direct recruitment.
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Promotion: Five years of regular service as Junior Engineer having degree in a relevant branch of engineering and technology; or 08 years of regular service having diploma in engineering. Deputation: Officers holding analogous post or one below category with 3 years experience, in the CPWD/ State Government PWD services or similar organized services/ Semi Government/ PSU/ Statutory or Autonomous Organization/ University System:
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.

JUNIOR ENGINEER

1	Name of Post	Junior Engineer
2	Number of Post (s)	05 (Civil-03 & Electrical-02)
3	Classification	Group – B
4	Scale of Pay/Pay Band / Grade Pay	Level 6
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	35 Years
7	Educational and other qualifications required for direct recruits	Essential Qualifications: Bachelor's Degree of Engineering/Technology in relevant field from a recognised Institute/ University with one year relevant experience OR Diploma in Engineering in the relevant field and three years' experience in relevant field in CPWD / State PWD or Similar Organised Services / Statutory or Autonomous Organisations / Central / State Universities / Autonomous Institutions or reputed Private construction company with an annual turnover of at least Rs.200/- Crores or more.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment
11	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.

HINDI OFFICER

1	Name of Post	Hindi Officer
2	Number of Post (s)	01 (One)
3	Classification	Group – A
4	Scale of Pay/Pay Band/ Grade Pay	Level 10
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	40 Years
7	Educational and other qualifications required for direct recruits	Essential Qualifications: Master's Degree of a recognised University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level; O R Master's Degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level; O R Master's degree of a recognised University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of examination at the degree level; O R Master's degree of a recognised University in any subject other than Hindi or English. With English Medium and Hindi as a compulsory or elective subject or as a medium of a examination at the degree level; O R Master's Degree of a recognized University in any subject other than Hindi or English, with Hindi and English as a compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at the degree level A N D Three Years experience of using / applying terminology (terminological work) in Hindi and translation work from English to Hindi or vice-versa, preferably of technical or scientific literature under Central / State Govt. / Autonomous Body / Statutory Organisation / PSU / Universities or recognised research or educational institutes O R Three Years experience of teaching in Hindi and English or research in Hindi or English under Central / State

		Govt./ Autonomous Body/ Statutory Organisations/ PSUs/ Universities or recognised research or educational institutions. Desirable Qualifications: Studied one of the languages other than Hindi included in the 8 th schedule of the Constitution at 10 th level from a recognised board.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by	Direct Recruitment
	Promotion or by deputation/ absorption and percentage of the post to be filled by various methods.	
11	In case of recruitment by promotion /deputation/absorption, grades from which promotion/deputation/ absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.

HINDI TRANSLATOR

1	Name of Post	Hindi Translator
2	Number of Post (s)	01 (One)
3	Classification	Group – B
4	Scale of Pay/Pay Band / Grade Pay	Level 6
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	35 Years
7	Educational and other qualifications required for direct recruits	Qualifications: Master's Degree of a recognised University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level; OR Master's Degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level; OR Master's degree of a recognised University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of examination at the degree level; OR Master's degree of a recognised University in any subject other than Hindi or English. With English Medium and Hindi as a compulsory or elective subject or as a medium of a examination at the degree level; OR Master's Degree of a recognized University in any subject other than Hindi or English, with Hindi and English as a compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at the degree level AND Recognized Diploma or Certificate course in translation from Hindi to English & vice versa or two years experience of translation work from Hindi to English and vice versa in Central or State Government office, including Government of India Undertaking. Studied one of the languages other than Hindi included in the 8th schedule of the Constitution at 10th level from a recognised board.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	2 Years

10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.

HINDI TYPIST

1	Name of Post	Hindi Typist
2	Number of Post (s)	01 (One)
3	Classification	Group – C
4	Scale of Pay/Pay Band / Grade Pay	Level 2
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	32 Years
7	Educational and other qualifications required for direct recruits	Essential Qualifications: i. Bachelor's Degree from a recognized University/ Institute. ii. 30 words per minute in Hindi Typing Speed. iii. Knowledge of Computer Applications
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.

SECURITY OFFICER

1	Name of Post	Security Officer
2	Number of Post (s)	01 (One)
3	Classification	Group – B
4	Scale of Pay/Pay Band / Grade Pay	Level 7
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	35 Years
7	Educational and other qualifications required for direct recruits	Essential Qualifications: Bachelor's Degree from a recognized University/ Institution with five years experience as Security Supervisor / Supervisory Position in Security in a Govt. Office, Educational Institute / Private Organisation of repute with an annual turnover of at least Rs.200/- Crores or more O R Persons who have served in the Army or such Uniformed Service at JCO level or equivalent or above, with 10th standard pass or Army class I Examination or an equivalent examination. A N D Holding a valid Driving License (LMV/ Motor cycle).
8	Whether Age and education qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment failing which by deputation.
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Deputation: Officer from the Central/ State Govt./ Universities/ Other autonomous organizations. i. Holding analogous post on regular basis. O R ii. With three years regular service in the relevant field in the Level 6.
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.

SECURITY INSPECTOR

1	Name of Post	Security Inspector
2	Number of Post (s)	03 (Three)
3	Classification	Group – C
4	Scale of Pay/Pay Band / Grade Pay	Level 5
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	32
7	Educational and other qualifications required for direct recruits	Essential Qualifications: Bachelor's Degree from a recognized University/ Institution with three years' experience as Security Supervisor / Supervisory Position in Security in a Govt. Office, Educational Institute / Private Organisation of repute with an annual turnover of at least Rs.200/- Crores or more. OR Persons who have served in the Army or such Uniformed service with at least Class 10th standard pass or Army Class I examination or an equivalent examination. AND Holding a valid Driving License (LMV / Motor cycle).
8	Whether Age and education qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	100% by Direct Recruitment
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.

GUEST HOUSE MANAGER

1	Name of Post	Guest House Manager
2	Number of Post (s)	01 (One)
3	Classification	Group – B
4	Scale of Pay/Pay Band / Grade Pay	Level 6
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	35 Years
7	Educational and other qualifications required for direct recruits	Essential Qualifications: 1. Bachelor's Degree in Hotel Management or allied field from a recognized University / Institution with one year relevant experience O R Diploma in Hotel Management or allied field from a recognized University / Institute with two years relevant experience 2. Knowledge of Computer applications
8	Whether Age and education qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.

COOK

1	Name of Post	Cook
2	Number of Post (s)	01 (One)
3	Classification	Group – C
4	Scale of Pay/Pay Band / Grade Pay	Level 2
5	Whether Selection or non-selection post	Not applicable.
6	Age Limit for Direct Recruits	32 Years
7	Educational and other qualifications required for direct recruits	Qualifications: 1. 10 th Class from a recognized Board. 2. ITI Trade certificate in Bakery and Confectionery (one year duration) 3. 03 years experience in cooking / catering services in educational institutions/ guest houses, at least 3 starred hotels or similar organisations.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct recruitment
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.

Driver

1	Name of Post	Driver
2	Number of Post (s)	06 (Six)
3	Classification	Group – C
4	Scale of Pay/ Pay Band/ Grade Pay	Level 2
5	Whether Selection or non-selection post	Not applicable.
6	Age Limit for Direct Recruits	32 Years
7	Educational and other qualifications required for direct recruits	Essential Qualification: i. 10th Class from a recognized Board. ii. Possession of a Valid Commercial Driving License for Light/Medium/ Heavy Vehicles issued by the Competent Authority having no adverse endorsement. iii. Knowledge of motor mechanism (the candidates should be able to remove minor defects in vehicles). iv. Experience of driving motor vehicles for at least 05 years in an organization.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	02 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct recruitment through driving test, knowledge of traffic rules and skill test.
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.

For promotion to different higher grades of Drivers, Staff Car driver rules of GoI shall be applicable.

***Approved by Executive Council in its 28th Meeting held on 14 November 2022.**

ORDINANCE-18*

FEES PAYABLE BY STUDENTS OF THE UNIVERSITY

1. FEES PAYABLE:

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

1.2. The students of the following categories shall be exempted from payment of fees as noted below:

- Student enrolled for part-time program.
 - Medical Fee.
- Students who are Employees of the University
 - Tuition Fee.
 - Library Fee.
 - Medical Fee.
 - Security Deposit.

Note: The provision of this clause shall not apply to those employed by the University on contract/ ad-hoc / daily wages.

(c) Students who are Employee's children.

1. Tuition Fee.
2. Medical Fee.
3. Security Deposit (if a suitable surety/undertaking is furnished).

2. DUE DATE OF FEES PAYMENT:

Students shall deposit fee as follows:

- 2.1 Fees in Semester system will be paid at the beginning of Semester.
- 2.2 Annual fees shall be paid at the commencement of each academic year.
- 2.3 If a student does not pay fee on time, a fine shall be levied as decided by the Academic Council.

3. BLIND STUDENTS EXEMPTED:

Blind students shall be exempted from payment of all fees except the security deposit.

4. REFUND OF FESS, SECURITY DEPOSIT ETC.:

4.1. Security deposits are refundable, on an application from the student on his/her leaving the University, after deducting all dues, fines and other claims against him/her.

4.2 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, his/her claim shall be forfeited.

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

4.3 If, after having paid fees, a candidate withdraws from the program, he/ she shall be refunded fees as per UGC guidelines.

4.4 Applications for withdrawal received beyond 15 days of the last date of registration would entitle a student for the refund of security deposit only.

4.5 If a student owes any money to the University on account of any damage he/she 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/her.

5. FEES TO BE CHARGED FOR ISSUING MARKS SHEETS AND OTHER MATTERS.

- 5.1 Fees will be charged for supplying duplicate copies of the statement of marks, and consolidated transcript as prescribed by Academic Council from time to time.
- 5.2 Fees shall be charged for issuing Transfer, Provisional and other certificates and duplicate copies thereof as decided by Academic Council from time to time.
- 5.3 A fee shall be payable by a student, who wishes to add or to alter his name as original recorded in the University Register and such addition or alternation shall be made to his original name as alias in the University Enrolment Register after he has fulfilled the necessary formalities.

***Reframed by the Executive Council in its 16th meeting dated 14.05.2015 as per the advice of the UGC and approved by the President of India in his capacity as Visitor of the Vishwavidyalaya, vide Id Note No. CIII-07027/1/2016-CA-III dated 21.03.2018 as communicated by the MHRD vide letter No. F. 56- 5/2016- CU. IV Dated: 26.03.2018, and were published in the Gazette of India on 27 June 2018.**

ORDINANCE-19*

TRAVELING AND HALTING ALLOWANCE RULES (Under Section 28(o) of the Act and 2(iii) & 12(xx) of the Statutes of the Central Universities Act, 2009)

1. These Regulations may be called the Traveling and Halting Allowance Regulations of the Dr. Hari Singh Gour Vishwavidyalaya, Sagar (M.P.)
2. They shall apply to :
 1. Members of the authorities of the University and members of the Committee(s) appointed by the authorities or by the Vice Chancellor
 2. Officers and employees (teaching and non-teaching) of the University.
 3. Students proceeding on approved excursions / field work and any other academic activities
3. Traveling and Halting Allowance shall be applicable to the following categories as below.
 - a. Members of authorities, Members of Committees appointed by the above authorities.
 - i. Journey by Rail: AC II Tier each way fare for the members from the place of the residence to place of work and back/Journey by Air: As per rules of Govt. of India.
 - ii. Rate of road mileage: As per rules of Government of India.
 - iii. Rates of road mileage will be on the basis of prevailing rates in the Metropolitan city of a particular State and, if no rates have been fixed, then the rules of neighboring States may be adopted. However, if no such rates have been prescribed, the following rates of road mileage allowance may be fixed subject to other conditions governing grant of Road Mileage Allowance and regulations of T.A. claim as per the order issued on the subject from time to time.
 - iv. For journeys performed in own car/taxi Rs.16/km
 - (i) For journeys performed by auto-rickshaw/ Rs.8/km Own scooter
 - (ii) Daily Allowance: (as per Annexure)
 - Provided that the Vice Chancellor may grant traveling and halting allowance at any other rate or rates in special cases, if necessary.*
 - b. Members of the authorities other than the employees of the University who reside at Headquarters shall be entitled to traveling allowance for attending meetings of authorities or Committees as prescribed under 3 (a)(2) above.
 - c. ViceChancellor
 - (i) Journey by Rail: Air conditioned or accommodation of the highest class provided by the Railway.
 - (ii) Journey by Air: Executive / Business Class
 - (iii) Rate of road mileage: Actual fare as per rules of Government of India.
 - d. Other Employees of the University

For purposes of traveling/halting allowance members of the staff will be categorized into five grades as follows:

Grade Pay

Rs. 10,000 and above and those in the pay scales of HAG+ pay scale and above i) Rs. 7,600 – 9,000

- ii) Rs. 5,400 – 8,000
- iii) Rs. 4,200 – 4,800
- iv) Below Rs. - 4,200

Grade pay	Travel Entitlements
Officers drawing grade pay of Rs.10,000/- and above and those in pay scale of HAG+ and above	Business/Club class class by air/AC First by train
Officers drawing grade pay of Rs.7,600, 8700, 8900 and 9000/-	Economy Class by air/AC First class by Train
Officers drawing grade pay of Rs.5,400, 6000, 6600, 7000, 8000/-	Economy Class by air/AC II Tier class by train
Officers drawing grade pay fo Rs.4,200 - Rs.4,600/- and Rs.4800/-	AC II Tier class by train
Officers drawing grade pay below Rs.4,200	First Class/AC III Tier/AC Chair car by Train

Note 1 : In the case of re-employed persons, 'pay' means grade pay based on which his pension is fixed.

Note 2: Honorarium or part time workers shall rank in such grade as the Vice Chancellor may decide on a case to case basis.

e) Students proceeding on academic activities.

4. General:

- i) A member of the staff will be paid traveling/halting allowance for travel in connection with official work or in connection with congresses, conferences or seminars when he/she is sent as a delegate by the University (and is not paid by the authorities organizing the congress etc) or when he has to proceed on field work or accompany students on educational tour/field work. Approval of the competent authority prescribed for the purpose shall, however, be taken before undertaking such journeys.

Note: In the case of congresses/conferences/seminars, approval of the Vice Chancellor shall be obtained. The Deans may sanction field work by teachers and other Research/Technical Staff of the University in respect of projects approved by the University and within the sanctioned provision.

- ii) In case of other tours on official work, Finance Officer, Deans and Registrar may authorize the move in the case of staff working with them. In the case of Deans and Registrar the tour programme shall be got approved by the Vice Chancellor.
- iii) When a person combines tour with vacation/leave and does not return to headquarters immediately on completion of tour, he will be entitled to traveling/halting allowance for onward journey only.
- iv) When a member of the vacation staff is required to come to headquarters from outside to attend, during vacation meetings of the Registrar or other Statutory bodies and of Committees appointed by these bodies or meetings of examination committees etc. he will be entitled to travel grant for the journey from the place of stay outside to the place of the meeting and back but not to any halting allowance.
- v) A person compulsory recalled to duty before the expiry of leave sanctioned to him will be entitled to draw travel grant from the place at which the communication reaches him provided the leave is curtailed by not less than a month. If the period by which the leave is curtailed is less than a month travel grant may be allowed at the discretion of the Vice Chancellor.
- vi)

- a. A teacher attending conference/seminar/workshop etc. with the financial assistant under the scheme "Unassigned Grants" of University Grants Commission, rules of unassigned grants shall be followed.
- b. In respect of teachers nominated/deputed to attend the conferences/seminar/ workshop from out of the University funds other than unassigned grants the following cases of teachers shall be considered for approval by the competent authority.
 - i) A person who is nominated or elected as President of Chairman of the Conference/meeting/section etc.
 - ii) A person whose paper has been accepted for being presented at the Conference/Seminar.
 - iii) The traveling allowance shall not exceed the actual traveling expenses and halting allowance may be paid as decided by the Vice Chancellor.
 - vii) On educational tour/field work trips, the railway fare will be allowed at the concessional rate; where such concession is permissible under the railway regulations, by the class to which the person is entitled according to his grade.
 - viii) The authority competent to permit a person to proceed on tour etc. may sanction an advance to cover his traveling expenses for a period not exceeding thirty days. A second advance is not permissible except under special sanction of the Vice Chancellor, until an account has been given of the first advance.
 - ix) The T.A. bills shall be submitted within a month of the completion of the tour. Balance out of the advance, if any, shall however be refundable immediately. Unless permitted by the Vice Chancellor the entitlement of a person to traveling and halting allowances is forfeited as deemed to have been relinquished if the claim is not preferred within six months from the date on which they become due.
 - x) Traveling and halting allowances once drawn and admitted shall not be revised in consequence of revision of TA regulations or increase in pay resultant on promotion/grant of advance increments with retrospective effect except for late authorization/drawl of increments.
 - xi) The Deans and Registrar will be their own Controlling Officers. They will also be Controlling Officers in the case of the staff working with them.
 - xii) It is the duty of a Controlling Officer before signing or counter – signing a traveling allowance bill
 - a. To see that the halt has not been unnecessarily or unduly protracted;
 - b. To satisfy himself that traveling allowance for journey by Rail has been claimed for the class of accommodation actually used; and
 - c. To observe any other instructions which the Registrar or the Vice Chancellor may give for his guidance. The Controlling Officer may disallow any claim, in his opinion, does not fulfill the above conditions.
 - xiii) The Controlling Officer may permit a person to draw the actual cost of hiring a conveyance not exceeding the scales given below in connection with a journey

performed in the University's interest within a radius of 8 kms, from his headquarters when a staff car /University conveyance is not made available and no traveling allowance is admissible.

Rules in this regard shall be as prescribed as per Govt. of India rules issued and amended time to time.

Note: The conveyance hire reimbursed shall normally be the bus fare if the places to be visited are connected by the public conveyance. If on such routes any other conveyance is hired, the hire charges may be reimbursed on the certificate of the Finance Officer, Deans and Registrar that in the interest of the University work or due to the urgency it was necessary to hire such a conveyance. If the places to be visited are not connected by public conveyance, scooter fare may be paid.

Note 1: Conveyance expenses will not be reimbursed in respect of a journey if the person concerned is granted any compensatory leave or otherwise receives any special remuneration, for the purpose of the duty which necessitated the journey. However, where the person is recalled to office from his residence the controlling officer may reimburse conveyance expenses in addition to the overtime allowance admissible to him.

Note 2: In the case of a person less than in rank of Assistance or equivalent conveyance expenses may be paid if he is required to come to office outside the ordinary hours of duty and does not receive any special remuneration /overtime allowance.

Note 3: When a person travels a class lower than that he is entitled, he shall be entitled to the reimbursement fare of the class actually used.

Schedule (DA Rates)

Grade pay(1)	Daily Allowance
Officers drawing grade pay of Rs.10,000/- and above and those in of HAG+ and above	Reimbursement for Hotel accommodation / guest house of upto Rs. 5000/- per day / reimbursement of AC taxi charges of upto 50 kms per day for travel within the city and reimbursement of food bills not exceeding Rs. 500/- per day.
Officers drawing grade pay fo Rs.7,600 to- Rs.9,000/-	Reimbursement for Hotel accommodation / guest house of upto Rs.3000/- per day; reimbursement of non-AC taxi charges of upto 50 kms per day for travel within the city and reimbursement of food bills not exceeding Rs. 300/- per day.
Officers drawing grade pay fo Rs.5,400 to- Rs.7,000/-	Reimbursement for Hotel accommodation / guest house of upto Rs.1500/- per day; reimbursement of taxi charges of upto Rs.150 per day for travel within the city and reimbursement of food
	bills not exceeding Rs.200/- per day.

Officers drawing grade pay fo Rs.4,200 to -Rs.4,800/-	Reimbursement for Hotel accommodation / guest house of upto Rs.500/- per day; reimbursement of taxi charges of upto Rs.100 per day for travel within the city and reimbursement of food bills not exceeding Rs.150/- per day.
Officers drawing grade pay below Rs.4,200	Reimbursement for Hotel accommodation / guest house of upto Rs.300/- per day; reimbursement of travel charges of upto Rs.50 per day for travel within the city and reimbursement of food bills not exceeding Rs.100/- per day.

Anything not contained in this ordinance may be dealt as per rules of Government of India.

***Approved by the Executive Council in its Meeting dated 09.04.2011, noted by the Govt. of India, as communicated by the MHRD vide letter No.F.56-7/2012-Desk (U) dated 09-11-2012, and letter F.No.56-7/2012-Desk (U) dated 21-05-2013 and published in the Gazette of India, Extraordinary, Part-III-Section-4, New Delhi, April 24, 2017.**

ORDINANCE NO-20*
UNIVERSITY BUILDING COMMITTEE
(Under Section 28(j) of the Central Universities Act, 2009)

Existing			Proposed Amendment	After Amendment		
1. There shall be a Building Committee of the University consisting of the following:			No change	1. There shall be a Building Committee of the University consisting of the following:		
i.	The Vice Chancellor shall be the Ex-Officio Chairman of the Committee.		Vice-Chancellor – Chairperson	i.	The Vice Chancellor shall be the Ex-officio Chairperson of the Committee.	Chair person
ii	Finance Officer	Member	No Change	ii	Finance Officer	Member
iii	Chief Engineer (Civil) of CPWD or state PWD or his representative not below the rank of Superintending Engineer	Member	No Change	iii	Chief Engineer (Civil) of CPWD or state PWD or his representative not below the rank of Superintending Engineer	Member
iv	Superintending/Executive Engineer (Electrical) of CPWD or state PWD	Member	No Change	iv	Superintending/Executive Engineer (Electrical) of CPWD or state PWD	Member
v	A representative of the Planning Board of University.	Member	No change	v	A representative of the Planning Board of University.	Member
vi	Principal of the Engineering College of the University or Head of Civil Engineering Department (where it exists) otherwise a person of equal status from a neighboring University/College	Member	Principal of the Engineering College of the University or Head of Civil Engineering Department (where it exists) otherwise a person of equal status from a neighboring University/College	vi	Principal of the Engineering College of the University or Head of Civil Engineering Department (where it exists) otherwise a person of equal status from a neighboring University/College	Member
vii	A representative from the user department	Member	No Change	vii	A representative from the user Department	Member
viii	University Engineer	Member	No Change	viii	University Engineer	Member
ix	Two Professors/Associate Professor of the University nominated by the Vice-Chancellor	Member	No Change	ix	Two Professors/Associate Professor of the University nominated by the Vice-Chancellor	Member
x	A retired Chief Engineer / Superintending Engineer (Civil) of CPWD/State PWD/Public Sector Undertaking	Member	No Change	x	A retired Chief Engineer / Superintending Engineer (Civil) of CPWD/State PWD/Public Sector Undertaking	Member
xi	Superintending/Executive Engineer (Public Health) of CPWD or State PWD	Member	No Change	xi	Superintending/Executive Engineer (Public Health) of CPWD or State PWD	Member
xii	Senior most Architect of the University (where it exists) otherwise a Chief Architect or person of equal status from a neighboring University/College	Member	No Change	xii	Senior most Architect of the University (where it exists) otherwise a Chief Architect or person of equal status from a neighboring University/College	Member
xiii	Chief Architect /Deputy chief Architect or a person of equivalent status from a Central or State Department	Member	No Change	xiii	Chief Architect /Deputy chief Architect or a person of equivalent status from a Central or State Department	Member
xiv	Senior most Landscaping Expert of the University (where it exists), otherwise from some neighboring Institution/Government Department / Public Sector Undertaking or to be hired as a Consultant by the University for a limited period	Member	No Change	xiv	Senior most Landscaping Expert of the University (where it exists), otherwise from some neighboring Institution/Government Department / Public Sector Undertaking or to be hired as a Consultant by the University for a limited period	Member
xv	Registrar	Member Secretary	No Change	xv	Registrar	Member Secretary
The Vice Chancellor may invite any expert as and when felt necessary in the Building and Works Committee.			No Change	The Vice Chancellor may invite any expert as and when felt necessary in the Building Committee.		
The University may consider paying reasonable remuneration to the hired experts so that they devote time and make				The University may consider paying reasonable remuneration to the hired experts so that they devote time and make valuable contributions.		

valuable contributions.		
1/2 of the members of the Building Committee shall form the quorum for holding meeting of the Building Committee. However, presence of at least three Engineers and one Architect is must. Members other then ex-officio shall hold office for three years.	1/2 of the members of the Building Committee shall form the quorum for holding meeting of the Building Committee. However, presence of at two Engineers and one Architect is must. Members other then ex-officio shall hold office for three years.	2. 1/2 of the members of the Building Committee shall form the quorum for holding meeting of the Building Committee. However, presence of at two Engineers and one Architect is must. Members other then ex-officio shall hold office for three years.
3. The Building Committee shall be responsible for finalizing the Plans and estimates of the various Building Projects proposals and for ensuring the completion of the Building in accordance with the approved plans and estimates and proper utilization of the funds.	No change 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.	3. The Building Committee shall be responsible for finalizing the Plans and estimates of the various Building Projects 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 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.
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 goal.	No change	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 goal.
(ii) That the Master plan not only takes care of immediate requirements but also takes into account further expansion scopes for varies and unforeseeable needs.	No change	(ii) That the Master plan not only takes care of immediate requirements but also takes into account further expansion scopes for varies and unforeseeable needs.
(iii) That the implementation of the project is properly prioritized so as to take up only essential works in the first /earlier phases e.g. teaching-learning infrastructures like class rooms, hostels, faculty residences etc. It may also consider certain modular designs, which can be expanded gradually in future as per requirements.	No Change	(iii) That the implementation of the project is properly prioritized so as to take up only essential works in the first /earlier phases e.g. teaching-learning infrastructures 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.	No Change	(iv) That the Faculty residences should only as per immediate needs.
(v) That the Guest house should not be too big which remains underutilized.	No Change	(v) That the Guest house should not be too big which remains underutilized.
(vi) That the '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 walls /roads/tracks, in empty spaces which are not to be used for any other purpose.	No Change	(vi) That the '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 walls/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.	No Change	(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) That the planning should include rain water harvesting and waste water recycling.	No Change	(viii) That the planning should include rain water harvesting and waste water recycling.
(ix) That no wasteful expenditure is incurred on any component.	No Change	(ix) That no wasteful expenditure is incurred on any component.
4. The Committee shall meet at least twice in a year, or as and when necessary.	No Change	4. The Committee shall meet at least twice in a year, or as and when necessary.
5. 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, other funding agencies and from the University's own resources	No Change	5. 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, other funding agencies and from the University's own resources
6. After the approval by the Building Committees, the University shall place the proposal for the building project, before Finance	6. After Building committee's recommendation, the university may place the proposal for these specific building	6. After Building committee's recommendation, the university may place the proposal for these specific building projects before Finance Committee for its approval. After FC's approval,

Committee for its approval along with a certificate that the plans and estimates are in conformity with the norms. There is no need to send the building proposals to UGC, but detailed information shall be sent to UGC in prescribed format, which will be examined by the UGC with the help of a Standing Committee constituted by the Chairman, UGC for the purpose. Comments of the Expert Committee, if any, shall be incorporated in the Building Committee decisions.	projects before Finance Committee for its approval. After FC's approval, the University may place the same before the Executive Council for its approval. These proposals then may be forwarded 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. The concerned bureau of UGC will sanction only project wise funds and not lumpsum and will release monthly/ quarterly project-wise funds depending upon the utilization to avoid parking of funds as per the instructions of Finance Ministry. Diversion of funds from one project to another will be done only with the permission of UGC's Standing Committee.	the University may place the same before the Executive Council for its approval. These proposals then may be forwarded 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. The concerned bureau of UGC will sanction only project wise funds and not lumpsum and will release monthly/ quarterly project-wise funds depending upon the utilization to avoid parking of funds as per the instructions of Finance Ministry. Diversion of funds from one project to another will be done only with the permission of UGC's Standing Committee.
7. Proposals for construction/renovation/ repair costing more than Rs. 75.00 lakhs will be sent to UGC for examination by the Standing Committee.	No Change	7. Proposals for construction/renovation/repair costing more than Rs. 75.00 lakhs will be sent to UGC for examination by the Standing Committee.
NOTE: The above mentioned composition and functions shall stand amended as per the notifications / instructions issued by the UGC from time to time.	No Change	NOTE: The above mentioned composition and functions shall stand amended as per the notification /instructions issued by the UGC from time to time.

***Amended by the Executive Council in its 21st Meeting held on 30 July, 2017.**

ORDINANCE-21*

PURCHASE COMMITTEE

(Under Section 28 (j) of the Central Universities Act, 2009)

1. There shall be a Central Purchase Committee of the University for the purchase of goods consisting of the following members, namely :

- | | |
|--|----------------|
| i. One of the Deans to be nominated by Vice chancellor | Chairman |
| ii. Registrar | |
| iii. Finance Officer | |
| iv. Head of the Department/Institution concerned; | |
| v. Officer in charge of Purchase & Procurement | - (Secretary). |

2. The above Committee shall be responsible for procurement of Goods as defined hereunder:

The term “goods” includes all articles, material, commodities, live stock, furniture, fixtures, raw material, spares, instruments, machineries, equipments etc. purchased or otherwise acquired for the use of the University but excludes books, publications, periodicals etc. for a library.

3. The procedure to be followed in making procurement for the University School/ Department/Centre/Division/Section should conform to the following yardsticks:

- (i) The specifications in terms of quality, type etc., as also quantity of goods to be procured, should be clearly spelt out keeping in view the specific needs of the procuring School/Department/Centre/Division/Section.
- (ii) The specifications so worked out should meet the basic needs of the Department/ Centre/Section without including superfluous and non-essential features, which may result in unwarranted expenditure.
- (iii) Care should also be taken to avoid purchasing quantities in excess of requirement to avoid inventory carrying costs;
 - a. Offers should be invited following a fair, transparent and reasonable procedure;
 - b. The procuring authority should be satisfied that the selected offer adequately meets the requirement in all respects;
 - c. The procuring authority should satisfy itself that the price of the selected offer is reasonable and consistent with the quality required;
 - d. At each stage of procurement the concerned procuring authority must place on record, in precise terms, the considerations which weighed with it while taking the procurement decision.
- (iv) The University may utilize the approved registered suppliers for procurement of goods through Limited Tender Enquiry. A Head of Department may also register suppliers of goods which are specifically required by the Department or Office.

4. Purchase of goods without quotation :

Purchase of goods upto the value of Rs.15,000/- (Rupees Fifteen Thousand) only on each occasion may be made without inviting quotations or bids on the basis of a certificate to be recorded by the competent authority in the following format.

"I, _____, am personally satisfied that these goods purchased are of the requisite quality, specification and priced at prevailing market rate and have been purchased from a reliable supplier".

5. Purchase of goods by purchase committee:

Purchase of goods costing above Rs.15,000/- (Rupees Fifteen Thousand) only and upto Rs.1,00,000/- (Rupees One Lakh) only on each occasion may be made on the recommendations of a duly constituted Local Purchase Committee consisting of three members of appropriate level as decided by the Competent Authority. The committee will survey the market to ascertain the reasonableness of rate, quality and specifications and identify the appropriate supplier. Before recommending placement of the purchase order, the members of the committee will jointly record a certificate as under.

"Certified that we _____, members of the Local Purchase Committee are jointly and individually satisfied that the goods recommended for purchase are of the requisite specification, quality and priced at the prevailing market rate and the supplier recommended is reliable and competent to supply the goods in question."

6. Purchase of goods directly under rate contract:

The University may procure goods directly from firms under rate contract with DGS&D. The prices to be paid for such goods shall not exceed those stipulated in the rate contract and the other salient terms and conditions of the purchase should be in line with those specified in the rate contract. The Department/Centre/ Division/ Section shall make its own arrangement for inspection and testing of such goods where required.

A demand for goods should not be divided in to small quantities to make piecemeal purchases to avoid the necessity of obtaining the sanction of competent authority required with reference to the estimated value of the total demand.

7. Purchase of goods through bids:

The University may follow the following standard method of obtaining bids in :

- (i) Advertised Tender Enquiry;
- (ii) Limited Tender Enquiry;
- (iii) Single Tender Enquiry.

Advertised Tender Enquiry :

- (i) Subject to exceptions incorporated under Rules as above, invitation to tenders by advertisement should be used for procurement of goods of estimated value Rs.25 lakh (Rupees Twenty Five Lakh) and above. Advertisement in such case should be given in the Indian Trade Journal (ITJ), published by the Director General of Commercial Intelligence and Statistics, Kolkata and at least in one national daily having wide circulation.

- (ii) The University should also publish all its advertised tender enquiries on the website and provide a link with NIC website. It should also have its website address in the advertisements in Indian Trade Journal and Newspapers.
- (iii) The University should also host the complete bidding document in its website and permit perspective bidders to make use of documents downloaded from the website on payment of the amount specified, if priced.
- (iv) Where the University feels that the goods of the required quality, specifications etc., may not be available in the country and it is necessary to also look for suitable competitive offers from abroad, the Department/Centre/Section may send copies of the tender notice to the Indian embassies abroad as well as to the foreign embassies in India. The selection of the embassies will depend on the possibility of availability of the required goods in such countries.
- (v) Ordinarily, the minimum time to be allowed for submission of bids should be three weeks from the date of publication of the tender notice or availability of the bidding document for sale, whichever is later. Where the department also contemplates obtaining bids from abroad, the minimum period should be kept as four weeks for both domestic and foreign bidders.

Limited Tender Enquiry:

- (i) This method may be adopted when estimated value of the goods to be procured is up to Rupees Twenty-five Lakhs. Copies of the bidding document should be sent directly by speed post/registered post/courier/e-mail to firms which are borne on the list of registered suppliers for the goods in question as referred to above. The number of supplier firms in Limited Tender Enquiry should be more than three. Further, web based publicity should be given for limited tenders. Effort should be made to identify a higher number of suppliers to obtain more responsive bids on competitive basis.
- (ii) Purchase through Limited Tender Enquiry may be adopted even where the estimated value of the procurement is more than Rupees twenty five lakhs, in the following circumstances.
 - (a) The competent authority in the University certifies that the demand is urgent and any additional expenditure involved by not procuring through advertised tender enquiry is justified in view of urgency. The University should also put on record the nature of the urgency and reasons why the procurement could not be anticipated.
 - (b) There are sufficient reasons, to be recorded in writing by the competent authority, indicating that it will not be in public interest to procure the goods through advertised tender enquiry.
 - (c) The sources of supply are definitely known and possibility of fresh source(s) beyond those being tapped, is remote.
 - (d) Sufficient time should be allowed for submission of bids in

Limited Tender Enquiry cases: Two bid system

For purchasing high value goods of a complex and technical nature, bids may be obtained in two parts as under:

- (a) Technical bid consisting of all technical details along with commercial terms and conditions; and
- (b) Financial bid indicating item-wise price for the items mentioned in the technical bid.

The technical bid and the financial bid should be sealed by the bidder in separate covers duly super scribed and both these sealed covers are to be put in a bigger cover which should also be sealed and duly super scribed. The technical bids are to be opened and evaluated by the competent committee or authority. At the second stage financial bids of only the technically acceptable offers should be opened for further evaluation and ranking before awarding the contract.

Late Bids:

In case of advertised tender enquiry or limited tender enquiry, late bids (bids received after specified date and time for receipt of bids) shall not be considered.

Single Tender Enquiry:

Procurement from a single source may be resorted to in the following circumstances:

- (i) It is in the knowledge of the user department that only a particular firm is the manufacturer of the required goods.
- (ii) In a case of emergency, the required goods are necessarily to be purchased from a particular source and the reason for such decision is to be recorded and approval of competent authority obtained.
- (iii) For standardization of machinery or spare parts to be compatible to the existing sets of equipment (on the advice of a competent technical expert and approved by the competent authority), the required item is to be purchased only from a selected firm.

Contents of Bidding Document: All the terms, conditions, stipulations and information to be incorporated in the bidding document are to be shown in the following headings:

- 1: Instruction to Bidders. 2: Conditions of Contract.
- 3: Schedule of Requirements.
- 4: Specifications and allied Technical Details
- 5: Price Schedule (to be utilized by the bidders for quoting their prices) 6: Contract Form.
- 7: Other Standard Forms, if any, to be utilized by the purchaser and the bidders.

Bid Security:

- (i) To safeguard against bidder's withdrawing or altering its bid during the bid validity period in case of advertised or limited tender enquiry, Bid Security (also known as Earnest Money) is to

be obtained from the bidders except those who are registered with the Central Purchase Organization, National Small Industries Corporation(NSIC). The bidders should be asked to furnish bid security along with their bids. Amount of bid security should ordinarily range between two to five percent of the estimated value of the good to be procured. The bid security may be accepted in the form of Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee from any of the commercial banks in an acceptable form, safeguarding purchaser's interest in all respects. The bid security is normally to remain valid for a period of forty-five days beyond the final date validity period.

- (ii) Bids Securities of the unsuccessful bidders should be returned to them at the earliest after the expiry of the final bid validity and latest on or before the 30th day of the award of the contract.

Advance payment to supplier:

Ordinarily, payments for services rendered or supplies made should be released only after the services/supplies have been made. However, it may become necessary to make advance payments in the following types of cases:

- (i) Advances payment demanded by firms holding maintenance contracts for servicing of Air-conditioners, computers, other costly equipment, etc.
- (ii) Advance payment demanded by firms against fabrication contracts, turnkey contracts etc.

Such advance payments should not exceed the following limits:

- (i) Thirty per cent of the contract value to private firms:
- (ii) Forty per cent of the contract value to a State or Central Government agency or a Public Sector undertaking; or
- (iii) In case of maintenance contract, the amount should not exceed the amount payable for six months under the contract.

University may relax, in consultation with the Finance Officer, the ceilings (including percentage laid down for advance payment for private firms) mentioned above. While making any advance payments as above, adequate safeguards in the form of bank guarantee etc. should be obtained from the firm.

Part Payment to suppliers:

Depending on the terms of delivery incorporated in a contract, part payment to the supplier may be released after it despatches the goods from its premises in terms of the contract.

Transparency, competition, fairness and elimination of arbitrariness in the procurement process:

All conditions stipulated under Rule 160 of General Financial Rules, 2005 of Government of India issued by the Ministry of Finance Department of Expenditure shall be applicable.

- 8. The Officer in charge of Purchase & Procurement shall convene the meeting of the Purchase Committee within 4 weeks from the date of receipt of indent or as and when necessary.
- 9. The purchase committee shall approve the tenders of rates of the firms in different item requirements and the orders for the items approved by the aforesaid Committee shall be placed with these firms by university as and

when necessary.

10. In case the rates of the approved firms go up / down subsequently, the Purchase Committee meeting shall be convened again to approve of the rates before purchase are made.
11. If the purchase of any item the rate which has not already been approved by the Committee should become necessary in exceptional circumstances and time does not permit the convening of a meeting of the Purchase Committee, the purchase of the item shall be approved by the competent authority and the same shall be placed before the next meeting of the Purchase Committee.
12. Similarly, in the event of a change in the rate already approved by the Purchase Committee and time when does not permit the convening of a meeting of the Purchase Committee, the purchase of the revised rates shall be approved by the competent authority and the same shall be placed before the next meeting of the Purchase Committee.
13. The Central Purchase Committee may appoint a Sub Committee consisting of at least three members, as and when required.
14. One third of the members shall form the quorum.

Anything not covered in the above rules will be governed by the GOI (GFR Rules 2005) as issued and amended from time to time.

***Approved by the Executive Council in its Meeting dated 09.04.2011, noted by the Govt. of India, as communicated by the MHRD vide letter No.F.56-7/2012-Desk (U) dated 09-11-2012, and letter F.No.56-7/2012-Desk (U) dated 21-05-2013 and published in the Gazette of India, Extraordinary, Part-III-Section-4, New Delhi, April 24, 2017.**

ORDINANCE NO: 22(A)*

MEDIUM OF INSTRUCTION, MANAGEMENT OF ACADEMIC PROGRAMMES, EXAMINATION, EVALUATION AND GRADING SYSTEM FOR PROGRAMMES OF STUDIES OTHER THAN THE RESEARCH DEGREE PROGRAMME

(Under Section 28 (1) (c) and 28 (1) (g) of the Central University Act 2009)

Existing	Amendment	After Amendment
Medium of Instruction and Examination: - The medium of instruction in respect of all Programmes of Studies offered by the Schools, Departments and Centers of Studies shall be English/Hindi, except in cases of studies / research in languages. - Question Papers of all examinations shall be set and answered in English/Hindi language, except in case of examinations in languages / literature, where the question papers may be set and answered in the respective languages either in totality or in part, depending upon the requirements of the course. - Project Work / Project Report / Dissertation / Field Work Report / Training Report etc, if any, shall have to be written in English/Hindi, except in case of the Programmes of Studies in languages / literature, where the same may be required to be written in the respective language.	No Change	Medium of Instruction and Examination: - The medium of instruction in respect of all Programmes of Studies offered by the Schools, Departments and Centers of Studies shall be English/Hindi, except in cases of studies / research in languages. - Question Papers of all examinations shall be set and answered in English/Hindi language, except in case of examinations in languages / literature, where the question papers may be set and answered in the respective languages either in totality or in part, depending upon the requirements of the course. - Project Work / Project Report / Dissertation / Field Work Report / Training Report etc, if any, shall have to be written in English/Hindi, except in case of the Programmes of Studies in languages / literature, where the same may be required to be written in the respective language.
Management and Administration of Academic Programmes: 4. Director of Academic Affairs: There shall be a Director of Academic Affairs (DOAA) to plan and coordinate all the CBCS programs. The responsibilities of the Director of Academic Affairs include: (i) Preparation of (a) Academic Calendar, (b) Application for Admission, and (c) Registration Form. (ii) Coordination of programs between schools and other external institutions. (iii) Coordination of common time tables in consultation with schools. (iv) Consideration of appeals from students regarding the operational problems related to CBCS.	No Change	Management and Administration of Academic Programmes: 4. Director of Academic Affairs: There shall be a Director of Academic Affairs (DOAA) to plan and coordinate all the CBCS programs. The responsibilities of the Director of Academic Affairs include: (i) Preparation of (a) Academic Calendar, (b) Application for Admission, and (c) Registration Form. (ii) Coordination of programs between schools and other external institutions. (iii) Coordination of common time tables in consultation with schools. (iv) Consideration of appeals from students regarding the operational problems related to CBCS.
5. CBCS Office: To discharge the responsibilities of CBCS programs of the University, there shall be an exclusive administrative wing called the CBCS Office. The CBCS Office shall have the following functions: Advertisement of CBCS Programs, approval of admission of students made by Departments/Schools/Centers, course registration, coordination of time table and preparation of Academic Calendar.	No Change	5. CBCS Office: To discharge the responsibilities of CBCS programs of the University, there shall be an exclusive administrative wing called the CBCS Office. The CBCS Office shall have the following functions: Advertisement of CBCS Programs, approval of admission of students made by Departments/Schools/Centers, course registration, coordination of time table and preparation of Academic Calendar.
6. Prospectus and Handbook: (a) The Prospectus issued along with the application form shall contain; (i) A profile of the University, (ii) List of Schools of the University and programs offered in University Departments, (iii) Eligibility conditions for various programs, (iv) Fee Structure (course/program, examination and other fees) and (v) Time-Table for Entrance Examination. (b) The Hand Book given to the students admitted to Departments/Schools at the time of admission shall contain: (i) CBCS Regulations and (ii) The Academic Calendar.	No Change	6. Prospectus and Handbook: (a) The Prospectus issued along with the application form shall contain; (i) A profile of the University, (ii) List of Schools of the University and programs offered in University Departments, (iii) Eligibility conditions for various programs, (iv) Fee Structure (course/program, examination and other fees) and (v) Time-Table for Entrance Examination. (b) The Hand Book given to the students admitted to Departments/Schools at the time of admission shall contain: (i) CBCS Regulations and (ii) The Academic Calendar.

7. The Feedback of the Students: There shall be an evaluation of the course taught to the students in accordance with the parameters fixed for such a purpose and also in consonance with the prevailing practice / convention in the Universities of the country. The modalities of such an exercise would broadly respond to teacher-taught relationship as determined by quality, style, manner and method of teaching along with efficacy of communication and the like. The terms of evaluation will be pursued by the Committee constituted for such a purpose by the Vice-Chancellor of the University. The configuration of evaluation shall generate the following ethics: (i) Nature of course (ii) Effectiveness of course (iii) Comprehensibility by the students (iv) Effectiveness of communication (v) Employment of Audio/Visual Aids (wherever applicable) (vi) Sincerity and regularity of teacher/ instructor.	No Change	7. The Feedback of the Students: There shall be an evaluation of the course taught to the students in accordance with the parameters fixed for such a purpose and also in consonance with the prevailing practice / convention in the Universities of the country. The modalities of such an exercise would broadly respond to teacher-taught relationship as determined by quality, style, manner and method of teaching along with efficacy of communication and the like. The terms of evaluation will be pursued by the Committee constituted for such a purpose by the Vice-Chancellor of the University. The configuration of evaluation shall generate the following ethics: (i) Nature of course (ii) Effectiveness of course (iii) Comprehensibility by the students (iv) Effectiveness of communication (v) Employment of Audio/Visual Aids (wherever applicable) (vi) Sincerity and regularity of teacher/ instructor.
Examination System: 8. All Programmes of Studies of the University shall be offered under Semester System and Examination and evaluation of students shall be through Comprehensive Continuous Internal Assessment (CCA). 9. As a general principle, the Comprehensive Continuous Internal Assessment and End Semester Examination shall comprise the following components: (i) Mid Term Examination.....20% (ii) Continuous Internal Assessment.....20% (iii) End-Semester Examination.....60% 10. Depending upon the nature and requirements of a particular course, individual Departments/Centre shall, within the overall framework of Comprehensive Continuous Internal Assessment (CCA) prescribed by the Board of Studies concerned, have freedom to prescribe additional/different components and weightage for different component. Provided that the weightage of the End-Semester Examination shall not be less than 60%. 11. Detailed distribution and break-up of the Comprehensive Continuous Internal Assessment (CCA) shall be specified by the teacher concerned in the Detailed Course outlined for each course taught by him/her during a semester. 12. The question papers for the End-Semester Examinations shall be of 3 (Three) hours duration and shall be set such as to comprise the following sections: (i) Section A: shall have 10 (Ten) Objective Type Questions of 1 (one) Mark each. All questions in this Section shall be compulsory (Total 10 Marks) (ii) Section B: shall have 6 (Six) Short Answer Questions (SAQs) of 5 (Five) Marks each, out of which the examinee shall be required to attempt any (four) questions; (Total 20 Marks) (iii) Section C: shall have 5 (Five) Essay/Long Answer Questions (LAQs) of 10 marks each. Out of which the examinee shall be required to attempt any three questions (Total 30 Marks);	No Change	Examination System: 8. All Programmes of Studies of the University shall be offered under Semester System and Examination and evaluation of students shall be through Comprehensive Continuous Internal Assessment (CCA). 9. As a general principle, the Comprehensive Continuous Internal Assessment and End Semester Examination shall comprise the following components: (i) Mid Term Examination.....20% (ii) Continuous Internal Assessment.....20% (iii) End-Semester Examination.....60% 10. Depending upon the nature and requirements of a particular course, individual Departments/Centre shall, within the overall framework of Comprehensive Continuous Internal Assessment (CCA) prescribed by the Board of Studies concerned, have freedom to prescribe additional/different components and weightage for different component. Provided that the weightage of the End-Semester Examination shall not be less than 60%. 11. Detailed distribution and break-up of the Comprehensive Continuous Internal Assessment (CCA) shall be specified by the teacher concerned in the Detailed Course outlined for each course taught by him/her during a semester. 12. The question papers for the End-Semester Examinations shall be of 3 (Three) hours duration and shall be set such as to comprise the following sections: (i) Section A: shall have 10 (Ten) Objective Type Questions of 1 (one) Mark each. All questions in this Section shall be compulsory (Total 10 Marks) (ii) Section B: shall have 6 (Six) Short Answer Questions (SAQs) of 5 (Five) Marks each, out of which the examinee shall be required to attempt any (four) questions; (Total 20 Marks) (iii) Section C: shall have 5 (Five) Essay/Long Answer Questions (LAQs) of 10 marks each. Out of which the examinee shall be required to attempt any three questions (Total 30 Marks);
Paper Setting & Evaluation: 13. The overall framework of the Comprehensive Continuous Internal Assessment (CCA), including the broad guidelines regarding the content, format, duration and timings of different components of examination and evaluation shall be as decided by the Board of Studies. 14. Within the overall framework of examination and evaluation as decided by the Board of Studies, the content, format, duration of various components of the CCA shall be decided by the concerned faculty	No Change	Paper Setting & Evaluation: 13. The overall framework of the Comprehensive Continuous Internal Assessment (CCA), including the broad guidelines regarding the content, format, duration and timings of different components of examination and evaluation shall be as decided by the Board of Studies. 14. Within the overall framework of examination and evaluation as decided by the Board of Studies, the content, format, duration of various components of the CCA shall be decided by the concerned faculty

members and notified to students along with the detailed course outline provided at the commencement of each course. 15. Since the University follows Choice Based Credit System (CBCS) and CCA, the question paper for midterm and internal assessment examination of a course shall be set by the faculty member who is teaching that course and that he/she shall also be the evaluator. 16. The End Semester question paper will be set in such a manner that 50% of papers of core courses shall be set and evaluated by external examiners. However, the theory papers for the end semester examination of the last semester of any program shall be set internally. 17. In case of examinations involving <i>viva-voce</i>, practical etc. in a course offered by a Department / Centre, the evaluation shall be done by a panel comprising of the concerned faculty member and an external expert to be appointed by the Dean of the School concerned, from the panel recommended by concerned Board of Studies. However, the end semester examination of the last semester of any program shall be conducted by two internal examiners. 18. Project Work / Project Report / Dissertation / Field Work Report / Training Report etc. shall be evaluated by an external evaluator appointed by the Dean of the School concerned from the panel recommended by concerned Board of Studies. Provided further that in case of <i>viva-voce</i> based on the Project Work /Project Report / Dissertation / Field Work Report / Training Report etc. evaluation shall be done by a committee comprising of the Advisor concerned and the external evaluator. 19. The end semester examination including paper setting, evaluation, <i>viva-voce</i> and practical examination shall be remunerative both for external and internal examiners. The remuneration shall be decided by the Academic Council from time to time.		members and notified to students along with the detailed course outline provided at the commencement of each course. 15. Since the University follows Choice Based Credit System (CBCS) and CCA, the question paper for midterm and internal assessment examination of a course shall be set by the faculty member who is teaching that course and that he/she shall also be the evaluator. 16. The End Semester question paper will be set in such a manner that 50% of papers of core courses shall be set and evaluated by external examiners. However, the theory papers for the end semester examination of the last semester of any program shall be set internally. 17. In case of examinations involving <i>viva-voce</i>, practical etc. in a course offered by a Department / Centre, the evaluation shall be done by a panel comprising of the concerned faculty member and an external expert to be appointed by the Dean of the School concerned, from the panel recommended by concerned Board of Studies. However, the end semester examination of the last semester of any program shall be conducted by two internal examiners. 18. Project Work / Project Report / Dissertation / Field Work Report / Training Report etc. shall be evaluated by an external evaluator appointed by the Dean of the School concerned from the panel recommended by concerned Board of Studies. Provided further that in case of <i>viva-voce</i> based on the Project Work /Project Report / Dissertation / Field Work Report / Training Report etc. evaluation shall be done by a committee comprising of the Advisor concerned and the external evaluator. 19. The end semester examination including paper setting, evaluation, <i>viva-voce</i> and practical examination shall be remunerative both for external and internal examiners. The remuneration shall be decided by the Academic Council from time to time.
Guidelines for Paper Setting: 21. The question papers for the Mid-Semester Examination shall be based on at least 50% of the course content prescribed for the Semester. 22. The question papers for the End Semester Examination shall be based on the total course content prescribed for the Semester. 23. The paper setter shall set the question paper for the Mid-Term Examination and shall arrange to make adequate number of copies / printouts, which shall be submitted in sealed cover marked as Confidential to the Head of the Department / Director of the Centre, at least five days prior to the commencement of the Mid-Term Examination; 24. Each paper setter shall be responsible for ensuring secrecy and confidentiality of the question paper set	No Change	Guidelines for Paper Setting: 21. The question papers for the Mid-Semester Examination shall be based on at least 50% of the course content prescribed for the Semester. 22. The question papers for the End Semester Examination shall be based on the total course content prescribed for the Semester. 23. The paper setter shall set the question paper for the Mid-Term Examination and shall arrange to make adequate number of copies / printouts, which shall be submitted in sealed cover marked as Confidential to the Head of the Department / Director of the Centre, at least five days prior to the commencement of the Mid-Term Examination; 24. Each paper setter shall be responsible for ensuring secrecy and confidentiality of the question paper set

by him/her; 25. For Mid-Term Examination the Head of the Department / Director of the Centre shall keep the question papers received from the paper setters in the safe custody till the date of examination and shall arrange to issue the same on the date of examination to the invigilator concerned. 26. The paper setter for the End Semester Examination shall set the question paper in the prescribed format and shall submit the same in sealed cover marked as Confidential to the Controller of Examinations, at least fifteen days prior to the commencement of the End Semester Examination; 27. The question papers of the end semester examination set by the paper setters shall be reviewed in the meeting of the Examination Committee of the Board of Studies of the Department / Centre concerned held before the examination.		by him/her; 25. For Mid-Term Examination the Head of the Department / Director of the Centre shall keep the question papers received from the paper setters in the safe custody till the date of examination and shall arrange to issue the same on the date of examination to the invigilator concerned. 26. The paper setter for the End Semester Examination shall set the question paper in the prescribed format and shall submit the same in sealed cover marked as Confidential to the Controller of Examinations, at least fifteen days prior to the commencement of the End Semester Examination; 27. The question papers of the end semester examination set by the paper setters shall be reviewed in the meeting of the Examination Committee of the Board of Studies of the Department / Centre concerned held before the examination.
Guidelines for Evaluation: 27. It shall be the bounden duty of the concerned faculty members to evaluate all assignments, comprehensive continues internal assessment (CCA) and mid-term examination answer scripts and to show the same to the students within one week of the date of such examination and submit the marks / grades awarded to the students to the Head of the Department/ Director of the Centre concerned. 28. Each examiner shall be required to evaluate the answer scripts of the End-Semester Examination within 15 days of the date of examinations and shall be required to return to Controller of Examinations, the evaluated answer scripts along with the award list. 29. Head of the Department / Director of the Centre concerned, shall forward to the Controller of Examination, the consolidated award list of marks / grades awarded to the students in the Continuous Internal Assessment and Mid-Term Examination of each course offered by the Department.	No Change	Guidelines for Evaluation: 27. It shall be the bounden duty of the concerned faculty members to evaluate all assignments, comprehensive continues internal assessment (CCA) and mid-term examination answer scripts and to show the same to the students within one week of the date of such examination and submit the marks / grades awarded to the students to the Head of the Department/ Director of the Centre concerned. 28. Each examiner shall be required to evaluate the answer scripts of the End-Semester Examination within 15 days of the date of examinations and shall be required to return to Controller of Examinations, the evaluated answer scripts along with the award list. 29. Head of the Department / Director of the Centre concerned, shall forward to the Controller of Examination, the consolidated award list of marks / grades awarded to the students in the Continuous Internal Assessment and Mid-Term Examination of each course offered by the Department.
Revaluation of Answer Scripts: 30. No revaluation of answer sheet is permitted. However, aggrieved student may apply on the prescribed application form along with the prescribed fees, for retotaling of his/her answer script(s) to the Controller of Examinations within seven working days from the date of declaration of the results. 31. Retotaling of the answer script shall be done by a board comprising two members to be appointed	No Change	Revaluation of Answer Scripts: 30. No revaluation of answer sheet is permitted. However, aggrieved student may apply on the prescribed application form along with the prescribed fees, for retotaling of his/her answer script(s) to the Controller of Examinations within seven working days from the date of declaration of the results. 31. Retotaling of the answer script shall be done by a board comprising two members to be appointed

by the Controller of Examinations.		by the Controller of Examinations.
Conduct of Examination: 32. All examinations of the University (except the entrance examinations for admission in different Programmes of Studies) shall be conducted and held at the University Campus only. 33. The Date Sheet for Mid-Term and End-Semester Examination shall be notified by the Heads of the Department / Directors of the Centers / Deans of the School at least fifteen days prior to the commencement of the examinations. 34. The Mid-Term and End-Semester Examinations shall be conducted under the general supervision of the Head of Department, who shall act as Centre Superintendent for all examinations of the courses of his/her Department. He/she shall arrange for the invigilation duties from amongst the faculty members and shall be responsible for the fair and orderly conduct of the examination.		Conduct of Examination: 32. All examinations of the University (except the entrance examinations for admission in different Programmes of Studies) shall be conducted and held at the University Campus only. 33. The Date Sheet for Mid-Term and End-Semester Examination shall be notified by the Heads of the Department / Directors of the Centers / Deans of the School at least fifteen days prior to the commencement of the examinations. 34. The Mid-Term and End-Semester Examinations shall be conducted under the general supervision of the Head of Department, who shall act as Centre Superintendent for all examinations of the courses of his/her Department. He/she shall arrange for the invigilation duties from amongst the faculty members and shall be responsible for the fair and orderly conduct of the examination.
Indiscipline and Unfair Means in Examination: 35. There shall be zero-tolerance against use of unfair means and unfair practices in connection with examination and each examinee shall be required to strictly adhere to the instructions for taking examination. Non adherence to such instructions shall attract disciplinary action. 36. Use of unfair means is strictly prohibited and shall invite serious disciplinary actions for anyone found using unfair means during any examination. Unfair practices and Unfair means relating to examination shall mean and include: (i) Exerting pressure, coercion and undue influence for postponement and change of dates and timings of examination (ii) Threatening the invigilator or any other behaviour amounting to insubordination as reported by the Invigilator / Centre Superintendent. (iii) Seeking favours from and/or threatening the examiners, paper setters, evaluators, invigilators, co-examinees or any other officer or staff of the University. (iv) Resorting to such practices and engaging into activities that are specifically prohibited during the course of examination (v) Keeping in possession of materials of any kind related to the subject of the examination concerned including mobile / cell phones / electronic aids, unless otherwise permitted as a component of examination and/or copying or attempting to copy from the materials in possession or from other persons within or outside the examination hall, (vi) Exchanging notes, inter-changing answer scripts, helping other examinees, seeking help from and/or consulting other examinees or any other person inside or outside the examination hall. (vii) Attempts of impersonation including writing some other candidate's registration number / roll number in the answer paper and/or exchanging	No Change	Indiscipline and Unfair Means in Examination: 35. There shall be zero-tolerance against use of unfair means and unfair practices in connection with examination and each examinee shall be required to strictly adhere to the instructions for taking examination. Non adherence to such instructions shall attract disciplinary action. 36. Use of unfair means is strictly prohibited and shall invite serious disciplinary actions for anyone found using unfair means during any examination. Unfair practices and Unfair means relating to examination shall mean and include: (i) Exerting pressure, coercion and undue influence for postponement and change of dates and timings of examination (ii) Threatening the invigilator or any other behaviour amounting to insubordination as reported by the Invigilator / Centre Superintendent. (iii) Seeking favours from and/or threatening the examiners, paper setters, evaluators, invigilators, co-examinees or any other officer or staff of the University. (iv) Resorting to such practices and engaging into activities that are specifically prohibited during the course of examination (v) Keeping in possession of materials of any kind related to the subject of the examination concerned including mobile / cell phones / electronic aids, unless otherwise permitted as a component of examination and/or copying or attempting to copy from the materials in possession or from other persons within or outside the examination hall, (vi) Exchanging notes, inter-changing answer scripts, helping other examinees, seeking help from and/or consulting other examinees or any other person inside or outside the examination hall. (vii) Attempts of impersonation including writing some other candidate's registration number / roll number in the answer paper and/or exchanging

or attempting to exchange answer sheets or other materials during the course of examination. (viii) Sitting or occupying seats other than the one allotted to the candidate or changing the seat during the course of examination without the permission of the invigilator. (ix) Boycott / walkout of the examination and or causing disturbances of any kind during the conduct of examination. (x) Any other act of omission or commission as may be declared by the Executive Council as unfair means in respect of any or all the examinations, from time to time. 37. Detection of unfair means, indiscipline and disturbances during the examination shall be brought to the notice of the Centre Superintendent by the invigilator concerned in writing. 38. The Centre Superintendent shall report to the Controller of Examinations without delay, each case of alleged use of unfair means in the examination with full details of the evidence in support thereof and the statement of the candidate concerned, if any, on the forms supplied by the Controller of Examinations for the purpose. 39. In case a candidate found using unfair means in examination refuses to make and sign the said statement, the incident shall be recorded by the Invigilator and countersigned by the Centre Superintendent. 40. The answer book of the candidate found using unfair means in the examination shall be seized and the candidate may be permitted to write remaining part of his/her examination on a separate answer-book to be issued to him/her. The Centre Superintendent shall send both the answer-books to the Controller of Examinations along with his/her report. 41. All individual cases of reported use of unfair means in examination shall be referred to the Examination Discipline Committee. Provided that in case of use of unfair means on a mass scale at an examination centre, the Vice-Chancellor shall have powers to cancel the examination of all the candidates appearing from the centre concerned and order re-examination an initiate further disciplinary action against all concerned.		or attempting to exchange answer sheets or other materials during the course of examination. (viii) Sitting or occupying seats other than the one allotted to the candidate or changing the seat during the course of examination without the permission of the invigilator. (ix) Boycott / walkout of the examination and or causing disturbances of any kind during the conduct of examination. (x) Any other act of omission or commission as may be declared by the Executive Council as unfair means in respect of any or all the examinations, from time to time. 37. Detection of unfair means, indiscipline and disturbances during the examination shall be brought to the notice of the Centre Superintendent by the invigilator concerned in writing. 38. The Centre Superintendent shall report to the Controller of Examinations without delay, each case of alleged use of unfair means in the examination with full details of the evidence in support thereof and the statement of the candidate concerned, if any, on the forms supplied by the Controller of Examinations for the purpose. 39. In case a candidate found using unfair means in examination refuses to make and sign the said statement, the incident shall be recorded by the Invigilator and countersigned by the Centre Superintendent. 40. The answer book of the candidate found using unfair means in the examination shall be seized and the candidate may be permitted to write remaining part of his/her examination on a separate answer-book to be issued to him/her. The Centre Superintendent shall send both the answer-books to the Controller of Examinations along with his/her report. 41. All individual cases of reported use of unfair means in examination shall be referred to the Examination Discipline Committee. Provided that in case of use of unfair means on a mass scale at an examination centre, the Vice-Chancellor shall have powers to cancel the examination of all the candidates appearing from the centre concerned and order re-examination an initiate further disciplinary action against all concerned.
Examination Discipline Committee: 42. The Examination Discipline Committee shall consist of the following members: (i) The Dean of Students' Welfare, who shall be the Chairperson (ii) The Proctor (iii) Two faculty members to be nominated by the Vice-Chancellor (iv) The Controller of Examination, who shall be the Member-Secretary.	No Change	Examination Discipline Committee: 42. The Examination Discipline Committee shall consist of the following members: (ii) The Dean of Students' Welfare, who shall be the Chairperson (ii) The Proctor (iii) Two faculty members to be nominated by the Vice-Chancellor (iv) The Controller of Examination, who shall be the Member-Secretary.
43. The Terms of office of the Members of the Examination Discipline Committee, other than the Ex-Officio Members, shall be one year from the date of appointment and that three Members of the Committee shall constitute the quorum.	No Change	43. The Terms of office of the Members of the Examination Discipline Committee, other than the Ex-Officio Members, shall be one year from the date of appointment and that three Members of the Committee shall constitute the quorum.
44. Depending upon the extent and severity, the punishment for the use of Unfair Means may include: (i) Awarding "I" Grade /"F" Grade to the candidate in the particular examination in which the Unfair Means	No Change	44. Depending upon the extent and severity, the punishment for the use of Unfair Means may include: (i) Awarding "I" Grade /"F" Grade to the candidate in the particular examination in which the Unfair Means

was used; (ii) Awarding “I” Grade /”F” Grade in all examinations taken by the candidate during the semester; (iii) Debarring for certain specified number of semesters from appearing in examination of the University; (iv) Cancellation of admission from the University; (v) Rustication from the University and debarring the student from taking admission in any Programme of Studies of the University for certain specified period of time; and (vi) Rustication from the University and debarring the student from taking admission in any Programme of Studies of the University for ever;		was used; (ii) Awarding “I” Grade /”F” Grade in all examinations taken by the candidate during the semester; (iii) Debarring for certain specified number of semesters from appearing in examination of the University; (iv) Cancellation of admission from the University; (v) Rustication from the University and debarring the student from taking admission in any Programme of Studies of the University for certain specified period of time; and (vi) Rustication from the University and debarring the student from taking admission in any Programme of Studies of the University for ever;
45. The Examination Discipline Committee shall decide the extent, and magnitude of punishment to those found guilty of using Unfair Means in examination with due regard to the nature and extent of offence committed by a candidate in use of Unfair Means and shall ensure that the punishment is commensurate to the offence committed and in accordance with the principle of natural justice; 46. All decisions taken by the Committee will be placed before the Vice-Chancellor for approval. 47. A candidate found guilty of using Unfair Means in examination by the Examination Discipline Committee, may appeal to the Vice-Chancellor, in writing, within one month of the receipt of the decision of the University; and if the Vice-Chancellor is satisfied that the representation merits consideration, he/she may refer the case back to the Examination Discipline Committee for reconsideration.	No Change	45. The Examination Discipline Committee shall decide the extent, and magnitude of punishment to those found guilty of using Unfair Means in examination with due regard to the nature and extent of offence committed by a candidate in use of Unfair Means and shall ensure that the punishment is commensurate to the offence committed and in accordance with the principle of natural justice; 46. All decisions taken by the Committee will be placed before the Vice-Chancellor for approval. 47. A candidate found guilty of using Unfair Means in examination by the Examination Discipline Committee, may appeal to the Vice-Chancellor, in writing, within one month of the receipt of the decision of the University; and if the Vice-Chancellor is satisfied that the representation merits consideration, he/she may refer the case back to the Examination Discipline Committee for reconsideration.
Specific Provisions for the Conduct of Entrance Examination for Admission: 48. The Paper Setters for the Common Entrance Examination shall be appointed by the Vice-Chancellor. 49. The overall administration, conduct, supervision and control of the Common Entrance Examination shall be the responsibility of the Controller of Examinations who with the approval of the Vice-Chancellor, shall arrange: (i) To get the question papers for the Common Entrance Examination set by the paper setter(s) appointed by the Vice-Chancellor; (ii) For the confidential printing of the question papers for the Common Entrance Examination; (iii) To appoint Centre Superintendents for each of the Examination Centers; (iv) For the smooth conduct of the Common Entrance Examination in all Examination centre and exercise general supervision and control and; (v) For the evaluation of the Answer scripts and preparation of the merit list; 50. In the absence of Controller of Examinations or otherwise if the circumstances so warrant the Vice-Chancellor may appoint a Coordinator of the Common Entrance Examination who shall perform such functions as specified in the preceding clause. 51. The Common Entrance Examination shall be held at the designated Examination Centers as approved by the Academic Council and notified in the University Prospectus.	No Change	Specific Provisions for the Conduct of Entrance Examination for Admission: 48. The Paper Setters for the Common Entrance Examination shall be appointed by the Vice-Chancellor. 49. The overall administration, conduct, supervision and control of the Common Entrance Examination shall be the responsibility of the Controller of Examinations who with the approval of the Vice-Chancellor, shall arrange: (ii) To get the question papers for the Common Entrance Examination set by the paper setter(s) appointed by the Vice-Chancellor; (ii) For the confidential printing of the question papers for the Common Entrance Examination; (iii) To appoint Centre Superintendents for each of the Examination Centers; (iv) For the smooth conduct of the Common Entrance Examination in all Examination centre and exercise general supervision and control and; (v) For the evaluation of the Answer scripts and preparation of the merit list; 50. In the absence of Controller of Examinations or otherwise if the circumstances so warrant the Vice-Chancellor may appoint a Coordinator of the Common Entrance Examination who shall perform such functions as specified in the preceding clause. 51. The Common Entrance Examination shall be held at the designated Examination Centers as approved by the Academic Council and notified in the University Prospectus.

52. Each Examination Centre shall be under the charge of a Centre Superintendent, who shall ensure smooth and fair conduct of the Common Entrance Examination. 53. During an entrance examination, all candidates shall be under the disciplinary control of the Centre Superintendent, whose instructions on the conduct of examination shall be final and binding. If a candidate disobeys instructions or misbehaves with Centre Superintendent / Supervisory staff / invigilator / any other staff / other examinees, he/she may be expelled from the examination them and there. 54. Notwithstanding anything contained in these Ordinances, the examination of all such candidates who are found using Unfair Means in the Common Entrance Examination shall be cancelled and consequently his/her answer script will not be considered for evaluation and preparation of merit list.		52. Each Examination Centre shall be under the charge of a Centre Superintendent, who shall ensure smooth and fair conduct of the Common Entrance Examination. 53. During an entrance examination, all candidates shall be under the disciplinary control of the Centre Superintendent, whose instructions on the conduct of examination shall be final and binding. If a candidate disobeys instructions or misbehaves with Centre Superintendent / Supervisory staff / invigilator / any other staff / other examinees, he/she may be expelled from the examination them and there. 54. Notwithstanding anything contained in these Ordinances, the examination of all such candidates who are found using Unfair Means in the Common Entrance Examination shall be cancelled and consequently his/her answer script will not be considered for evaluation and preparation of merit list.																																																												
Grading System: 55. The University shall have grading system based on a Ten (10) point scale of evaluation of the performances of students in terms of marks, grade points, letter grade and class. 56. The total performance of a student within a semester shall be indicated by the (a) Semester Grade Point Average (SGPA); and Weighted Average Marks (WAM); The grade sheet of a student in the final semester of a programme shall also include; (b) The SGPA and CGPA shall be rounded off to 2 decimal points and reported in the grade sheets (i) Cumulative Grade Point Average (CGPA); and (ii) Overall Weighted Percentage Marks (OWPM). The CGPA and OWPM being the real indicators of a student's performance. These shall be calculated as under: $SGPA = (\sum C_i G_i) / (\sum C_i)$ $WAM = (\sum C_i M_i) / (\sum C_i) \%$ $CGPA = (\sum \sum C_{ni} G_{ni}) / (\sum \sum C_i)$ $OWPM = (\sum \sum C_{ni} M_{ni}) / (\sum \sum C_{ni}) \%$ Where C_i = number of credits in i^{th} course, M_i = marks obtained in the i^{th} course, G_i = grade point obtained in the i^{th} course, C_{ni} = number of credits of the i^{th} course of the n^{th} semester, M_{ni} = marks of the i^{th} course of the n^{th} semester, G_{ni} = grade points of the i^{th} of the n^{th} semester.	No Change	Grading System: 55. The University shall have grading system based on a Ten (10) point scale of evaluation of the performances of students in terms of marks, grade points, letter grade and class. 56. The total performance of a student within a semester shall be indicated by the (a) Semester Grade Point Average (SGPA); and Weighted Average Marks (WAM); The grade sheet of a student in the final semester of a programme shall also include; (b) The SGPA and CGPA shall be rounded off to 2 decimal points and reported in the grade sheets (i) Cumulative Grade Point Average (CGPA); and (ii) Overall Weighted Percentage Marks (OWPM). The CGPA and OWPM being the real indicators of a student's performance. These shall be calculated as under: $SGPA = (\sum C_i G_i) / (\sum C_i)$ $WAM = (\sum C_i M_i) / (\sum C_i) \%$ $CGPA = (\sum \sum C_{ni} G_{ni}) / (\sum \sum C_i)$ $OWPM = (\sum \sum C_{ni} M_{ni}) / (\sum \sum C_{ni}) \%$ Where C_i = number of credits in i^{th} course, M_i = marks obtained in the i^{th} course, G_i = grade point obtained in the i^{th} course, C_{ni} = number of credits of the i^{th} course of the n^{th} semester, M_{ni} = marks of the i^{th} course of the n^{th} semester, G_{ni} = grade points of the i^{th} of the n^{th} semester.																																																												
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Department/Director of the Centre concerned, at least seven calendar days before the last instruction day in the semester, particulars of all students who have secured less than 75% attendance in one or more courses. 67. The Head of the Department / Director of the Centre shall display on the Notice Board of the Department names of all students who will not be eligible to take the End-semester examinations in the various courses and send a copy of the same to the Dean of the School concerned. 68. The Dean of the School concerned may grant exemption to a candidate who has failed to obtain the minimum prescribed 75% attendance for valid reasons provided that such exemptions shall not be granted for attendance below 65%.		Department/Director of the Centre concerned, at least seven calendar days before the last instruction day in the semester, particulars of all students who have secured less than 75% attendance in one or more courses. 67. The Head of the Department / Director of the Centre shall display on the Notice Board of the Department names of all students who will not be eligible to take the End-semester examinations in the various courses and send a copy of the same to the Dean of the School concerned. 68. The Dean of the School concerned may grant exemption to a candidate who has failed to obtain the minimum prescribed 75% attendance for valid reasons provided that such exemptions shall not be granted for attendance below 65%.
Promotion & Progression: 69. A student shall be required to participate in Mid-Term Examination and Internal Assessment as specified in the Detailed Course Outline, failing which he/she shall be deemed to have NOT COMPLETED the course and shall be awarded the "I" Grade. Provided further that the "I" Grade shall also be awarded to a candidate in a course in which he/she has been declared ineligible to appear in the End-Semester Examination of courses on account not meeting the minimum prescribed attendance requirements for the course. 70. A student who has been awarded "I" Grade shall be required to re-register for the same course, when it is offered in the next semester(s), or shall have to register for another course under the overall framework of credit accumulation under the Comprehensive Choice Based Credit System to be able to successfully complete the minimum specified credit requirements for completion of the Programme of Studies. 71. A candidate shall be deemed to have successfully completed a course except in case where he/she has been awarded the "I" Grade or "F" Grade. 72. A student who has successfully completed a course shall not be permitted to repeat the course to improve his/her grade. 73. A candidate shall be required to secure a minimum of 40% Marks, in the course taken, to successfully complete that course, failing which he/she shall be deemed to have failed in the course and shall be awarded the "F" Grade. 74. The "F" Grade once awarded shall stay in the grade card of the student and shall not be deleted even when he/she successfully completes the course later. The grade acquired later by the student will be indicated in the grade sheet of the subsequent semester in which the candidate has appeared for clearance of the arrears. 75. If a student has been awarded "F" Grade, he/she shall be required to repeat only the End- Semester Examination i.e. he/she shall be required to reappear in End-Semester Examination of that course in the next session. The student shall not be permitted to repeat / reappear in the Continuous Internal Assessment and/or the Mid-Term Examination. The marks obtained by him/her in the Continuous Internal Assessment and/or the Mid-Term Examination shall be carried forward for declaring the result.	No Change	Promotion & Progression: 69. A student shall be required to participate in Mid-Term Examination and Internal Assessment as specified in the Detailed Course Outline, failing which he/she shall be deemed to have NOT COMPLETED the course and shall be awarded the "I" Grade. Provided further that the "I" Grade shall also be awarded to a candidate in a course in which he/she has been declared ineligible to appear in the End-Semester Examination of courses on account not meeting the minimum prescribed attendance requirements for the course. 70. A student who has been awarded "I" Grade shall be required to re-register for the same course, when it is offered in the next semester(s), or shall have to register for another course under the overall framework of credit accumulation under the Comprehensive Choice Based Credit System to be able to successfully complete the minimum specified credit requirements for completion of the Programme of Studies. 71. A candidate shall be deemed to have successfully completed a course except in case where he/she has been awarded the "I" Grade or "F" Grade. 72. A student who has successfully completed a course shall not be permitted to repeat the course to improve his/her grade. 73. A candidate shall be required to secure a minimum of 40% Marks, in the course taken, to successfully complete that course, failing which he/she shall be deemed to have failed in the course and shall be awarded the "F" Grade. 74. The "F" Grade once awarded shall stay in the grade card of the student and shall not be deleted even when he/she successfully completes the course later. The grade acquired later by the student will be indicated in the grade sheet of the subsequent semester in which the candidate has appeared for clearance of the arrears. 75. If a student has been awarded "F" Grade, he/she shall be required to repeat only the End- Semester Examination i.e. he/she shall be required to reappear in End-Semester Examination of that course in the next session. The student shall not be permitted to repeat / reappear in the Continuous Internal Assessment and/or the Mid-Term Examination. The marks obtained by him/her in the Continuous Internal Assessment and/or the Mid-Term Examination shall be carried forward for declaring the result.

76. A student with "F" Grade in a course shall be permitted to repeat / reappear in the End-Semester Examination of the Course along with the subsequent End Semester Examinations up to the maximum duration of that particular programme. 77. If a student secures "F" Grade in a Project Work / Project Report / Dissertation / Field Work Report / Training Report etc, he/she shall be required to resubmit the revised Project Work / Project Report / Dissertation / Field Work Report / Training Report etc as required by the evaluator(s). Provided further that a student shall be permitted to re-submit the Project Work / Project Report / Dissertation / Field Work Report / Training Report etc for a maximum of three times (including the first submission). 78. There shall be no system of compartmental / supplementary examination. 79. All students admitted to an Odd Semester shall be eligible for promotion to the Even Semester. To be eligible for promotion from an Even Semester to the Odd Semester, a student shall be required to successfully complete at least 50% of all the courses registered by him/her so far. All such students who are not promoted to the next semester shall be treated as Ex-Students and shall continue to remain so till they become eligible for promotion to the next semester.		76. A student with "F" Grade in a course shall be permitted to repeat / reappear in the End-Semester Examination of the Course along with the subsequent End Semester Examinations up to the maximum duration of that particular programme. 77. If a student secures "F" Grade in a Project Work / Project Report / Dissertation / Field Work Report / Training Report etc, he/she shall be required to resubmit the revised Project Work / Project Report / Dissertation / Field Work Report / Training Report etc as required by the evaluator(s). Provided further that a student shall be permitted to re-submit the Project Work / Project Report / Dissertation / Field Work Report / Training Report etc for a maximum of three times (including the first submission). 78. There shall be no system of compartmental / supplementary examination. 79. All students admitted to an Odd Semester shall be eligible for promotion to the Even Semester. To be eligible for promotion from an Even Semester to the Odd Semester, a student shall be required to successfully complete at least 50% of all the courses registered by him/her so far. All such students who are not promoted to the next semester shall be treated as Ex-Students and shall continue to remain so till they become eligible for promotion to the next semester.
Special Provisions for Students in the Last Semester of a Programme: 80. Special end semester examination of odd semesters only, shall be held for the students in the last semester of a programme (outgoing students) . The question papers for outgoing students shall be set and evaluated internally. 81. Provided further that if the student gets 'F' grade in any course in the last semester of a Programme of Study, in such a case, the University shall make arrangement to hold special End Term Examination in that course only within one month of the declaration of the result of last semester of that Programme of Study. Provided, further that in case of extraordinary exigency, the Academic Program Committee may decide to get special end-semester examination conducted.	No Change	Special Provisions for Students in the Last Semester of a Programme: 80. Special end semester examination of odd semesters only, shall be held for the students in the last semester of a programme (outgoing students) . The question papers for outgoing students shall be set and evaluated internally. 81. Provided further that if the student gets 'F' grade in any course in the last semester of a Programme of Study, in such a case, the University shall make arrangement to hold special End Term Examination in that course only within one month of the declaration of the result of last semester of that Programme of Study. Provided, further that in case of extraordinary exigency, the Academic Program Committee may decide to get special end-semester examination conducted.
Re-registration in Failed Courses: 82. If a student, who has been awarded 'F' Grade wants to repeat the course by re-registration, he/she may be permitted on a payment of prescribed fees. In such cases, the student is permitted to appear in mid semester and continuous internal assessment besides the end semester examinations.	No Change	Re-registration in Failed Courses: 82. If a student, who has been awarded 'F' Grade wants to repeat the course by re-registration, he/she may be permitted on a payment of prescribed fees. In such cases, the student is permitted to appear in mid semester and continuous internal assessment besides the end semester examinations.
Grade Card: 83. The grade card issued at the end of the semester to each student will contain the following: (i) Marks obtained for each course registered in the semester (ii) Credits earned for each course registered for that semester (iii) Performance in each course indicated by the letter grade (iv) Semester Grade Point Average (SGPA) of all the courses registered for that semester (v) Weighted Average Marks (WAM) of all the		Grade Card: 83. The grade card issued at the end of the semester to each student will contain the following: (i) Marks obtained for each course registered in the semester (ii) Credits earned for each course registered for that semester (iii) Performance in each course indicated by the letter grade (iv) Semester Grade Point Average (SGPA) of all the courses registered for that semester (v) Weighted Average Marks (WAM) of all the courses

courses registered for that semester (vi) Cumulative Grade Point Average (CGPA), (vii) Overall Weighted Percentage of Marks (OWPM) (viii) The class and the grade of all the courses, after completing the programme. 84. Notwithstanding anything contained in these Ordinances, all matters related to the candidates shall be governed by the rules and procedures framed by the Academic Council that are in force at that point of time. 85. From the date when these Ordinances come into operation, all previous Ordinances on the subject shall cease to have effect. Provided that this revocation shall not affect the previous Ordinances so revoked or anything done or suffered under any previous Ordinances so revoked or affect any right, privilege, obligation or liability acquired, arrived or incurred under any Ordinances so revoked. 86. Any doubt or dispute about the interpretation of these Ordinances shall be referred to the Vice-Chancellor, whose decision, in his capacity as the Chairman, Academic Council, shall be final. The Vice-Chancellor may modify, amend and/ or delete any of the clauses given in these Ordinances or add any clause(s) to these Ordinances, to facilitate the pursuit of excellence in research, provided that any such modification, amendment, deletion, and addition shall be reported to the Academic Council at its next meeting for approval.		registered for that semester (vi) Cumulative Grade Point Average (CGPA), (vii) Overall Weighted Percentage of Marks (OWPM) (viii) The class and the grade of all the courses, after completing the programme. 84. Notwithstanding anything contained in these Ordinances, all matters related to the candidates shall be governed by the rules and procedures framed by the Academic Council that are in force at that point of time. 85. From the date when these Ordinances come into operation, all previous Ordinances on the subject shall cease to have effect. Provided that this revocation shall not affect the previous Ordinances so revoked or anything done or suffered under any previous Ordinances so revoked or affect any right, privilege, obligation or liability acquired, arrived or incurred under any Ordinances so revoked. 86. Any doubt or dispute about the interpretation of these Ordinances shall be referred to the Vice-Chancellor, whose decision, in his capacity as the Chairman, Academic Council, shall be final. The Vice-Chancellor may modify, amend and/ or delete any of the clauses given in these Ordinances or add any clause(s) to these Ordinances, to facilitate the pursuit of excellence in research, provided that any such modification, amendment, deletion, and addition shall be reported to the Academic Council at its next meeting for approval.
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***Framed/amended by the Executive Council in its 19th meeting dated 09.07.2016 and approved by the President of India in his capacity as Visitor of the Vishwavidyalaya vide Id Note No.III-07027/1/2016-CA-III dated 06.07.2017 as communicated by the MHRD vide letter No. F.56-5/2016-CU.IV dated 13.07.2017, and were published in the Gazette of India on 27 June 2018.**

ORDINANCE NO-22(B)*

CURRICULAR FRAMEWORK, PROGRAMME OF STUDIES AND CONDITIONS FOR AWARD OF DEGREES, DIPLOMAS AND CERTIFICATES

(Under Section 28(1)(b), 28(1)(c) and 28(1)(g) of the Central Universities Act 2009)

Curricular Framework:

1. The curricular framework of the Dr. Harisingh Gour Vishwavidyalaya, Sagar shall be learner-centric and based on the holistic approach to higher education. Focused on in-depth learning, the curricula and syllabi shall be linked to research & scholarship and shall be continuously reviewed and updated on the basis of feedback and evaluation.
2. The teaching-learning process (classroom activities, self-learning, work placement, and evaluation) shall aim at nurturing and development of:
 - a. *Knowledge & Comprehension* - general, domain specific, discipline specific, organization-specific, application-orientation;
 - b. *Abilities & Skills* - verbal, numeric, synthetic, analytic, soft-skills, entrepreneurial skills, leadership, team-working; and
 - c. *Values & Aptitude* - human values, work ethics, work culture, positive thinking, empathy, emotional intelligence.
3. The curricula and pedagogy of all Programme of Studies shall seek to:
 - a. incorporate exposure to current and emerging knowledge, theory and practice;
 - b. inculcate research aptitude and skills through project work, literature survey, data collection, analysis, interpretation and inference;
 - c. develop critical thinking and pursuit of knowledge; and
 - d. Develop ability to apply knowledge and skill for appraisal, evaluation and problem solving.
4. In order to promote learning driven by the intrinsic curiosity and mastery of the subject, the curricula shall aim at striking a fine balance between the taught content and independent learning by students.
5. With a view to discourage rote learning, the curricula of all Programme of Studies shall aim at assessing the Total Learning Outcome (TLO) by assessing performance of students in terms of knowledge, comprehension, application, analysis and synthesis.
6. Assessment and evaluation of students shall be based on Total Student Effort (TSE). Accordingly, it shall take into account the accomplishment of students across the total workload specifications comprising the:
 - a. Contact Hours / Organized Classroom Activity;
 - b. Practical's / Lab work / Tutorial / Teacher-led Activities;
 - c. Individual / Group Work;
 - d. Obligatory / Optional Work Placement;
 - e. Literature Survey / Library work;
 - f. Data Collection / Field work / Project Work;

- g. Papers / Projects / Dissertation / Thesis / Seminar;
- h. Assignments / Quizzes / mid-term; and
- i. End-semester examination.

Semester System

- 7. All Programme of Studies offered by the University shall be based on the Semester-System. Accordingly, the Academic Calendar of the University shall be divided into (a) Monsoon Semester (Odd Semesters) spanning from July to December; and (b) Spring Semester (Even Semesters) spanning from January to June. Each Semester shall have a minimum of 90 days of teaching spread over 18 weeks.

Choice Based Credit System (CBCS):

- 8. All Programme of Studies in the University shall be based on a Comprehensive Choice-Based Credit System (CBCS).
- 9. The curricula for all Programme of Studies shall offer wide choices to students in terms of courses, content, mode and pace of learning and shall encourage students to choose their own basket of courses and decide their own pathways and pace of learning.
- 10. In order to enable students decide their pathways and exercise choices for basket of courses in each semester, they will be assisted by **Faculty Advisor** who will guide them in exercising their choices.
- 11. The School Boards shall specify broad framework, set standards and benchmarks by pre-specifying educational components, learning outcomes and workloads to be followed by Departments in designing and delivery of courses.

Course Catalogue:

- 12. The nomenclature / title, educational components, course-requirements including pre-requisites and co-requisites and credits shall be specified by the Board of Studies within the broad framework specified by the School Board.
- 13. All courses as specified and approved by the Boards of Studies / School Board / Academic Council, shall be listed in the Course Catalogue that shall be continuously reviewed and updated.
- 14. The Course Catalogue will provide a comprehensive listing and a brief outline of all courses offered across all Departments / Centers / Schools of the University.
- 15. Each course listed in the Course Catalogue shall indicate its level, pre-requisite(s) and co-requisite(s), expectations in terms of time commitments on the part of students registering for that course and requirements for successful completion of the course.

Course Registration:

- 16. After admission to a Programme of Studies and at the commencement of each subsequent semester, a student shall be required to register for the Courses he/she intends to undergo during the Semester.
- 17. The registration for courses shall be made in consultation with the Faculty Advisor(s) and on the prescribed format and shall be duly signed by the Student, Faculty Advisor and Head of the Department / Director of the Centre concerned.

18. A student may be permitted to change the courses, if applicable, within 7 days from the date of course registration.
19. The minimum and maximum number of credits that a student can register for, in a semester shall be such as prescribed by the Board of Studies/ School Board / Academic Council.

Audit of Course:

20. Subject to the permission of the teacher handling the course, a student may be permitted, on payment of prescribed fees, to audit, a maximum of two courses without assigning any credits.

Detailed Course Outline:

21. In order to make programme offerings dynamic, flexible, multi-disciplinary and inter-disciplinary, individual faculty members shall be required to prepare Detailed Course Outline for each course to be taught by them in a particular semester and shall make the same available to each student registered to take the course, at the commencement of each semester.
22. The Detailed Course Outline shall be prepared within the overall framework and broad guidelines as provided by the Board of Studies / School Board/ Academic Council and shall include such specific details about a particular course as, completion requirements, assessment criteria, unit-wise course contents, lecture plan, prescribed texts, reading list, planned activities for Students Effort/ Teacher-led activities etc.

Assignment of Credits:

23. Credit assigned to a particular course will be decided with due regard to specified Learning Outcomes, Educational Components and Workload requirements.

Programme of Studies:

24. All Programme of Studies shall be in general adherence to the minimum eligibility conditions, duration, credit requirements and other conditions of minimum standards as prescribed by the UGC / National Regulatory Bodies / Professional Councils.

Minimum and Maximum Duration of Programme of Studies:

25. Subject to the requirements of the UGC / Regulatory Body / Professional Council concerned, the minimum and maximum duration of all Programme of Studies introduced and offered by the University shall be such as approved by the Academic Council of the University.

Minimum Eligibility Requirements and Criteria for Selection for Admission:

26. Minimum eligibility conditions and criteria for selection of students for admission to various Programme of Studies including qualifications for admission, age limits and relaxation if any, shall be prescribed by the Academic Council and notified in the Prospectus. (Given in the **Schedule – I** of this ordinance).

Credit Requirements for Completion of Programme of Studies:

27. Subject to the requirements of the UGC / Regulatory Body / Professional Council concerned, Credit requirements for completion of a Programme of Studies shall be such as prescribed by the Academic Council of the University. (Given in the **Schedule – I** of this ordinance).

Conditions for the Award of the Degree / Diploma / Certificate:

28. Subject to the requirements of the UGC/ Regulatory Body/ Professional Council concerned, the conditions of the award of Degree/ Diploma / Certificate shall be such as prescribed by the Academic Council of the University. (Given in the **Schedule – I** of this ordinance).
29. Notwithstanding anything contained in these Ordinances, all matters related to the candidates shall be governed by the rules and procedures framed by the Academic Council that are in force at that point of time.
30. From the date when these Ordinances come into operation, all previous Ordinances on the subject shall cease to have effect.

Provided that this revocation shall not affect the previous Ordinances so revoked or anything done or suffered under any previous Ordinances so revoked or affect any right, privilege, obligation or liability acquired, arrived or incurred under any Ordinances so revoked.

31. Any doubt or dispute about the interpretation of these Ordinances shall be referred to the Vice-Chancellor, whose decision, in his capacity as the Chairman, Academic Council, shall be final.

The Vice-Chancellor may modify, amend and/ or delete any of the clauses given in these Ordinances or add any clause(s) to these Ordinances, to facilitate the pursuit of excellence in research, provided that any such modification, amendment, deletion, and addition shall be reported to the Academic Council at its next meeting for approval.

Schedule-1 of Ordinance-22(B)

REGULATIONS GOVERNING PROGRAMMES UNDER THE CHOICE BASED CREDIT SYSTEM

Coverage:

The CBCS is applicable to all full-time PG, UG, Diploma and Certificate programmes of study approved by the Academic Council. It shall be also applicable to any other program of study approved by the Academic Council that has been prescribed to follow the CBCS pattern.

Credits and Contact Hours:

- (a) One credit shall mean one contact hour of teaching for theory or two hours for laboratory/ practical course per week in a semester of 18 weeks.
- (b) One tutorial hour for a course shall amount to one credit.
- (c) One credit shall be assigned to one week of field training program/curriculum stipulated study tour (CSST) where students spend the entire duration in the field along with the faculty member(s).
- (d) Up to three credits shall be assigned to one month of internship/training undergone in a Company/ Organization/ Institutions approved by the Board of Studies of the concerned department.

Outline of Courses under Choice Based Credit System:

- (a) **Core Course (CC):** A course, which should compulsorily be studied by a candidate as a core requirement is termed as a Core course.
 - (b) **Elective Course:** Generally a course which can be chosen from a pool of courses and which may be very specific or specialized or advanced or supportive to the discipline/ subject of study or which provides an extended scope or which enables an exposure to some other discipline/subject/domain or nurtures the candidate's proficiency/skill is called an Elective Course.
 - i. **Discipline Specific Elective (DSE) Course:** Elective courses may be offered by the main discipline/subject of study is referred to as Discipline Specific Elective. The University/Institute may also offer discipline related Elective Courses of interdisciplinary nature (to be offered by main discipline/subject of study).
 - ii. **Dissertation/Project:** An elective course designed to acquire special/advanced knowledge, such as supplement study/support study to a project work. If a candidate studies such a course on his own with an advisory support by a teacher/faculty member then the course is called dissertation/project.
 - iii. **Open Elective (OE) Course:** An elective course chosen generally from an unrelated discipline/subject, with an intention to seek exposure is called a Generic Elective or an Open Elective Course.
- P.S.:** A core course offered in a discipline/subject may be treated as an elective by other discipline/subject and vice versa and such electives may also be referred to as Generic Elective.
- (c) **Ability Enhancement Courses (AEC):** The Ability Enhancement (AE) Courses may be of two kinds: Ability Enhancement Compulsory Courses (AECC) and Skill Enhancement Courses (SEC). "AECC" courses are the courses based upon the content that leads to Knowledge enhancement; i. Environmental Studies and ii. English/MIL Communication. These are mandatory for all disciplines. SEC courses are value-based and/or skill-based and are aimed at providing hands-on-training, competencies, skills, etc.

- i. Ability Enhancement Compulsory Courses (AECC): Environmental Studies, English Communication/MIL Communication.

- ii. Skill Enhancement Courses (SEC): These courses may be chosen from a pool of courses designed to provide value-based and/or skill-based knowledge.

*** Introducing Research Component in Under-Graduate and Post Graduate Courses**

Project work/Dissertation is considered as a special course involving application of knowledge in solving / analyzing /exploring a real life situation / difficult problem. A Project/Dissertation work would be of 6 credits. A Project/Dissertation work may be given in lieu of a discipline specific elective paper.

Component of Course:

- (a) Every offered course may have three components:

- (i) Lecture - L
- (ii) Tutorial - T
- (iii) Practical - P

Where, **L** stands for a class room lecture session. **T** stands for tutorial session consisting of participatory discussion/ desk work/ brief seminar presentations by students and such other innovative methods. **P** stands for practical session and it consists of hands on experience / laboratory experiments/ field studies / case studies etc.

- (b) A course may have either one or two or all the three components. That means a course may have only lecture components (L), or only practical components (P) or combination of any two or all the three components (L, T, P).
- (c) Credit assigned for a particular course may be distributed among all three components.
- (d) The concerned BoS will choose the convenient credit pattern for every course based on the requirement.

Credits Structure for various PG Programmes:

- (a) Total credits for any post-graduate / Masters Programme inclusive of Core, Subject and Open Elective Courses and project work shall be as specified in Table 1.
- (b) The distribution of credits for various course types (CC/SE/OE/Project) shall be as specified by Board of Studies.
- (c) A Core course cannot be substituted by any other course. Core courses shall carry usually 5 credits per course. However, as per requirement of a curriculum, a Core course may be assigned 2 to 5 credits.
- (d) The number of Core courses in a semester and for entire PG programme shall be decided by the Board of Studies of the concerned department. However, total credits for entire programme for Core courses shall be as prescribed in Table 1.
- (e) There shall be sufficient options available to the students for selecting elective courses in each PG programme. If required elective courses in a programme can be grouped according to specialization of faculties, and there shall be choices available to the students for selecting one or two courses from each group.
- (f) Before two weeks of commencement of each semester, Departments shall notify the list of available elective courses and available seats with name of offering faculty for that semester for each course. However, in view of faculty and laboratory constraints, elective courses may be rotated session wise.

- (g) Open Elective Courses shall be offered in all programmes in the University. A list of OE courses, detailed course contents, name of faculty in-charge and schedule shall be put on notice board of departments and on University website.
- (h) Each student shall exercise three options for all open elective courses in the order of preference at least three weeks prior to the end of the semester proceeding the semester in which Open Elective Courses are to be offered.
- (i) Each students shall exercise his/her option in duplicate for open elective, one to the Head of the parent Department and another to the Head of the Department in which he/she is opting for the Open Elective Course.
- (j) Students admitted in PG course shall take choice based open elective courses offered by the Departments/ Schools, subject to stipulation as to the minimum (10 students) and maximum (50 students) ceiling strengths in each course.
- (k) Subject to the availability of seats, the offering department shall notify the list of selected candidates before the commencement of the semester.

Table 1: Minimum Credits required for various PG Programmes #

Category	Programme	Credits			Total Credits	Maximum Duration in years)
		CC	SE	OE		
I.	One Year PG programmes	30	08	02	40	02
II.	Two Year PG programmes	60	16	04	80	04
III.	Three Years PG programmes	90	24	06	120	05

A programme governed by National Regulatory Body / Professional Council shall follow the minimum standards and credit requirements as prescribed by the concerned regulatory Body/ Professional Council.

* 08 credits can be reserved for project work, if any.

** If required, 2-4 credits can be assigned for internship/project/ term work etc.

Credits Structure for various Under Graduate Programmes:

- (a) Total credits for any under-graduate programmes inclusive of Core, Discipline specific elective and Open Elective Courses and project work shall be as specified in Table 2.
- (b) The distribution of credits for various course types (CC/SE/OE/Project) shall be as specified by Board of Studies.
- (c) A Core course cannot be substituted by any other course. Core courses shall carry usually 4-6 credits per course. However, as per requirement of a curriculum, a Core course may be assigned 2 to 5 credits.
- (d) The number of Core courses in a semester and for entire UG programme shall be decided by the Board of Studies of the concerned department. However, total credits for entire programme for Core courses shall be as prescribed in Table 2.
- (e) Each first degree under-graduate programme (e.g. B.A., B.Sc., and B.Com. B.B.A., B.C.A., B.F.A. etc.) Should consist of Foundation Courses as Ability Enhancement Courses.
- (f) Each under-graduate programme shall consist of discipline specific electives and skill enhancement courses.

Scheme for B.Sc., B.A., and B. Com. Programmes:

1. Foundation Courses (FC):

These courses shall be known as Ability Enhancement Compulsory Courses (AECC) and will consist of two courses of 02 credits each.

- (i) English/MIL Communication - 02 Credits
- (ii) Environmental Studies - 02 Credits

These courses will be offered in the I and II Semester of the programme.

2. Core Courses (CC):

These courses will be in the form of 05/10 courses of 06/03 Credits each of 03 disciplines (subjects) of choice. However, in disciplines involving practical/ project/ field study, the courses may have 06/04/02 credits for the combination of theory and practical classes.

3. Skill Enhancement Courses (SEC):

These courses may be chosen from a pool of courses designed to promote value based and/ or skill based knowledge. The students must opt 04 courses from any of the three disciplines of choice. Each course shall be of 02 Credits.

4. Discipline Specific Elective Courses (DSE):

The student shall opt for discipline specific elective course from a pool of courses offered by each department such that he/she chooses one course from each discipline of choice.

Table 2: Minimum Credit Required for various UG Programmes #

Category	Programme	Credits				Total Credits	Maximum Duration (in years)
		FC	CC	SEC	DSE		
I.	Three Year UG programmes (B.A./ B.Sc./ B.Com.)	04	90	08	18	120	05

A programme governed by National Regulatory Body / Professional Council shall follow the minimum standards and credit requirements as prescribed by the concerned regulatory Body/ Professional Council.

* 08 credits can be reserved for project work, if any.

** If required, 2-4 credits can be assigned for internship/project/field work/traning etc.

Syllabi Structure:

- (a) Every course must be specified as Foundation Course (FC), Core course (CC), Discipline Specific Elective (DSE) and Skill Enhancement Course (SEC). Project work/ Seminar/ Field Work/ Internship/ Training shall be treated as Core Course.
- (b) While Core Courses may be basic and fundamental in nature, the Elective Courses shall be advanced and specialized in nature. Open elective courses should be designed with a view to provide exposure to the students in the unrelated disciplines.
- (c) Each course shall have a character code which indicates (i) Name of the Department (li) concerned Semester, (iii) the nature of the Course (CC: Core Course; DSE: Discipline Specific Elective; OE: Open Elective) and (iv) The Course Number.
- (d) Course structure and detailed syllabus for each UG/PG programme shall be approved by the Board of Studies, School Board and Academic Council.
- (e) New Core or Elective course proposed by a faculty should first be approved by the Board of Studies of the respective department and then it will be placed before the School Board and Academic Council for approval.

- (f) Core and Elective courses may be unitized into 04-06 units as per convenience of the Department.

Registration for a Course under CBCS:

- (a) After getting admission in any programme students shall register themselves for a set of courses in a prescribed registration card with advice from faculty members of the Department. The format of registration card shall be notified in regulation.
- (b) Students shall have to register him/ her for courses and credits during the first week of semester.
- (c) Each Department shall notify a list of all the courses offered (CC/SEC/OE) specifying the credits with L: T: P format, the prerequisites and the time slot shall be displayed on notice board of Department.
- (d) For each student three copies of registration cards shall be made, one shall be kept in Department and other to be sent to the Academic Section (DOAA). A copy of the registration card may be provided to student and the corresponding open elective department.
- (e) Each Department shall prepare a consolidated list of students registered for open electives in the Department. Similarly, department shall prepare a list of their own students who have registered for open electives in other departments.
- (f) Department shall also prepare a consolidated list of courses registered by the candidates during each semester.
- (g) Faculty Advisor shall provide counseling to the students for registration in Elective Courses available in the department;
- (h) The maximum number of students registered for an Elective Course shall be decided by the Board of Studies of the department in view of the availability of class room and laboratory;
- (i) The registration for open electives will be made on first-come-first served basis provided students fulfill the prerequisite for the course, if any; and
- (j) For an open elective, examination and evaluation shall be done by offering department; however, performance report of the candidate shall be given to parent department.

***Framed/Amended by the Executive Council in its 17th meeting dated 25.08.2015 and approved by the President of India in his capacity as Visitor of the Vishwavidyalaya vide Id Note No. CIII-07027/1/2016-CA-III dated 21.03.2018 as communicated by the MHRD vide letter No. F. 56- 5/2016- CU. IV dated: 26.03.2018, and were published in the Gazette of India on 27 June 2018.**

ORDINANCE-23(A)*

On ADMISSION, EXAMINATION AND EVALUATION FOR THE AWARD OF DOCTOR OF PHILOSOPHY

(Under Section 28(1) (b), 28 (1)(c) and 28(1)(g) of the Central Universities Act 2009)

Existing	Proposed Amendment	Read after amendment
This ordinance is based on the “University Grants Commission (Minimum Standards and Procedure for Award of M. Phil./Ph. D Degrees) Regulations, 2016” published in the Gazette of India on 5th July, 2016. It incorporates all the regulations laid down therein. This Ordinance comes into force from the Academic Session 2016-2017.	No change	This ordinance is based on the “University Grants Commission (Minimum Standards and Procedure for Award of M. Phil./Ph. D Degrees) Regulations, 2016” published in the Gazette of India on 5th July, 2016. It incorporates all the regulations laid down therein. This Ordinance comes into force from the Academic Session 2016-2017.
1. Eligibility Criteria for Admission to Ph. D. Programme: Candidates seeking admission to the Ph. D. programme must have a Master's degree in the concerned/relevant / allied subject with at least 55% marks in aggregate or its equivalent CGPA (where grading system is followed).	1. Eligibility Criteria for Admission to Ph. D. Programme: 1.1 Candidates seeking admission to the Ph. D. programme must have a Master's degree or a professional degree declared equivalent to the Master's degree by the corresponding statutory regulatory body, in the concerned/relevant / allied subject with at least 55% marks in aggregate or its equivalent CGPA (where grading system is followed). 1.2 A relaxation of 5% of marks, from 55% to 50%, or an equivalent relaxation of grade, will 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 Commission from time to time or for those who had 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. 1.3 Candidates possessing a Degree considered equivalent to M. Phil. Degree of an Indian Institution, from a Foreign Educational Institution accredited by an Assessment and Accreditation Agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other	1. Eligibility Criteria for Admission to Ph. D. Programme: 1.1 Candidates seeking admission to the Ph. D. programme must have a Master's degree or a professional degree declared equivalent to the Master's degree by the corresponding statutory regulatory body, in the concerned/relevant / allied subject with at least 55% marks in aggregate or its equivalent CGPA (where grading system is followed). 1.2 A relaxation of 5% of marks, from 55% to 50%, or an equivalent relaxation of grade, will 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 Commission from time to time or for those who had 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. 1.3 Candidates possessing a Degree considered equivalent to M. Phil. Degree of an Indian Institution, from a Foreign Educational Institution accredited by an Assessment and Accreditation Agency which is approved, recognized or authorized 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

	statutory authority in that country for the purpose of assessing, accrediting or assuring quality and standards of educational institutions, shall be eligible for admission to Ph.D. programme.	assuring quality and standards of educational institutions, shall be eligible for admission to Ph.D. programme.
2. Reservations and Relaxations: 2.1 Reservations: Reservations in seats for applicants of reserved categories will be provided as per Government of India norms applicable in admissions from time to time.	2. Reservations and Relaxations: Reservations in seats for applicants of reserved categories will be provided as per Government of India norms applicable in admissions from time to time. Relaxations in minimum qualifying marks belonging to SC/ST/OBC (non-creamy layer)/ Differently-Abled and other categories of candidates will be applicable as provided in clause 1.2.	2. Reservations and Relaxations: Reservations in seats for applicants of reserved categories will be provided as per Government of India norms applicable in admissions from time to time. Relaxations in minimum qualifying marks belonging to SC/ST/OBC (non-creamy layer)/ Differently-Abled and other categories of candidates will be applicable as provided in clause 1.2.
2.2 Relaxation in Minimum Qualifying Marks: A relaxation of 5% of marks, from 55% to 50%, 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 Commission from time to time. 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.	Deleted	
3. Categories of Ph. D. Candidates: There shall be two categories of candidates: 3.1 Full-time Ph.D. candidates: This category includes research scholars who shall pursue their research for Ph. D. degree at the University as a full time regular scholar. 3.2 Part-time Ph.D. candidates: This category is further divided into two categories: 3.2.1 Part-time Candidates (Internal): A regular teaching staff of the University with three years of teaching experience at the time of admission shall be eligible under this category. Such candidates will be required to take study leave during the course work. However, if the course work could be completed by the teacher without	No change	3. Categories of Ph. D. Candidates: There shall be two categories of candidates: 3.1 Full-time Ph.D. candidates: This category includes research scholars who shall pursue their research for Ph. D. degree at the University as a full time regular scholar. 3.2 Part-time Ph.D. candidates: This category is further divided into two categories: 3.2.1 Part-time Candidates (Internal): A regular teaching staff of the University with three years of teaching experience at the time of admission shall be eligible under this category. Such candidates will be required to take study leave during the course work. However, if the course work could be

affecting his/ her normal teaching load of the department concerned, a study leave in such case is not required. A certificate to this effect from the Head of the Department shall be required for admission to the Ph. D. programme. 3.2.2 Part time Candidates (External): This category includes persons working in Higher Educational and Research Institutions. The candidates have to produce a sponsorship certificate from the Parent Institution.		completed by the teacher without affecting his/ her normal teaching load of the department concerned, a study leave in such case is not required. A certificate to this effect from the Head of the Department shall be required for admission to the Ph. D. programme. 3.2.3. Part time Candidates (External): This category includes persons working in Higher Educational and Research Institutions. The candidates have to produce a sponsorship certificate from the Parent Institution.
4. Duration of the Programme: 4.1 Ph. D. programme shall be for a minimum duration of three years, including course work and a maximum duration of five years. 4.2 An extension of one year in the maximum duration may be granted by the Academic Program Committee on the recommendation of Research Advisory Committee in special cases. 4.3 Provided that the women candidates and Persons with Disability (more than 40% disability) may be allowed a relaxation of two years for 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 Ph. D. for up to 240 days. 4.4 Minimum residence required for full time scholars shall be three years including course work. 4.5 However, for Part Time Candidates (External), the minimum residence in the Department/ Centre should be till the completion of course work. The remaining period of minimum duration may be completed with the Co-Supervisor in the Parent Institution, who will be duly appointed by the Research Advisory Committee.	4. Duration of the Programme: 4.1 Ph. D. programme shall be for a minimum duration of three years, including course work and a maximum of six years. 4.2 The women candidates and Persons with Disability (more than 40% disability) may be allowed a relaxation of one year for 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 Ph. D. for up to 240 days.	4. Duration of the Programme: 4.1 Ph.D. programme shall be for a minimum duration of three years, including course work and a maximum of six years. 4.2 The women candidates and Persons with Disability (more than 40% disability) may be allowed a relaxation of one year for 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 Ph. D. for up to 240 days.
5. Procedure for Admission: 5.1 For admission to the Ph. D. programme, the University will notify well in advance in the University website and through advertisement in at least two (2) national newspapers, of which at least one (1) shall be in the regional language. The number	5. Procedure for Admission: 5.1 The University will decide on an annual basis through Board of Studies of the Departments, a predetermined	1. Procedure for Admission: 5.1 The University will decide on an annual basis through Board of Studies of the Departments, a predetermined and manageable number of Ph. D. scholars to be admitted; depending on

of seats for admission, subject/discipline-wise distribution of available seats, criteria for admission, procedure for admission; examination centre(s), where entrance test(s) shall be conducted and all other relevant information will be provided in the University website. 5.2 The University will decide on an annual basis, through Board of Studies of Departments; a predetermined and manageable number of Ph. D. scholars to be admitted; depending on the number of available Research Supervisors and other academic and physical facilities available, keeping in mind the norms regarding the scholar-teacher ratio, laboratory, library and such other facilities. 5.3 The University shall admit candidates by a two stage process through: 5.3.1 Stage I: Entrance Test: (a) An Entrance Test shall be conducted by the University for Admission to its Ph. D. programme. The Entrance Test shall be conducted at the Centre(s) notified in advance (changes of Centers, if any, also to be notified well in advance). (b) The 50% of the syllabus for the Entrance Test shall consist of research methodology and the remaining 50% of the syllabus shall be based on specific subject. The qualifying marks of the Entrance Test shall be 50% of the total marks for the Entrance Test. A relaxation of 5% in the qualifying marks shall be granted to SC/ST and Differently-Abled candidates. (c) However, candidates who have qualified UGC-NET (including JRF/UGC-CSIR NET (including JRF) shall be exempted from appearing in the Entrance Test. (d) The Teacher Fellowship Holders shall also be exempted from appearing in the Entrance Test. 5.3.2 Stage II: Interview/Viva-Voce: An	and manageable number of Ph. D. scholars to be admitted; depending on the number of available Research Supervisors and other academic and physical facilities available, taking into account the norms regarding the scholar-teacher ratio, laboratory, library and such other facilities. 5.2 For admission to the Ph. D. programme, the University will notify well in advance on the University website and through advertisement in at least two (2) national newspapers, of which at least one (1) shall be in the regional language. The number of seats for admission, subject/ discipline-wise distribution of available seats, criteria for admission, procedure for admission; examination centre(s), where entrance test(s) shall be conducted and all other relevant information will be provided on the University website. 5.3 Admission of candidates by a two stage process through: 5.3.1 Stage I: Entrance Test: No change 5.3.2 Stage II: Interview/Viva- Voce: No change	the number of available Research Supervisors and other academic and physical facilities available, taking into account the norms regarding the scholar-teacher ratio, laboratory, library and such other facilities. 5.2 For admission to the Ph. D. programme, the University will notify well in advance on the University website and through advertisement in at least two (2) national newspapers, of which at least one (1) shall be in the regional language. The number of seats for admission, subject/ discipline-wise distribution of available seats, criteria for admission, procedure for admission; examination centre(s), where entrance test(s) shall be conducted and all other relevant information will be provided on the University website. 5.3 Admission of candidates by a two stage process through: 5.3.1. Stage I: Entrance Test: (a) An Entrance Test shall be conducted by the University for Admission to its Ph. D. programme. The Entrance Test shall be conducted at the Centre(s) notified in advance (changes of Centre(s), if any, also will be notified well in advance). (b) The 50% of the syllabus for the Entrance Test shall consist of research methodology and the remaining 50% of the syllabus shall be based on specific subject. The qualifying marks of the Entrance Test shall be 50% of the total marks for the Entrance Test. A relaxation of 5% in the qualifying marks shall be granted to SC/ST and Differently-Abled candidates. (c) However, candidates who have qualified UGC-NET (including JRF) /UGC-CSIR NET (including JRF) shall be exempted from appearing in the Entrance Test. (d) The Teacher Fellowship Holders shall also be exempted from appearing in the Entrance Test.
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interview/ viva-voce for the candidates; who qualify in the Entrance Test as well as the candidates, who are exempted from appearing in the Entrance Test, will be conducted in the concerned Department. The candidates will be required to discuss their research interest/area through a presentation before a duly constituted Departmental Research Committee (DRC). The constitution of the Departmental Research Committee (DRC) is given in Schedule-1 of this ordinance. 5.4 At the time of interview/<i>viva voce</i>, the Departmental Research Committee (DRC) shall consider the following aspects, viz. whether: 5.4.1 the candidate possesses the competence for the proposed research; 5.4.2 the research work can be suitably undertaken at the Department; 5.4.3 the proposed area of research can contribute to new/additional knowledge. <i>The interview/viva voce shall be of 100 marks.</i> 5.5 On the basis of marks awarded in the interview/<i>viva-voce</i>; a merit list of the candidates possessing the competence for research will be prepared. The candidates not possessing the competence for research will not be considered for inclusion in the merit list. 5.6 The admission to Ph. D. programme of a Department will be based strictly on the basis of merit list prepared on the basis of marks obtained by the candidates in the interview/<i>viva-voce</i>. Department / Discipline wise reservations will be applicable while admitting the students.	No change No change No change No change No change No change No change 5.7 The University will maintain the list of all the Ph.D. registered students on its website on year-wise basis. The list will include the name of the registered candidate, topic of his/her research, name of his/her supervisor/co-supervisor date of enrolment/registration.	(e) 5.3.2. Stage II: Interview/ <i>Viva-Voce</i>: An interview/ viva-voce for the candidates; who qualify in the Entrance Test as well as the candidates, who are exempted from appearing in the Entrance Test, will be conducted in the concerned Department. The candidates will be required to discuss their research interest/area through a presentation before a duly constituted Departmental Research Committee (DRC). The constitution of the Departmental Research Committee (DRC) is given in Schedule-1 of this ordinance. 5.4 At the time of interview/ <i>viva-voce</i>, the Departmental Research Committee (DRC) shall consider the following aspects, viz. whether: 5.4.1 The candidate possesses the competence for the proposed research; 5.4.2 The research work can be suitably undertaken at the Department; 5.4.3 The proposed area of research can contribute to new/ additional knowledge. <i>The interview/viva voce shall be of 100 marks.</i> 5.5 On the basis of marks awarded in the interview/ <i>viva-voce</i>; a merit list of the candidates possessing the competence for research will be prepared. The candidates not possessing the competence for research will not be considered for inclusion in the merit list. 5.6 The admission to Ph. D. programme of a Department will be based strictly on the basis of merit list prepared on the basis of marks obtained by the candidates in the interview/<i>viva-voce</i>. Department / Discipline wise reservations will be applicable while admitting the students. 5.7 The University will maintain the list of all the Ph.D. registered students on its website on year-wise basis. The list will include the name of the registered candidate, topic of his/her research, name of his/her supervisor/co-supervisor, date of enrolment/registration.
6. Eligibility Criteria for Supervisors and Co-Supervisors:	6. Eligibility Criteria for Supervisors and Co-Supervisors: 6.1 Only a full time regular teacher	6. Eligibility Criteria for Supervisors and Co-Supervisors: 6.1. Only a full time regular teacher of

a. A full time regular teacher of the University can act as a supervisor. The external supervisors are not allowed. However, Co-Supervisor can be allowed in inter-disciplinary areas from other departments of the University. b. Any regular Professor of the University with at least five research publications in refereed journals may be recognized as Research Supervisor. c. Any regular Associate Professor of the University with a Ph. D. degree and at least two research publications in refereed journals shall be eligible as Research Supervisor to guide the Ph.D. research scholars. d. Any regular Assistant Professor of the University, with a Ph. D. degree having at least three years of teaching experience at PG level and who has published at least two research papers in refereed journals, shall be eligible as Research Supervisor to guide the Ph.D. research scholars. e. Provided that the condition of “<i>at least three years of PG teaching experience</i>” for an Assistant Professor may be relaxed by the Vice-Chancellor in exceptional cases on the recommendation of Board of Studies (BOS) and Dean of the School concerned for the reasons to be recorded. f. Provided that in areas/discipline where there is no or only a limited number of referred journals, the Board of Studies (BoS) may recommend for relaxation in condition of publications for recognition of a teacher as research supervisor the recommendation of BoS shall be ratified by the APC. g. Provided further that the Emeritus Professors, Honorary Professors, Adjunct Faculty of the University shall be eligible to guide as Co-Supervisor for Ph. D. scholars. h. Provided further that an Inspire Faculty in the University may also act as a Co-Supervisor.	of the University shall be recognized as a Research Supervisor. The external (outside the University) research supervisors are not allowed. (a) Any full time regular Professor of the University with at least five research publications in refereed journals may be recognized as Research Supervisor. (b) Any full time regular Associate /Assistant Professor of the University with a Ph. D. degree and at least two research publications in refereed journals shall be eligible as Research Supervisor to guide the Ph.D. research scholars. Provided in areas/ discipline where there is no or only a limited number of referred journals, the Board of Studies (BoS) may recommend for relaxation in condition of publications for recognition of a teacher as research supervisor. The recommendation of BoS for relaxation in condition of publication shall be effective after its ratification by the APC. 6.2 Co-supervisor can be allowed in interdisciplinary areas from same/ other Departments of the University or outside the University/ research institutions with the approval of the Research Advisory Committee. (a) Provided, that the Emeritus Professors, Honorary Professors, Adjunct Faculty of the University shall be eligible to act as Co-Supervisor. (b) Provided, further that an Inspire Faculty in the University may also act as a Co-Supervisor. (c) The recognized faculty / adjunct faculty of the institution(s) with whom the University has entered into an MOU for teaching / research collaboration may also be appointed as co-supervisor(s). Provided further that in case a research supervisor, under whose	the University shall be recognized as a Research Supervisor. The external (outside the University) research supervisors are not allowed. (a) Any full time regular Professor of the University with at least five research publications in refereed journals may be recognized as Research Supervisor. (b) Any full time regular Associate /Assistant Professor of the University with a Ph. D. degree and at least two research publications in refereed journals shall be eligible as Research Supervisor to guide the Ph.D. research scholars. Provided in areas/discipline where there is no or only a limited number of referred journals, the Board of Studies (BoS) may recommend for relaxation in condition of publications for recognition of a teacher as research supervisor. The recommendation of BoS for relaxation in condition of publication shall be effective after its ratification by the Academic Program Committee (APC). 6.2 Co-supervisor can be allowed in interdisciplinary areas from same/ other Departments of the University or outside the University/ research institutions with the approval of the Research Advisory Committee. (a) Provided, that the Emeritus Professors, Honorary Professors, Adjunct Faculty of the University shall be eligible to act as Co-Supervisor.
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i. Provided also that the recognized faculty / adjunct faculty of the institution(s) with whom the University has entered into an MOU for teaching / research collaboration may also be appointed as co-supervisor(s) provided they hold Ph. D. degree with at least 3 years of teaching experience at PG Level/ 5 years of research experience. j. Provided further that in case a research supervisor, under whose supervision 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 shall be continued as research supervisor of the scholar already registered under his/ her supervision. However, in such cases, a regular faculty member from the department/centre shall be appointed as co-supervisor.	supervision 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 shall be continued as research supervisor of the scholar already registered under his/ her supervision. However, in such cases, a regular faculty member from the department/centre shall be appointed as co-supervisor.	(b) Provided, further that an Inspire Faculty in the University may also act as a Co-Supervisor. (c) The recognized faculty / adjunct faculty of the institution(s) with whom the University has entered into an MOU for teaching / research collaboration may also be appointed as co-supervisor(s). Provided, further that in case a research supervisor, under whose supervision 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 shall be continued as research supervisor of the scholar already registered under his/ her supervision. However, in such cases, a regular faculty member from the department/centre shall be appointed as co-supervisor.
7. Allocation of Research Supervisor and Co-Supervisor: 7.1 The allocation of Research Supervisor for an admitted research scholar shall be decided by the Board of Studies of the concerned Department depending on the number of scholars per Research Supervisor, the available specialization among the Supervisors and the research interests of the scholars as indicated by them at the time of interview/<i>viva voce</i>. 7.2 The maximum number of Ph. D. scholars allocated to a Research Supervisor/ Co-Supervisor at any given point of time shall be as follows: (i) Professor – 08 (Eight) (ii) Associate Professor – 06 (Six) (iii) Assistant Professor – 04 (Four) <i>However; in any academic session, up to 50% of vacant seats; under a research supervisor; may be available for allocation to research scholars. While calculating the 50% of vacant seats, the fractions may be rounded off to the next higher digit.</i> 7.3 In case of topics which are of inter-disciplinary nature where the Board of Studies (BoS) of the concerned	7. Allocation of Research Supervisor and Co-Supervisor: 7.1 No change 7.2 No change	7. Allocation of Research Supervisor and Co-Supervisor: 7.1 The allocation of Research Supervisor for an admitted research scholar shall be decided by the Board of Studies of the concerned Department depending on the number of scholars per Research Supervisor, the available specialization among the Supervisors and the research interests of the scholars as indicated by them at the time of interview/<i>viva voce</i>. 7.2 The maximum number of Ph. D. scholars allocated to a Research Supervisor/ Co-Supervisor at any given point of time shall be as follows: (i) Professor – 08 (Eight) (ii) Associate Professor – 06 (Six) (iii) Assistant Professor – 04 (Four) <i>However; in any academic session, up to 50% of vacant seats under a research supervisor; shall be available for allocation to research scholars. While calculating the 50% of vacant seats, the fractions may be rounded off to the next higher digit.</i> 7.3 In case of topics which are of inter-disciplinary nature the Board of

Department feels that the expertise in the Department has to be supplemented from outside, it may appoint a Co-Supervisor from outside the Department/ School/ College/ Institution on such terms and conditions as may be specified and agreed upon by the consenting Institutions/Colleges. Provided that the Co-Supervisor shall be appointed with the approval of the Research Advisory Committee (RAC). 7.4 In case of relocation of a Ph. D. woman 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 in these Regulations 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 will however give due credit to the parent guide and the institution for the part of research already done.	7.3 In case of topics which are of inter-disciplinary nature the Board of Studies (BoS) may appoint a Co-Supervisor from same / outside the Department/ School/ the University as given in the clause 6.2. 7.4 No change	Studies (BoS) may appoint a Co-Supervisor from same / outside the Department/ School/ the University as given in the clause 6.2. 7.4 In case of relocation of a Ph. D. woman 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 in these Regulations 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 will however give due credit to the parent guide and the institution for the part of research already done.
8 Course Work: Credit requirements, number, duration, syllabus, minimum standards for completion, etc. 8.1 The course work shall be treated as prerequisite for Ph. D. preparation. The credit assigned to the Ph. D. course work shall be 16 credits. 8.2 A minimum of four credits shall be assigned to a course on Research Methodology which could cover areas such as quantitative methods, computer applications, and research ethics. Review of published research in the relevant field will be assigned four credits. Credits may also be assigned for training, field work, etc. Other courses shall be advanced level courses preparing the students for Ph. D. degree. 8.3 The structure of the Course Work is given in the Schedule-1 of this Ordinance. The medium of instruction and examination for the courses shall be prescribed by the respective Board of Studies 8.4 All courses prescribed for Ph. D. course work shall be in conformity with the credit hour instructional requirement and shall specify content, instructional and assessment methods. They shall be duly approved by the Academic Council. 8.5 The Department where the scholar pursues his/her research shall prescribe the course(s) to him/her based on the recommendations of the Research Advisory Committee of the research scholar. 8.6 All candidates admitted to the Ph.D. programmes shall be required to complete the course work prescribed by the Department during the initial one or two	8. Course Work: Credit requirements, number, duration, syllabus, minimum standards for completion, etc. No change	8. Course Work: Credit requirements, number, duration, syllabus, minimum standards for completion, etc. 8.1. The course work shall be treated as prerequisite for Ph. D. preparation. The credit assigned to the Ph. D. course work shall be 16 (credits). 8.2 A minimum of four credits shall be assigned to a course on Research Methodology which could cover areas such as quantitative methods, computer applications, and research ethics. Review of published research in the relevant field will be assigned four credits. Credits may also be assigned for training, field work, etc. Other courses shall be advanced level courses preparing the students for Ph. D. degree. 8.3 The structure of the Course Work is given in the Schedule-1 of this Ordinance. The medium of instruction and examination for the courses shall be prescribed by the respective Board of Studies 8.4 All courses prescribed for Ph. D. course work shall be in conformity with the credit- hour instructional requirement and shall specify content, instructional and assessment methods. They shall be duly approved by the Academic Council. 8.5 The Department where the scholar pursues his/her research shall prescribe the course(s) to him/her based on the recommendations of the Research Advisory Committee of the research scholar. 8.6 All candidates admitted to the Ph.D. programmes shall be required to

semesters. 8.7 Grades in the course work, including research methodology courses shall be finalized after a combined assessment by the Research Advisory Committee and all the faculty members imparting instructions to various courses and the final grades shall be communicated to the University. 8.8 A Ph. D. scholar has to obtain a minimum of 55% of marks or its equivalent grade in the course work in order to be eligible to continue in the programme and submit the thesis.		complete the course work prescribed by the Department during the initial one or two semesters. 8.7 Grades in the course work, including research methodology courses shall be finalized after a combined assessment by the Research Advisory Committee and all the faculty members imparting instructions to various courses and the final grades shall be communicated to the University. 8.8 A Ph. D. scholar has to obtain a minimum of 55% of marks or its equivalent grade in the course work in order to be eligible to continue in the programme and submit the thesis.
9 Evaluation of Course Work and Grading System: The syllabi, teaching and evaluation of the course work shall be followed on the pattern as mentioned in ordinance 22(A) and 22(B). However, all the question papers for the Ph. D. course work shall be set and evaluated internally by the teachers imparting instructions. 9.1 For the course work, the candidate will be evaluated using grading system based on a Ten (10) point scale in terms of marks, grade points, letter grade and class. 9.2 The total performance of a student within a semester shall be indicated by the (a) Semester Grade Point Average (SGPA); (b) Cumulative Grade Point Average (CGPA); and the CGPA, being the real indicators of a student's performance. These shall be calculated as under: $SGPA = (\sum C_i G_i) / (\sum C_i)$ $CGPA = (\sum \sum C_{ni} G_{ni}) / (\sum \sum C_i)$ Where C_i = number of credits in i^{th} course, G_i = grade point obtained in the i^{th} course, C_{ni} = number of credits of the i^{th} course of the n^{th} semester, G_n = grade points of the i^{th} of the n^{th} semester. 9.3 Course-wise Letter Grade & Grade Point: Accordingly, the marks obtained by a student in a course will be indicated by a grade point and a letter grade on a Ten (10) point scale as	9. Evaluation of Course Work and Grading System: No change	9. Evaluation of Course Work and Grading System: The syllabi, teaching and evaluation of the course work shall be followed on the pattern as mentioned in ordinance 22(A) and 22(B). However, all the question papers for the Ph. D. course work shall be set and evaluated internally by the teachers imparting instructions. 9.1 For the course work, the candidate will be evaluated using grading system based on a Ten (10) point scale in terms of marks, grade points, letter grade and class. 9.2 The total performance of a student within a semester shall be indicated by the (a) Semester Grade Point Average (SGPA); (b) Cumulative Grade Point Average (CGPA); and the CGPA, being the real indicators of a student's performance. These shall be calculated as under: $SGPA = (\sum C_i G_i) / (\sum C_i)$ $CGPA = (\sum \sum C_{ni} G_{ni}) / (\sum \sum C_i)$ Where C_i = number of credits in i^{th} course, G_i = grade point obtained in the i^{th} course, C_{ni} = number of credits of the i^{th} course of the n^{th} semester, G_{ni} = grade points of the i^{th} of the n^{th} semester. 9.3 Course-wise Letter Grade & Grade Point: Accordingly, the marks obtained by a student in a course will be indicated by a

under: <table border="1"> <thead> <tr> <th>PERCENTAGE OF MARKS</th><th>GRADE POINT</th><th>LETTER GRADE</th></tr> </thead> <tbody> <tr><td>91-100</td><td>10</td><td>O (Outstanding)</td></tr> <tr><td>75-90</td><td>9</td><td>A⁺ (Very good)</td></tr> <tr><td>65-74</td><td>8</td><td>A (Good)</td></tr> <tr><td>55-64</td><td>7</td><td>B⁺ (Average)</td></tr> <tr><td>50-54</td><td>6</td><td>B (Pass)</td></tr> <tr><td>0-49</td><td>0</td><td>C (Fail)</td></tr> </tbody> </table> A student obtaining grade C in a course shall be considered fail in the particular course and will be required to reappear in the examination. For non credit courses "Satisfactory" or "Unsatisfactory" shall be indicated instead of the letter grade and this will not be counted for the computation of SGPA/CGPA. A student who has successfully completed all the courses to accumulate the minimum specified number of credits under the Comprehensive Choice Based Credit System with minimum CGPA of 7 shall be deemed to have completed the Course Work. If a student gets a CGPA less than 7, he/ she shall be permitted to re-appear in End Semester Examination of as many courses as deemed fit on the recommendation of the Research Advisory Committee of the student.	PERCENTAGE OF MARKS	GRADE POINT	LETTER GRADE	91-100	10	O (Outstanding)	75-90	9	A ⁺ (Very good)	65-74	8	A (Good)	55-64	7	B ⁺ (Average)	50-54	6	B (Pass)	0-49	0	C (Fail)		grade point and a letter grade on a Ten (10) point scale as under: <table border="1"> <thead> <tr> <th>CENTAGE OF MARKS</th><th>GRADE POINT</th><th>LETTER GRADE</th></tr> </thead> <tbody> <tr><td>91-100</td><td>10</td><td>O (Outstanding)</td></tr> <tr><td>75-90</td><td>9</td><td>A⁺ (Very good)</td></tr> <tr><td>65-74</td><td>8</td><td>A (Good)</td></tr> <tr><td>55-64</td><td>7</td><td>B⁺ (Average)</td></tr> <tr><td>50-54</td><td>6</td><td>B (Pass)</td></tr> <tr><td>0-49</td><td>0</td><td>C (Fail)</td></tr> </tbody> </table> A student obtaining grade C in a course shall be considered fail in the particular course and will be required to reappear in the examination. For non credit courses "Satisfactory" or "Unsatisfactory" shall be indicated instead of the letter grade and this will not be counted for the computation of SGPA/CGPA. A student who has successfully completed all the courses to accumulate the minimum specified number of credits under the Comprehensive Choice Based Credit System with minimum CGPA of 7 shall be deemed to have completed the Course Work. If a student gets a CGPA less than 7, he/ she shall be permitted to re-appear in End Semester Examination of as many courses as deemed fit on the recommendation of the Research Advisory Committee of the student.	CENTAGE OF MARKS	GRADE POINT	LETTER GRADE	91-100	10	O (Outstanding)	75-90	9	A ⁺ (Very good)	65-74	8	A (Good)	55-64	7	B ⁺ (Average)	50-54	6	B (Pass)	0-49	0	C (Fail)
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10 Research Advisory Committee and its Functions: 10.1 There shall be a Research Advisory Committee (RAC) for each Ph. D. Scholar. The composition of the RAC is given in Schedule-1 of this Ordinance. This Committee shall have the following responsibilities: 10.1.1 To review the research proposal and finalize the topic of research; 10.1.2 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. 10.1.3 To periodically review and assist in the progress of the research work of the research scholar. 10.2 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 progresses reports shall be submitted by	10. Research Advisory Committee and its Functions: No change	10. Research Advisory Committee and its Functions: 10.1 There shall be a Research Advisory Committee (RAC) for each Ph. D. Scholar. The Composition of the RAC is given in Schedule-1 of this Ordinance. This Committee shall have the following responsibilities: 10.1.1 To review the research proposal and finalize the topic of research; 10.1.2 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. 10.1.3 To periodically review and assist in the progress of the research work of the research scholar. 10.2 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 progresses reports shall be submitted by the Research Advisory Committee																																										

the Research Advisory Committee to the office of Director, Academic Affairs with a copy to the research scholar. The format of the Progress Report is given in Annexure-I of the Ordinance. 10.3 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 to the University through the Head and Dean concerned, with specific reasons for cancellation of the registration of the research scholar.		to the Office of Director, Academic Affairs with a copy to the research scholar. The format of the Progress Report is given in Annexure-I of the Ordinance. 10.3 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 to the University through the Head and Dean concerned, with specific reasons for cancellation of the registration of the research scholar.
11. Submission of Synopsis of the Proposed Research: 11.1 Within four months from the date of successful completion of the course work, the scholar shall submit the detailed synopsis on the topic of his/her research work duly forwarded by the Research Advisory Committee (RAC). The format for synopsis is given in Annexure-II of this Ordinance. 11.2 The scholar should defend the synopsis before the Departmental Research Committee (DRC). The DRC, if satisfied by the proposed synopsis, shall send the synopsis to the Academic Programme Committee (APC) for ratification. 11.3 If the DRC is not satisfied by the defence of the synopsis by the scholar, it may suggest the modification, which may be incorporated in the revised synopsis by the scholar in consultation with the RAC. 11.4 Within two months from the date of rejection of the synopsis, the scholar should submit the revised synopsis, which is to be defended by him/her before the DRC. If the DRC is satisfied by the defence of the revised synopsis it shall be submitted to APC for ratification. 11.5 In case the DRC is not satisfied by the defence of the revised thesis, it will be reported to the APC and the registration of the scholar in the Ph.D. programme shall be cancelled. 11.6 All the decisions of the DRC in this regard shall be forwarded to the Director of Academic Affairs through Dean of the concerned school.	11. Submission of Synopsis of the Proposed Research: No change	11. Submission of Synopsis of the Proposed Research: 11.1 Within four months from the date of successful completion of the course work, the scholar shall submit the detailed synopsis (one copy) on the topic of his/her research work duly forwarded by the Research Advisory Committee (RAC) to Office of DoAA. The format for synopsis is given in Annexure-II of this Ordinance. 11.2 The scholar should defend the synopsis before the Departmental Research Committee (DRC). The DRC, if satisfied by the proposed synopsis, shall send the synopsis to the Academic Programme Committee (APC) for ratification. 11.3 If the DRC is not satisfied by the defence of the synopsis by the scholar, it may suggest the modification, which may be incorporated in the revised synopsis by the scholar in consultation with the RAC. 11.4 Within two months from the date of rejection of the synopsis, the scholar should submit the revised synopsis, which is to be defended by him/her before the DRC. If the DRC is satisfied by the defence of the revised synopsis it shall be submitted to APC for ratification. 11.5 In case the DRC is not satisfied by the defence of the revised thesis, it will be reported to the APC and the registration of the scholar in the Ph.D. programme shall be cancelled. 11.6 All the decisions of the DRC in

		this regard shall be forwarded to the Director of Academic Affairs through Dean of the concerned school.
12. Candidacy to the Ph.D. Programme: 12.1 The synopsis as approved by DRC will be placed before the APC for ratification. After ratification of the synopsis, the scholar shall be provisionally admitted to the candidacy of the Ph. D. programme. 12.2 The scholar shall be admitted to the candidacy of the Ph.D. Programme, after ratification of the provisional candidacy by the Academic Council.	12. Candidacy to the Ph.D. Programme: No change	12. Candidacy to the Ph.D. Programme: 12.1 The synopsis as approved by DRC will be placed before the APC for ratification. After ratification of the synopsis, the scholar shall be provisionally admitted to the candidacy of the Ph. D. programme. 12.2 The scholar shall be admitted to the candidacy of the Ph.D. Programme, after ratification of the provisional candidacy by the Academic Council.
13. Modification/ Change of the Subject of Research: 13.1 A Ph. D. scholar may, on the recommendation of his/her RAC, modify the subject of his/ her research with the approval of the DRC provided that the request for such modification is made not later than one year after the approval of the his/ her synopsis by the DRC. 13.2 The scholar should submit a new synopsis on the modified subject which is to be approved by the DRC following the procedure as given in clause 11. 13.3 Provided, further that the candidate shall be required to submit his/her thesis within the maximum time period prescribed in Clause 4. 13.4 Such a modification/ change of the subject of research shall be reported to the APC for ratification.	13. Modification/ Change of the area of Research: No change	13. Modification/ Change of the area of Research: 13.1 A Ph. D. scholar may, on the recommendation of his/her RAC, modify the area of his/ her research with the approval of the DRC provided that the request for such modification is made not later than one year after the approval of the his/ her synopsis by the DRC. 13.2 The scholar should submit a new synopsis on the modified subject which is to be approved by the DRC following the procedure as given in clause 11. 13.3 Provided, further that the candidate shall be required to submit his/her thesis within the maximum time period prescribed in Clause 4. 13.4 Such a modification/ change of the area of research shall be reported to the APC for ratification.
14. Removal of Name of a Ph.D. Scholar from the Rolls of the University: 14.1 Admission of a scholar in Ph.D. programme shall stand automatically removed from the rolls of the University if he/she: 14.1.1 Fails to successfully complete the course work within two semesters; 14.1.2 Fails to submit the synopsis to the DRC within the stipulated period.	14. Removal of a Ph.D. Scholar from the Rolls of the University: No change	14. Removal of a Ph.D. Scholar from the Rolls of the University: 14.1 Admission of a scholar in Ph.D. programme shall stand automatically removed from the rolls of the University if he/she: 14.1.1 Fails to successfully complete the course work within two semesters; 14.1.2 Fails to submit the synopsis to the

14.1.3 Fails to submit the thesis within the maximum permissible duration for Ph. D.; 14.1.3 Fails to pay the University fees and other dues; 14.1.4 Appear in any other examination of a programme without submitting the Ph. D. thesis; 14.1.5 Indulge in any behaviour or conduct that violates University rules/ discipline leading to punishment of removal of name from the rolls of the University under relevant/ concerned Ordinances/ Regulations of the University. 14.2 If a Ph. D. scholar takes an employment without completing the minimum residence requirement. 14.3 Admission to the Ph.D. Programme may be cancelled by the APC on the recommendation of the BoS of the Department / Centre concerned, in case a candidate admitted to the Ph.D. Programme breaches the provisions of this Ordinance or any other relevant Ordinance / Rules of the University.		DRC within the stipulated period. 14.1.3 Fails to submit the thesis within the maximum permissible duration for Ph. D.; 14.1.3 Fails to pay the University fees and other dues; 14.1.4 Appear in any other examination of a programme without submitting the Ph. D. thesis; 14.1.5 Indulge in any behaviour or conduct that violates University rules/ discipline leading to punishment of removal of name from the rolls of the University under relevant/ concerned Ordinances/ Regulations of the University. 14.2 If a Ph. D. scholar takes an employment without completing the minimum residence requirement. 14.3 Admission to the Ph.D. Programme may be cancelled by the APC on the recommendation of the BoS of the Department / Centre concerned, in case a candidate admitted to the Ph.D. Programme breaches the provisions of this Ordinance or any other relevant Ordinance / Rules of the University.
15. Modification of the Title of the Thesis: 15.1 If there is a need for modification of the title of research topic, the candidate shall submit an application to the DRC through his/ her RAC at least four months before the date of submission of the thesis for approval. 15.2 The DRC may approve the modification, if found satisfactory and forward it to the Academic Section for record. 15.3 A minor change in the title of the thesis suggested during the Pre-Submission Seminar will not attract any time bar as stipulated in clause 15.1	15. Modification of the Title of the Thesis: No change	15. Modification of the Title of the Thesis: 15.1 If there is a need for modification of the title of research topic, the candidate shall submit an application to the DRC through his/ her RAC at least four months before the date of submission of the thesis for approval. 15.2 The DRC may approve the modification, if found satisfactory and forward it to the Academic Section for record. 15.3 A minor change in the title of the thesis suggested during the Pre- submission Seminar will not attract any time bar

		as stipulated in clause 15.1.
16. Change of Research Supervisor: 16.1 A change of Research Supervisor under following exceptional circumstances is allowed: 16.1.1 Change / modification in the subject / area of research; 16.1.2 New direction of research warranting appointment of subject matter specialist as Research Supervisor; 16.1.3 The Research Supervisor leaves the University and/or ends his/her association with the University. 16.2 In the circumstances described above, a research scholar may make a written request listing the reasons for change of research supervisor to the Head of the Department (HOD). 16.3 The HOD shall place such a request before the DRC. If DRC is satisfied with the reasons stated by the candidate for change of Research Supervisor, a new Research Supervisor shall be allocated to the research scholar. 16.4 The change of research supervisor shall be ratified by the APC on the recommendation of the Dean of the School. It shall be placed in the Academic Council for ratification.	16. Change of Research Supervisor: No change	16. Change of Research Supervisor: 16.1 A change of Research Supervisor under following exceptional circumstances is allowed: 16.1.1 Change / modification in the subject / area of research; 16.1.2 New direction of research warranting appointment of subject matter specialist as Research Supervisor; 16.1.3 The Research Supervisor leaves the University and/or ends his/her association with the University. 16.2 In the circumstances described above, a research scholar may make a written request listing the reasons for change of research supervisor to the Head of the Department (HOD). 16.3 The HOD shall place such a request before the DRC. If DRC is satisfied with the reasons stated by the candidate for change of Research Supervisor, a new Research Supervisor shall be allocated to the research scholar. 16.4 The change of research supervisor shall be ratified by the APC on the recommendation of the Dean of the School. It shall be placed in the Academic Council for ratification.
17. Pre-Submission Seminar: 17.1 When the thesis is in the final stage of completion, the student shall give a pre-submission seminar presentation before RAC at least two months prior to the date of submission of the thesis. 17.2 The pre-submission seminar shall be open to all the faculty members and research scholars of the University. 17.3 A notice of the seminar must be	17. Pre-Submission Seminar: No change	17. Pre-Submission Seminar: 17.1 When the thesis is in the final stage of completion, the student shall give a pre-submission seminar presentation before RAC at least two months prior to the date of submission of the thesis. 17.2 The pre-submission seminar shall be open to all the faculty members and research scholars of the University.

displayed on the Departmental Notice Board and same to all departments in the University, at least ten days in advance by the Head of the Department. 17.4 The scholar will present his/her research work in the open seminar and will obtain comments and criticism which may be incorporated in his/her thesis. 17.5 The intimation that the open seminar has been successfully presented should be communicated by the research supervisor through the Head of the Department and Dean of School to the Director of Academic affairs.		17.3 A notice of the seminar must be displayed on the Departmental Notice Board and same to all departments in the University, at least ten days in advance by the Head of the Department. 17.4 The scholar will present his/her research work in the open seminar and will obtain comments and criticism which may be incorporated in his/her thesis. 17.5 The intimation that the open seminar has been successfully presented should be communicated by the research supervisor through the Head of the Department and Dean of School to the Director of Academic affairs.
18. Publication Requirements: 18.1 A scholar must publish at least one research paper based on his/her research work in a refereed journal before submitting the thesis. 18.2 The scholar must also present at least two papers in conference/seminars before the submission of the thesis. 18.3 A thesis can be submitted only after the satisfactory fulfilment of the above two requirements. 18.4 The scholar must publish evidence for the publication and presentation in the form of reprints and presentation certifications. 18.5 If a paper published contains authors other than Ph.D. scholar and his/her supervisor, co-supervisor(s), the candidate must give a declaration stating the extent of his/her contribution.	18. Publication Requirements: No change	18. Publication Requirements: 18.1 A scholar must publish at least one research paper based on his/her research work in a refereed journal before submitting the thesis. 18.2 The scholar must also present at least two papers in conference/seminars before the submission of the thesis. 18.3 A thesis can be submitted only after the satisfactory fulfilment of the above two requirements. 18.4 The scholar must publish evidence for the publication and presentation in the form of reprints and presentation certifications. 18.5 If a paper published contains authors other than Ph.D. scholar and his/her supervisor, co-supervisor(s), the candidate must give a declaration stating the extent of his/her contribution.
19. Submission of Synopsis of the Thesis: Within one month after the successful completion of the pre-submission seminar, the student shall submit five copies of the synopsis of the thesis, duly forwarded by RAC, and the Head of the Department. The candidate may be required to submit the synopsis in electronic form also.	19. Submission of Synopsis of the Thesis: No change	19. Submission of Synopsis of the Thesis: Within one month after the successful completion of the pre-submission seminar, the student shall submit three copies of the synopsis of the thesis, duly forwarded by RAC, and the Head of the Department. The candidate may be required to submit the synopsis in electronic form also.
20. Appointment of Examiners for the Evaluation of the Thesis: 20.1 Once a candidate has delivered successfully the open seminar, a panel consisting of ten external examiners specializing in the area of	20. Appointment of Examiners for the Evaluation of the Thesis: No change	20. Appointment of Examiners for the Evaluation of the Thesis: 20.1 Once a candidate has delivered successfully the open seminar, a panel consisting of ten external

the topic of the research should be prepared. The external examiners on the panel shall not be below the rank of University Professor or in equivalent position in R&D or in academic institution/laboratory. The external members on the panel for the evaluation of the thesis; should not be Members of the Board of Studies of Department / Centre concerned or the members of the concerned School Board. 20.2 The panel of examiners shall be prepared by an Examination Committee consisting of the Research Supervisor, the Chairman of the concerned Board of Studies and the Chairman of the concerned School Board. The Dean of concerned School in capacity of the Chairman of the School Board shall be the Chairman of the Examination Committee. 20.3 The Vice-Chancellor shall, from the panel so submitted, appoint two external examiners besides the Research Supervisor; to evaluate the thesis. Provided that, if the Vice-Chancellor is not satisfied with the panel submitted to him/her, he/she may refer the panel back through the Dean concerned, inviting a fresh panel of external examiners. 20.4 Besides the external examiners, the Research Supervisor shall also act as an internal examiner of the thesis. 20.5 If an evaluation report is not received within three months from the dispatch of the thesis to the examiners, the Vice-Chancellor may appoint another examiner for evaluation of the thesis.		examiners specializing in the area of the topic of the research should be prepared. The external examiners on the panel shall not be below the rank of University Professor or in equivalent position in R&D or in academic institution/ laboratory. The external members on the panel for the evaluation of the thesis; should not be Members of the Board of Studies of Department / Centre concerned or the members of the concerned School Board. 20.2 The panel of examiners shall be prepared by an Examination Committee consisting of the Research Supervisor, the Chairman of the concerned Board of Studies and the Chairman of the concerned School Board. The Dean of concerned School in capacity of the Chairman of the School Board shall be the Chairman of the Examination Committee. 20.3 The Vice-Chancellor shall, from the panel so submitted, appoint two external examiners besides the Research Supervisor; to evaluate the thesis. Provided that, if the Vice-Chancellor is not satisfied with the panel submitted to him/her, he/she may refer the panel back through the Dean concerned, inviting a fresh panel of external examiners. 20.4 Besides the external examiners, the Research Supervisor shall also act as an internal examiner of the thesis. 20.5 If an evaluation report is not received within three months from the dispatch of the thesis to the examiners, the Vice-
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		Chancellor may appoint another examiner for evaluation of the thesis.
21. Submission of the Thesis: 21.1 No scholar shall be permitted to submit his/ her thesis for the Ph.D. degree unless he/ she has pursued research at the University or at the centre recognized by the University for not less than three years after his/her admission to Ph.D. programme. 21.2 Provided that a semester may be declared zero semester(s) in the case of a student if he/she could not continue with the academic programme during that period due to illness and hospitalization or due to accepting any scholarship / fellowship leading to his/her absence from the University. Such zero semester(s) shall not be counted for calculation of duration of the programme in case of such a student. Provided further that in case a candidate is permitted by the University to accept a scholarship / fellowship related to his/her research, such Semester(s) shall not be treated as zero semesters for such a student. 21.3 The first page of the thesis shall be as per ANNEXURE – III given in this Ordinance. 21.3.1 The thesis shall also contain a certificate to the effect that the thesis incorporates the results of investigations carried out by the candidate himself / herself and that the results are not submitted earlier to any other institution / university for the award of any degree. This certificate shall be signed by the candidate and the supervisor(s). The certificate shall be as per ANNEXURE – IV given in this Ordinance. 21.3.2 The candidate shall also be required to submit a “No Dues Certificate” from various concerned offices of the University prior to the submission of his/her thesis. 21.3.3 The Candidate shall be required to submit four hard copies of the thesis and its soft copy on four CDs to the Director of Academic Affairs through the RAC, the Head of the Department / Director of the Centre together with the prescribed fees.	21.Submission of the Thesis: No change	21.Submission of the Thesis: 21.1 No scholar shall be permitted to submit his/ her thesis for the Ph.D. degree unless he/ she has pursued research at the University or at the centre recognized by the University for not less than three years after his/her admission to Ph.D. programme. 21.2 Provided that a semester may be declared zero semester(s) in the case of a student if he/she could not continue with the academic programme during that period due to illness and hospitalization or due to accepting any scholarship / fellowship leading to his/her absence from the University. Such zero semester(s) shall not be counted for calculation of duration of the programme in case of such a student. Provided further that in case a candidate is permitted by the University to accept a scholarship / fellowship related to his/her research, such Semester(s) shall not be treated as zero semesters for such a student. 21.3 The first page of the thesis shall be as per ANNEXURE – III given in this Ordinance. 21.3.1 The thesis shall also contain a certificate to the effect that the thesis incorporates the results of investigations carried out by the candidate himself / herself and that the results are not submitted earlier to any other institution / university for the award of any degree. This certificate shall be signed by the candidate and the supervisor(s). The certificate shall be as per ANNEXURE – IV given in this Ordinance. 21.3.2 The candidate shall also be required to submit a “No Dues Certificate” from various concerned offices of the University

21.3.4 The thesis shall be written in English or Hindi. However, when the subject matter relates to or is based on a language other than English/Hindi, it may be written in the relevant language, as approved by the BOS. 21.3.5 The scholar shall be required to submit an abstract of the thesis in Hindi and English for depositing in Shodh Ganga.		prior to the submission of his/her thesis. 21.3.3 The Candidate shall be required to submit four hard copies of the thesis and its soft copy on four CDs to the Director of Academic Affairs through the RAC, the Head of the Department / Director of the Centre together with the prescribed fees. 21.3.4 The thesis shall be written in English or Hindi. However, when the subject matter relates to or is based on a language other than English/Hindi, it may be written in the relevant language, as approved by the BOS. 21.3.5 The scholar shall be required to submit an abstract of the thesis in Hindi and English for depositing in Shodh Ganga.
22. Evaluation of the Thesis: 22.1 After obtaining the consent of the Examiners so appointed by the Vice-Chancellor, the Director of the Academic Affairs shall arrange to dispatch the thesis to each examiner for the evaluation of the thesis and submission of their report. 22.2 Each examiner shall be required to submit a detailed report to the Director of Academic Affairs containing a clear recommendation whether in his/ her opinion: 22.2.1 The thesis be accepted for the award of the degree of Ph.D. and the <i>viva-voce</i> examination of the candidate be held; or the thesis be referred back to the research scholar for revision; or the thesis be rejected. 22.3 The examiner(s) shall not recommend that the thesis be accepted for the award of the degree and <i>viva-voce</i> examination be held unless he/she is satisfied that that the thesis constitutes a contribution to knowledge characterized either by the discovery of new facts or by re-	22. Evaluation of the Thesis: No change	22.Evaluation of the Thesis: 22.1 After obtaining the consent of the Examiners so appointed by the Vice-Chancellor, the Director of the Academic Affairs shall arrange to dispatch the thesis to each examiner for the evaluation of the thesis and submission of their report. 22.2 Each examiner shall be required to submit a detailed report to the Director of Academic Affairs containing a clear recommendation whether in his/ her opinion: 22.2.1 The thesis be accepted for the award of the degree of Ph.D. and the <i>viva-voce</i> examination of the candidate be held; or 22.2.2 the thesis be referred back to the research scholar for revision; or 22.2.3 the thesis be rejected. 22.3 The examiner(s) shall not

interpretation of known facts or development of new techniques / methodologies / models and that the methodologies pursued by the candidate are sound and its literary presentation is satisfactory. 22.4 In case an examiner recommends that the thesis be referred back to the candidate for revision, he/she shall be required to give in his/her detailed report the reasons for such a recommendation and also clearly delineate the details of the revision that is required to be made by the candidate in the thesis. 22.5 In case an examiner recommends that the thesis should be rejected, he/she shall be required to give in his/her detailed report for the reasons justifying the recommendation.		recommend that the thesis be accepted for the award of the degree and <i>viva-voce</i> examination be held unless he/she is satisfied that that the thesis constitutes a contribution to knowledge characterized either by the discovery of new facts or by re-interpretation of known facts or development of new techniques / methodologies / models and that the methodologies pursued by the candidate are sound and its literary presentation is satisfactory. 22.4 In case an examiner recommends that the thesis be referred back to the candidate for revision, he/she shall be required to give in his/her detailed report the reasons for such a recommendation and also clearly delineate the details of the revision that is required to be made by the candidate in the thesis. 22.5 In case an examiner recommends that the thesis should be rejected, he/she shall be required to give in his/her detailed report for the reasons justifying the recommendation.
23 Viva-Voce Examination: 23.1 The Director of the Academic Affairs, after receipt of the detailed reports and recommendations of all the Examiners shall put the reports before the Vice-Chancellor. The Vice-Chancellor shall direct the Head of the Department concerned to arrange the vive-voce Examination, if he/she is satisfied that all the Examiners have unanimously recommended that the thesis be accepted for the award of the degree and	23. Viva-Voce Examination: No change	23. Viva-Voce Examination: 23.1 The Director of the Academic Affairs, after receipt of the detailed reports and recommendations of all the Examiners shall put the reports before the Vice-Chancellor. The Vice-Chancellor shall direct the Head of the Department concerned to arrange the vive-

viva-voce examination be held. In case all the Examiners of the thesis have not recommended unanimously that the thesis be accepted for the award of the degree and the <i>viva-voce</i> examination of the candidate be held, the Director of Academic Affairs (DOAA) shall be required to act as under: (i) In case an examiner has recommended that the thesis be referred back to the candidate for revision, the candidate shall be required to submit the revised thesis within a period of one year and that the revised thesis shall be sent for evaluation to the same examiner who had recommended for the revision. If on revision, the examiner recommends that the thesis be accepted for the award of the degree and viva voce examination be held, the Viva Voce Examination of the candidate shall be held; (ii) In case the examiner after evaluation of the revised thesis recommends either that the thesis be further revised or be rejected, the Vice-Chancellor shall appoint a fourth examiner for the evaluation of the thesis and the opinion of the fourth examiner shall be final. (iii) In case an examiner has recommended that the thesis be rejected, the Vice-Chancellor shall appoint a fourth examiner for the evaluation of the thesis and the opinion of the fourth examiner shall be final. (iv) No thesis shall earn a degree unless all the examiners have recommended that the thesis be accepted for the award of the degree and viva voce examination be held. 23.2 If two examiners have recommended that the thesis be rejected, the thesis shall be rejected for Award of Ph.D. Degree. 23.3 The <i>viva-voce</i> examination of the candidate shall be conducted by a <i>Viva-Voce</i> Board consisting of: (i) an external examiner of the thesis, as appointed by the Vice-Chancellor to conduct the Viva		voce Examination, if he/she is satisfied that all the Examiners have unanimously recommended that the thesis be accepted for the award of the degree and viva-voce examination be held. In case all the Examiners of the thesis have not recommended unanimously that the thesis be accepted for the award of the degree and the <i>viva-voce</i> examination of the candidate be held, the Director of Academic Affairs (DOAA) shall be required to act as under: (i) In case an examiner has recommended that the thesis be referred back to the candidate for revision, the candidate shall be required to submit the revised thesis within a period of one year and that the revised thesis shall be sent for evaluation to the same examiner who had recommended for the revision. If on revision, the examiner recommends that the thesis be accepted for the award of the degree and viva voce examination be held, the Viva Voce Examination of the candidate shall be held; (ii) In case the examiner after evaluation of the revised thesis recommends either that the thesis be further revised or be rejected, the Vice-Chancellor shall appoint a fourth examiner for the evaluation of the thesis and the opinion of the fourth examiner shall be final. (iii) In case an examiner has recommended that the thesis be rejected, the Vice-Chancellor shall appoint a fourth examiner for the evaluation of the thesis and the opinion of the fourth examiner shall be final.
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Voce examination; (ii) the Head of the Department / Director of Centre and (iii) the Supervisor(s) concerned. Provided, that if both the external examiners have expressed their inability to conduct the <i>vivo-voce</i> examination, an external examiner from the panel of examiners shall be appointed by the Vice-Chancellor to conduct the <i>viva-voce</i> examination. The <i>Viva Voce</i> examination shall be conducted under the supervision of the Head of the Department and shall be held on the University Campus. 23.4 The <i>viva-voce</i> examination shall be open to all members of the Faculty and Research Scholars of the University. 23.5 The <i>viva-voce</i> Board having satisfied itself that the thesis submitted by the candidate is his/her own work and that the candidate has defended his/her thesis satisfactorily, shall recommend for the award of the degree of Ph. D. to the candidate. In case of any difference of opinion in this regard, the decision of the external examiner shall be considered final. 23.6 The recommendation of the <i>Viva Voce</i> Board together with all other relevant documents shall be forwarded by the Director of Academic Affairs to the Chairman, Academic Council/ Vice-Chancellor for approval and also for issue of the provisional certificate and further processing of the award of degree. The manner in which the <i>viva-voce</i> examination is to be conducted is to be prescribed by the <i>Viva-Voce</i> Board itself.		(iv) No thesis shall earn a degree unless all the examiners have recommended that the thesis be accepted for the award of the degree and <i>viva voce</i> examination be held. 23.2 If two examiners have recommended that the thesis be rejected, the thesis shall be rejected for Award of Ph.D. Degree. 23.3 The <i>viva-voce</i> examination of the candidate shall be conducted by a <i>Viva-Voce</i> Board consisting of : (i) an external examiner of the thesis, as appointed by the Vice-Chancellor to conduct the <i>Viva Voce</i> examination; (ii) the Head of the Department / Director of Centre and (iii) the Supervisor(s) concerned. Provided, that if both the external examiners have expressed their inability to conduct the <i>vivo-voce</i> examination, an external examiner from the panel of examiners shall be appointed by the Vice-Chancellor to conduct the <i>viva-voce</i> examination. The <i>Viva Voce</i> examination shall be conducted under the supervision of the Head of the Department and shall be held on the University Campus. 23.4 The <i>viva-voce</i> examination shall be open to all members of the Faculty and Research Scholars of the University. 23.5 The <i>viva-voce</i> Board having satisfied itself that the thesis submitted by the candidate is his/her own work and that
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		the candidate has defended his/ her thesis satisfactorily, shall recommend for the award of the degree of Ph. D. to the candidate. In case of any difference of opinion in this regard, the decision of the external examiner shall be considered final. 23.6 The recommendation of the <i>Viva Voce</i> Board together with all other relevant documents shall be forwarded by the Director of Academic Affairs to the Chairman, Academic Council/ Vice-Chancellor for approval and also for issue of the provisional certificate and further processing of the award of degree. The manner in which the <i>viva-voce</i> examination is to be conducted is to be prescribed by the <i>Viva-Voce</i> Board itself.
24 Declaration of Result and Award of Degree: 24.1 On receipt of the report that the student has successfully passed the <i>viva-voce</i> examination the Chairman, Academic Council/ Vice-Chancellor will recommend to the Executive Council through the Academic Council, for the declaration of result and award of the Ph. D. degree. However, as an interim measure, the Chairman, Academic Council/ Vice-Chancellor may grant permission for the declaration of the result and the award of Ph.D. degree. 24.2 The date of approval by the Chairman, Academic Council/ Vice-Chancellor will be the date of award of the degree. 24.3 The degree shall be awarded to a student only if he/she has paid all the dues to the University and, should have no pending case of indiscipline. 24.4 Along with the Degree, the University will issue a Certificate to the effect that the Degree has been awarded in accordance with the provisions of the “University Grants Commission (Minimum Standards and Procedure	24. Declaration of Result and Award of Degree: No change	25 Declaration of Result and Award of Degree: 24.1 On receipt of the report that the student has successfully passed the <i>viva-voce</i> examination the Chairman, Academic Council/ Vice-Chancellor will recommend to the Executive Council through the Academic Council, for the declaration of result and award of the Ph. D. degree. However, as an interim measure, the Chairman, Academic Council/ Vice-Chancellor may grant permission for the declaration of the result and the award of Ph.D. degree. 24.2 The date of approval by the Chairman, Academic Council/ Vice-Chancellor will be the date of award of the degree. 24.3 The degree shall be awarded to a student only if he/she has paid all the dues to the University and, should have no pending case of indiscipline. 24.4 Along with the Degree, the University will issue a Certificate

for Awards of M. Phil. / Ph.D. Degree) Regulations, 2016”. 24.5 The University will make earnest efforts to complete the process of evaluation of the thesis and declaration of the result within six months from the date of submission of the thesis. However, the degree shall be awarded only after; the award of the degree has been ratified by the Academic Council.		to the effect that the Degree has been awarded in accordance with the provisions of the “University Grants Commission (Minimum Standards and Procedure for Awards of M. Phil. / Ph.D. Degree) Regulations, 2016”. 24.5 The University will make earnest efforts to complete the process of evaluation of the thesis and declaration of the result within six months from the date of submission of the thesis. However, the degree shall be awarded only after; the award of the degree has been ratified by the Academic Council.
26 Unfair Means and Plagiarism: 25.1 To check the unfair means and plagiarism, a soft copy of the thesis shall be deposited with the Librarian, J.L.N. Library (of the University). The Librarian shall report to Director of Academic Affairs, if any matter is copied/ lifted from other works. 25.2 In case a Ph.D. candidate is found adopting or suspected of adopting unfair means or lifting of other’s work and inserting it in his/ her work without proper acknowledgement, credit and reference, such penal action shall be taken by the University as may be necessary to uphold the sanctity and the integrity of the examination system, research work, and the credibility of the University. 25.3 The University Academic Council for this purpose shall take suo-motu cognizance of all such cases. Such cases may also be reported by any person to the Academic Council, the Head of the Department/ Dean of the School/Vice-Chancellor who will forward the matter to the Academic Council for its consideration and recommendation.	2.5 Unfair Means and Plagiarism: Plagiarism: No change	27 Unfair Means and Plagiarism: 25.1 To check the unfair means and plagiarism, a soft copy of the thesis shall be deposited with the Librarian, J.L.N. Library (of the University). The Librarian shall report to Director of Academic Affairs, if any matter is copied/ lifted from other works. 25.2 In case a Ph.D. candidate is found adopting or suspected of adopting unfair means or lifting of other’s work and inserting it in his/ her work without proper acknowledgement, credit and reference, such penal action shall be taken by the University as may be necessary to uphold the sanctity and the integrity of the examination system, research work, and the credibility of the University. 25.3 The University Academic Council for this purpose shall take suo-motu cognizance of all such cases. Such cases may also be reported by any person to the Academic Council, the Head of the Department/ Dean of the School/Vice-Chancellor who will forward the matter to the Academic Council for its consideration and recommendation.
26 Depository with the UGC Following the successful completion of the evaluation process and declaration of the award of Ph. D. the University will submit a soft copy of the Ph.D. thesis to the UGC within a period of thirty days, for hosting the same in INFLIBNET, accessible to all	26 Depository with the UGC No change	26 Depository with the UGC Following the successful completion of the evaluation process and declaration of the award of Ph. D. the University will submit a soft copy of the Ph.D. thesis to the UGC within a period of thirty days, for hosting the same in

Institutions/ Universities.		INFLIBNET, accessible to all Institutions/ Universities.
27 Copyrights Doctor Harisingh Gour Vishwavidyalaya, Sagar (M.P.) reserves the copyright in respect of all thesis based on which the University has awarded the Ph.D. degree. The thesis shall be published only with the permission of the University and such publication shall state on the title page itself that this was a thesis approved for the award of Ph. D. degree of the University.	27. Copyrights No change	27. Copyrights Doctor Harisingh Gour Vishwavidyalaya, Sagar (M.P.) reserves the copyright in respect of all thesis based on which the University has awarded the Ph.D. degree. The thesis shall be published only with the permission of the University and such publication shall state on the title page itself that this was a thesis approved for the award of Ph. D. degree of the University.
28. Financial Assistance: 28.1 The University will provide to Ph. D. students, financial assistance in the form of UGC (Non-NET) Fellowship as provided by UGC in Central Universities. 28.2 The UGC (Non-NET) Fellowship henceforth, will be referred to as University Fellowship. 28.3 The University Fellowship will be awarded on a semester to semester basis for a period of up to three years (or as amended by UGC from time to time) for Ph. D. Scholars. 28.4 The University Fellowship will be paid at The rates approved by the UGC from time to time. 28.5 A student is expected to devote up to six hours per towards teachings assigned to him/ her. The renewal of fellowship is contingent on student's satisfactory performance in the academic programs and in the discharge of fellowship duties. The students may be assigned teaching works only after the completion of the course work. 28.6 A student will also be reimbursed for some contingency expenses as per the approved terms and procedures to be notified from time to time. The reimbursement will be made for a Ph.D. scholar on half yearly basis, if he/she is on University Fellowship. 28.7 Some financial assistantships in the form of research Fellowship may also	28.Financial Assistance: No change	29. Financial Assistance: 29.1 The University will provide to Ph. D. students, financial assistance in the form of UGC (Non-NET) Fellowship as provided by UGC in Central Universities. 28.2 The UGC (Non-NET) Fellowship henceforth, will be referred to as University Fellowship. 28.3 The University Fellowship will be awarded on a semester to semester basis for a period of up to three years (or as amended by UGC from time to time) for Ph. D. Scholars. 28.4 The University Fellowship will be paid at The rates approved by the UGC from time to time. 28.5 A student is expected to devote up to six hours per towards teachings assigned to him/ her. The renewal of fellowship is contingent on student's satisfactory performance in the academic programs and in the discharge of fellowship duties. The students may be assigned teaching works only after the completion of the course work. 28.6 A student will also be reimbursed for some contingency expenses as per the approved terms and procedures to be notified from time to time.

be available from sponsored research projects. Assistantships in the form of scholarships, fellowships, etc. may be available through other funding agencies, such as, the Council of Scientific and Industrial Research (CSIR), Department of Science & Technology (DST), etc. In such cases, University Fellowship shall not be provided. 28.8 The Ph. D. students admitted without Entrance Test, will not receive any financial assistance in the form of University Fellowship except the NET (UGC/CSIR etc.) qualified candidates.		The reimbursement will be made for a Ph.D. scholar on half yearly basis, if he/she is on University Fellowship. 28.7 Some financial assistantships in the form of research Fellowship may also be available from sponsored research projects. Assistantships in the form of scholarships, fellowships, etc. may be available through other funding agencies, such as, the Council of Scientific and Industrial Research (CSIR), Department of Science & Technology (DST), etc. In such cases, University Fellowship shall not be provided. 28.8 The Ph. D. students admitted without Entrance Test, will not receive any financial assistance in the form of University Fellowship except the NET (UGC/CSIR etc.) qualified candidates.
29 Medical and Leave Rules: 29.1 Medical Claims: No separate/fixed medical assistance is provided to the student. However, the student may avail the medical facilities available in the University. 29.2 Leave: The students are entitled for a maximum period of 30 days of leave in a year in addition to public holidays. They are not entitled to any other vacations. Women candidates are eligible for maternity leave of 240 days at full rates of fellowship once during the tenure of the Ph.D. program. Leave up to 6 weeks can also be granted for miscarriage including medical termination of pregnancy, if supported by a proper medical certificate. Such leave can be combined with any other leave due and will not entail any loss of financial assistantship. 29.3 Semester Leave:	28 Medical and Leave Rules: No change	29. Medical and Leave Rules: 29.1 Medical Claims: No separate/fixed medical assistance is provided to the student. However, the student may avail the medical facilities available in the University. 29.2 Leave: The students are entitled for a maximum period of 30 days of leave in a year in addition to public holidays. They are not entitled to any other vacations. Women candidates are eligible for maternity leave of 240 days at full rates of fellowship once during the tenure of the Ph.D. program. Leave up to 6 weeks can also be granted for miscarriage including medical termination of pregnancy, if supported by a proper medical certificate. Such leave can be combined with any other leave due and will not entail any loss of financial assistantship.

Semester leave for up to a maximum of two semesters for Ph.D. scholars may be sanctioned for bona-fide reasons. Such a leave would not be, normally, sanctioned before the student has completed the course work. Leave for more than one semester at a time will not be granted. The candidates will not be entitled for any fellowship during semester leave period. 29.4 Absence without Sanctioned Leave: Absence without sanctioned leave will entail the loss of financial assistantship for the period of absence. Absence without sanctioned leave for a period of more than four weeks may also result in the termination of the student's Ph. D. program on the recommendation of the Board of Studies (BOS) and approval of the Chairman, Academic Council/Vice-Chancellor through APC. 29.5 If a student is getting a fellowship under a scheme other than Non-NET Fellowship, the leave Rules for the fellowship purpose only, will be governed by the specific leave rule of the particular fellowship scheme. 29.6 Record of Attendance and Leave: The Head of the Department/ Center shall keep records of attendance and leave for all the Ph.D. students in the Department/Center. While forwarding the fellowship of the student, the leave rule mentioned above should be followed.		29.3 Semester Leave: Semester leave for up to a maximum of two semesters for Ph.D. scholars may be sanctioned for bona-fide reasons. Such a leave would not be, normally, sanctioned before the student has completed the course work. Leave for more than one semester at a time will not be granted. The candidates will not be entitled for any fellowship during semester leave period. 29.4 Absence without Sanctioned Leave: Absence without sanctioned leave will entail the loss of financial assistantship for the period of absence. Absence without sanctioned leave for a period of more than four weeks may also result in the termination of the student's Ph. D. program on the recommendation of the Board of Studies (BOS) and approval of the Chairman, Academic Council/Vice-Chancellor through APC. 29.5 If a student is getting a fellowship under a scheme other than Non-NET Fellowship, the leave Rules for the fellowship purpose only, will be governed by the specific leave rule of the particular fellowship scheme. 29.6 Record of Attendance and Leave: The Head of the Department/Centre shall keep records of attendance and leave for all the Ph.D. students in the Department/Centre. While forwarding the fellowship of the student, the leave rule mentioned above should be followed.
30. Permissions to Proceed For Academic Activities outside the University: 30.1 The Ph.D. students may be permitted to proceed for academic activities outside the University to carry out field work,	30. Permissions to Proceed For Academic Activities outside the University: No change	30. Permissions to Proceed For Academic Activities outside the University: 30.1 The Ph.D. students may be permitted to proceed for academic

library work, computational work, experimental work, and laboratory works etc. 30.2 They can also be permitted to attend conference, workshop etc. and will be allowed to undertake any other research work related to Ph.D. program, outside the University as recommended by the research supervisor. 30.3 Such activities with prior permission shall not entail any loss of financial assistanceship. 30.4 Permission for duration up to 15 days may be sanctioned by the Head of the Department on the recommendation of the supervisor. 30.5 Permission for more than 15 days but less than 30 days will be sanctioned by the concerned School Dean on the recommendation of the supervisor and the Head of the Department. 30.6 Permission for 30 days or more will be sanctioned by the Director of Academic Affairs on the recommendation of the supervisor and Head of Department through the concerned School Dean. Normally, a student should not be permitted to undertake academic activities outside the University, which adversely affects the course work. However, permission to attend short term national seminars, conferences and workshops etc. may be granted during course work.		activities outside the University to carry out field work, library work, computational work, experimental work, and laboratory works etc. 30.2 They can also be permitted to attend conference, workshop etc. and will be allowed to undertake any other research work related to Ph.D. program, outside the University as recommended by the research supervisor. 30.3 Such activities with prior permission shall not entail any loss of financial assistanceship. 30.4 Permission for duration up to 15 days may be sanctioned by the Head of the Department on the recommendation of the supervisor. 30.5 Permission for more than 15 days but less than 30 days will be sanctioned by the concerned School Dean on the recommendation of the supervisor and the Head of the Department. 30.6 Permission for 30 days or more will be sanctioned by the Director of Academic Affairs on the recommendation of the supervisor and Head of Department through the concerned School Dean. Normally, a student should not be permitted to undertake academic activities outside the University, which adversely affects the course work. However, permission to attend short term national seminars, conferences and workshops etc. may be granted during course work.
31. Removals of Difficulties: Notwithstanding anything contained in this ordinance, the Chairman, Academic Council/ Vice-Chancellor may take such measures as may be necessary for removal of doubts/ difficulties and to resolve any other extraordinary issue.	31. Removals of Difficulties: No change	31. Removals of Difficulties: Notwithstanding anything contained in this ordinance, the Chairman, Academic Council/ Vice-Chancellor may take such measures as may be necessary for removal of doubts/ difficulties and to resolve any other extraordinary issue.
32. The Chairman, Academic Council / Vice-Chancellor is authorized to: 32.1 Modify, amend and/or delete any of the clauses given in the ordinances or add any clause(s) to these ordinances, which shall be reported to the Academic Council at its next meeting for approval. 32.2 Order a special procedure for the evaluation of a Ph.D. thesis to protect the work of classified nature involving national security and sovereignty and	No change	32. The Chairman, Academic Council/ Vice-Chancellor is authorized to: 32.1 Modify, amend and/or delete any of the clauses given in the ordinances or add any clause(s) to these ordinances, which shall be reported to the Academic Council at its next meeting for approval. 32.2 Order a special procedure for the evaluation of a Ph.D. thesis to protect the work of classified nature involving national security

/or to protect the intellectual property rights of the candidate, the supervisor and the University.		and sovereignty and /or to protect the intellectual property rights of the candidate, the supervisor and the University.
33. In special circumstances, any relaxation to the Ph.D. Program by Academic Program Committee/ Academic Council/Executive Council/ Vice-Chancellor may be made, subject to fulfilment of “University Grants commission (Minimum Standards and Procedure for Awards of M. Phil. / Ph.D. Degree) Regulations, 2016”.	No change	33. In special circumstances, any relaxation to the Ph.D. Program by Academic Program Committee/ Academic Council/Executive Council/ Vice-Chancellor may be made, subject to fulfilment of “University Grants commission (Minimum Standards and Procedure for Awards of M. Phil. / Ph.D. Degree) Regulations, 2016”.
34. Notwithstanding anything contained in these Ordinances, all matters related to the Ph.D. research scholars shall be governed by the rules and procedures framed by the Academic Council, that are in force at that point of time.	No change	34. Notwithstanding anything contained in these Ordinances, all matters related to the Ph.D. research scholars shall be governed by the rules and procedures framed by the Academic Council, that are in force at that point of time.
35. Any doubt or dispute about the interpretation of these Ordinances shall be referred to the Vice-Chancellor, whose decision, in his/ her capacity as the Chairman, Academic Council, shall be final.	No change	35. Any doubt or dispute about the interpretation of these Ordinances shall be referred to the Vice-Chancellor, whose decision, in his/ her capacity as the Chairman, Academic Council, shall be final.

Schedule - 1 of Ordinance 23(A)
REGULATIONS GOVERNING Ph.D. PROGRAM

1. **Coverage:**
This regulation is applicable to the Ph. D. program of the University.
2. **The Departmental Research Committee:**
2.1 There shall be a Departmental Research Committee for each department. It shall consist of:
 - (i) Head of the Department - Chairperson,
 - (ii) All the members of the Board of Studies who are qualified to be supervisors,
 - (iii) A faculty member representing the SC/ST category, if no member from the above categories belongs to SC/ST category. The member belonging to this category will be nominated by the Vice-Chancellor.
2.2 Two thirds of the members present will constitute the quorum. However, the presence of member mentioned at clause 2.1 (iii) is mandatory.
3. **Research Advisory Committee:**
There will be a Research Advisory Committee (RAC) for each scholar admitted to the Ph.D. Programme. The RAC shall consist of:
 - (i) The Research Supervisor,
 - (ii) A Teacher from the Department as proposed by the DRC in consultation with the research supervisor.
 - (iii) A teacher from other inter-disciplinary department as proposed by the DRC;

Or

A teacher from within the Department in addition to one as above under (ii) to be proposed by the DRC in consultation with the research supervisor in case there is no inter-disciplinary research involved.

The Research Supervisor shall be the Convener of the RAC.
4. **Credit Requirements for Course Work:**
There shall be 16 credits for the course work. The credits assigned to different courses shall be as follows:
 - (i) Research Methodology: 4 credits
 - (ii) One core course: 4 credits
 - (iii) One elective course (elective/specific area): 4 credits
 - (iv) Review of Published Research (in relevant field): 4 credits
5. **Evaluation Committee for Review of Published Work:**
 - (a) There shall be an Evaluation Committee to evaluate the Review of Published Research. The evaluation process shall involve seminar presentation by the candidate followed by *viva-voce* on the presentation.
 - (b) The Evaluation Committee shall be proposed by Research Supervisor through the Head of Department and approved by Dean of School.
 - (C) The Evaluation Committee will consist of:
 - (i) The Research Supervisor,
 - (ii) A subject expert from the Department/ interdisciplinary area, to be recommended by the Research Supervisor,
 - (iii) The Head of the Department or his/her nominee who is a member of the BoS.
 - (iv) An external faculty from outside the student's parent department to be nominated by the Dean of the concerned School from a list submitted by the Research Advisor.
 - (v) The Head of the Department or his/her nominee shall be the Chairman of the Evaluation Committee.

***Amended by the Executive Council in its Meeting held on 24.01.2018 as per advice of UGC/MHRD**

PROFORMA FOR SYNOPSIS

1. **Title of the thesis:**
2. **Introduction (Giving purpose of research (in about 200 words):**
3. **A brief review of the work already done in the field:**
4. **Noteworthy contribution in the field of proposed work:**
5. **Proposed methodology during the tenure of the research work:**
6. **Expected outcome of the proposed work:**
7. **Bibliography in standard format:**

Signature of the Supervisor

Signature of the Candidate

8. **Recommendation of the Board of Studies.**

Approved/Not approved

PROGRESS REPORT
Semester wise progress Report of the Research work done

SEMESTER:

- 1. Name of a Research Scholar:**
- 2. Registration No.**
- 3. Department:**
- 4. School:**
- 5. Topic of the Ph.D. degree:**
.....
- 6. Name of the Supervisor**
- 7. Brief description of the work done during the semester:**
- 8. Recommendation of the Supervisor:**
- 9. Report of the Board of Studies:**

Satisfactory/Not satisfactory

(Signatures of the members of the Board of Studies)

.....
.....
.....

(Title of the Thesis)

A thesis submitted to the Dr. Harisingh Gour Vishwavidyalay for partial Fulfillment
of the Degree of

DOCTOR OF PHILOSOPHY

In the School of

In the Department of

EMBLEM

By
(Name of the Candidate)

Under the Supervision of

Year

Registration No.:

ANNEXURE - IV*

Dated:

-----**(Department)**

-----**(School)**

Dr. Harisingh Gour Vishwavidyalaya, Sagar (M.P.) [Established under the Central Universities Act 2009.

This to certify that I _____ have carried out the research embodied in the present thesis for the full period prescribed under Ph.D. ordinances of the University.

(SIGNATURE OF THE CANDIDATE)

Name:

Registration No.

SIGNATURE OF THE SUPERVISOR

HEAD OF THE DEPARTMENT

***As approved by Academic Council in its 10th Meeting held on 11 July 2015 and ratified by EC in its 17th Meeting held on 25 August 2015.**

AMENDED ORDINANCE NO: 23(B)*

THE AWARD OF THE DEGREE OF DOCTOR OF SCIENCE (D.Sc.), DOCTOR OF LETTERS (D. Litt.), AND DOCTOR OF LAWS (LL.D.)

Existing	Amendment	After Amendment
1. ELIGIBILITY 1.1. A candidate seeking admission to D. Sc./ D. Litt./ LL. D. programme of the University, must have pursued outstanding research in the concerned discipline and obtained the minimum qualifications required for admission as mentioned below. The candidate must have obtained a Ph. D. or an equivalent degree from this University, in the concerned discipline, at least 5 (five) academic years prior to the date of application, OR must have obtained a Ph. D. or an equivalent degree from any other recognized university or from a foreign university of standing, in the concerned discipline, at least 5 (five) academic years prior to the date of application, OR must be a permanent teacher of the this University, who has put in a minimum of 5 (five) years of service in that capacity, in this University, prior to the date of application, and has obtained a Ph. D. or an equivalent degree from this or from any other recognized university or from a foreign university of standing, in the concerned discipline.	No Change	1. ELIGIBILITY 1.1. A candidate seeking admission to D. Sc./ D. Litt./ LL. D. programme of the University, must have pursued outstanding research in the concerned discipline and obtained the minimum qualifications required for admission as mentioned below. The candidate must have obtained a Ph. D. or an equivalent degree from this University, in the concerned discipline, at least 5 (five) academic years prior to the date of application, OR must have obtained a Ph. D. or an equivalent degree from any other recognized university or from a foreign university of standing, in the concerned discipline, at least 5 (five) academic years prior to the date of application, OR must be a permanent teacher of the this University, who has put in a minimum of 5 (five) years of service in that capacity, in this University, prior to the date of application, and has obtained a Ph. D. or an equivalent degree from this or from any other recognized university or from a foreign university of standing, in the concerned discipline.
2. APPLICATION 2.1 A candidate, who is seeking admission to D. Sc./ D. Litt./ LL. D. programme and who is eligible for admission in accordance with Clause 1.1 of these Ordinance, shall apply to the Controller of Examinations by submitting the following: His/ her bio-data giving the details of educational qualifications, fields of specialization, research experience, academic distinctions, etc., along with a passport size photograph. Title of the thesis. A brief account of his/ her recent research work, in about 1000 words on the subject relevant to the discipline in which he/ she has applied for admission to D. Sc./ D. Litt./ LL. D. programme, showing how far his/ her work is original and is contributory to the advancement of knowledge. List of publications. Attested copies of certificates in support of qualifications and experience. 2.2 The last date for submission of the	No Change	2. APPLICATION 2.1 A candidate, who is seeking admission to D. Sc./ D. Litt./ LL. D. programme and who is eligible for admission in accordance with Clause 1.1 of these Ordinance, shall apply to the Controller of Examinations by submitting the following: His/ her bio-data giving the details of educational qualifications, fields of specialization, research experience, academic distinctions, etc., along with a passport size photograph. Title of the thesis. A brief account of his/ her recent research work, in about 1000 words on the subject relevant to the discipline in which he/ she has applied for admission to D. Sc./ D. Litt./ LL. D. programme, showing how far his/ her work is original and is contributory to the advancement of knowledge. List of publications. Attested copies of certificates in support of qualifications and experience.

application form shall be 31st July in an academic year. 2.3 The Controller of Examinations shall send the application of the candidate to the concerned School/Centre within a week after the last date of the submission of application.		2.2 The last date for submission of the application form shall be 31st July in an academic year. 2.3 The Controller of Examinations shall send the application of the candidate to the concerned School/Centre within a week after the last date of the submission of application.
3. RESEARCH Degree COMMITTEE (RDC) 3.1 Subject to the general superintendence of the Academic Council, a committee, namely, the RDC shall deal with all matters connected with the D. Sc./ D. Litt./ LL. D. programme of the University in accordance with this Ordinance. However, the degree to be awarded shall be formally approved only by a Research Degree Committee, whose constitution is as follows. 3.2 The constitution of the Research Degree Committee shall be as follows: Vice-Chancellor Chairman Pro Vice-Chancellor Member Dean of school concerned The Head of the Department concerned Member Two expert members out of which one member is Members nominated by the Vice-Chancellor and another is by the Advisor of the concerned candidate Registrar Secretary	To be deleted	Deleted
4. ADMISSION 4.1 The RDC shall scrutinize the applications of the candidates and shall recommend the eligible candidates for admission, to the Academic section of the University. The RDC shall also send the list of the names of the Advisors of the candidates to the Academic section for communicating to the concerned candidates. 4.2 The Registrar shall issue the letter of admission to each candidate recommended by the RDC. 4.3 Within one month after the receipt of the letter of admission, the candidate shall pay the prescribed fee as prescribed by the Academic Council from time to time and shall get registered in the concerned Department by filling a registration form.	4.1 The BoS shall scrutinize the applications of the candidates seeking admission to the D.Sc./D.Litt./LL.D. programme. The BoS atleast with one external member will conduct the interview of shortlisted candidates and will recommend the names of the candidates after assessing the potential, to the Academic Affairs section of the University 4.2 The BoS shall also send the list of names of the Advisors of the candidates to the Academic Affairs section for communicating to the concerned candidates. 4.3 The Registrar shall issue the letter of admission to each candidate recommended by the BoS, after approval of the Vice Chancellor.	4.1 The BoS shall scrutinize the applications of the candidates seeking admission to the D.Sc./D.Litt./LL.D. programme. The BoS atleast with one external member will conduct the interview of shortlisted candidates and will recommend the names of the candidates after assessing the potential, to the Academic Affairs section of the University 4.2 The BoS shall also send the list of names of the Advisors of the candidates to the Academic Affairs section for communicating to the concerned candidates. 4.3 The Registrar shall issue the letter of admission to each candidate recommended by the BoS, after approval of the Vice Chancellor.
5. SUBMISSION OF THE THESIS 5.1 A candidate, admitted to D. Sc./ D. Litt./ LL. D. programme in accordance with Clause 4 of this Ordinance, shall deliver a pre-submission seminar in the Department before the submission of the thesis, which shall be arranged by the Advisor of the candidate to	A candidate admitted to D. Sc./ D. Litt./ LL. D. programme shall deliver a pre-submission seminar in the Department before the BoS of the concerned department wherein at least one external member of BoS must be present. The seminar shall be arranged by the Advisor	A candidate admitted to D. Sc./ D. Litt./ LL. D. programme shall deliver a pre-submission seminar in the Department before the BoS of the concerned department wherein at least one external member of BoS must be present. The seminar shall be arranged by the Advisor of the candidate. Based on the recommendations of the BoS, candidate shall

apprise the teachers and other research workers of the Department/School of his/ her work.	of the candidate. Based on the recommendations of the BoS, candidate shall be permitted to submit the thesis.	be permitted to submit the thesis.
5.2 The candidate, within one year from the date of his/ her admission, shall submit the thesis to the Registrar approved by the RDC, and duly forwarded by its Chairman. 5.3 The candidate shall submit the thesis as per the following guidelines: Five copies of the thesis in hardbound form as per the format given in Annexure – A. The title page of the thesis shall contain a statement that the thesis has been submitted for the award of the concerned degree for which the candidate has been admitted. A soft copy in CD of the Extended Abstract of the thesis mentioned in Annexure – A. A declaration by the candidate that the thesis has not been submitted for any other degree or diploma, as per the format given in Annexure – B. A certificate from the Advisor, Head of the Department and the Dean of the School that the thesis has been submitted for the award of the concerned degree of the University, as per the format given in Annexure – C. The thesis shall be either in English or in Hindi except for the case where the subject of the thesis itself is a language. In such a case, the thesis may, at the option of the candidate, be in that specific language.	The candidate may submit the thesis after two years from the date of admission. He/she must submit the thesis within five years from the date of admission otherwise his/her candidature shall be cancelled. No Change	The candidate may submit the thesis after two years from the date of admission. He/she must submit the thesis within five years from the date of admission otherwise his/her candidature shall be cancelled. 5.3 The candidate shall submit the thesis as per the following guidelines: Five copies of the thesis in hardbound form as per the format given in Annexure – A. The title page of the thesis shall contain a statement that the thesis has been submitted for the award of the concerned degree for which the candidate has been admitted. A soft copy in CD of the Extended Abstract of the thesis mentioned in Annexure – A. A declaration by the candidate that the thesis has not been submitted for any other degree or diploma, as per the format given in Annexure – B. A certificate from the Advisor, Head of the Department and the Dean of the School that the thesis has been submitted for the award of the concerned degree of the University, as per the format given in Annexure – C. The thesis shall be either in English or in Hindi except for the case where the subject of the thesis itself is a language. In such a case, the thesis may, at the option of the candidate, be in that specific language.
5.4 The work of the candidate shall comply with the following conditions to merit the award of the degree: (a) It must be a substantial work making a distinct addition to learning in the concerned subject of the discipline. (b) It must be original in the sense of opening up new fields of research, or of making a marked advancement on the results of previous investigations, or of giving a new interpretation of the facts already known. (c) It must be a scholarly work of high quality. (d) It must be the work done during the last five years before the submission of the thesis. (e) It must be the work published in reputed journals in the form of research papers and/ or published in the form of books/ monographs, chapter contribution to books/ monographs, etc., out of which at least two must be authored solely by the candidate. (f) It must not be the work, which has been previously submitted for a	No Change	5.4 The work of the candidate shall comply with the following conditions to merit the award of the degree: (a) It must be a substantial work making a distinct addition to learning in the concerned subject of the discipline. (b) It must be original in the sense of opening up new fields of research, or of making a marked advancement on the results of previous investigations, or of giving a new interpretation of the facts already known. (c) It must be a scholarly work of high quality. (d) It must be the work done during the last five years before the submission of the thesis. (e) It must be the work published in reputed journals in the form of research papers and/ or published in the form of books/ monographs, chapter contribution to books/ monographs, etc., out of which at least two must be authored solely by the candidate. (f) It must not be the work, which has been previously submitted for a degree or a

degree or a diploma in this or in any other University.		diploma in this or in any other University.
6. EXAMINATION 6.2 Panel of Examiners: While forwarding the thesis of the candidate to the Academic Section of the University, the RDC shall recommend a panel of examiners of six experts in the concerned area of the work submitted from out of state of Madhya Pradesh.	Panel of Examiners: The BoS shall recommend a panel of six experts in the concerned area of the work to the Academic Affairs section.	Panel of Examiners: The BoS shall recommend a panel of six experts in the concerned area of the work to the Academic Affairs section.
6.3 Board of Examiners: On receipt of the panel of the examiners, the Academic Section shall forward the same to the Controller of Examinations, who in turn shall submit it to the Vice-Chancellor for the appointment of the Board of Examiners from the panel. The Board of Examiners shall consist of two members.	No Change	Board of Examiners: On receipt of the panel of the examiners, the Academic Section shall forward the same to the Controller of Examinations, who in turn shall submit it to the Vice-Chancellor for the appointment of the Board of Examiners from the panel. The Board of Examiners shall consist of two members.
6.4 Evaluation of Thesis: (a) The controller of examinations shall get in touch with each examiner to ensure acceptance of the examiner ship. For this purpose, if e-mail address of the examiner is available, he/ she shall be contacted through e-mail and the soft copy of the Extended Abstract of the thesis may be sent to him/ her, to get his/ her consent at the earliest. If however, no information is received from an examiner within a reasonable time, his/ her appointment shall be cancelled and a new examiner shall be appointed from the existing panel of examiners in accordance with Clause 6.3. (b) On receipt of the acceptance from an examiner, the Controller of Examinations shall forward the copy of the thesis to him/ her, along with a copy of the regulations relating to the award of the D. Sc./ D. Litt./ LL. D. degree of this University and take necessary action to get the report of the examiner expeditiously. (c) The examiners shall be requested to submit their individual reports within two months of the receipt of the thesis. (d) In case, an examiner does not send his/her report within the above period, a reminder shall be sent to him/her. This shall be followed by a subsequent reminder after a fortnight. (e) In the event of the report not being received from the examiner within 6 months, his/her examiner ship shall be cancelled and a new examiner shall be appointed, from the existing panel of examiners, as per Clause 6.3.	No Change	6.4 Evaluation of Thesis: (a) The controller of examinations shall get in touch with each examiner to ensure acceptance of the examiner ship. For this purpose, if e-mail address of the examiner is available, he/ she shall be contacted through e-mail and the soft copy of the Extended Abstract of the thesis may be sent to him/ her, to get his/ her consent at the earliest. If however, no information is received from an examiner within a reasonable time, his/ her appointment shall be cancelled and a new examiner shall be appointed from the existing panel of examiners in accordance with Clause 6.3. (b) On receipt of the acceptance from an examiner, the Controller of Examinations shall forward the copy of the thesis to him/ her, along with a copy of the regulations relating to the award of the D. Sc./ D. Litt./ LL. D. degree of this University and take necessary action to get the report of the examiner expeditiously. (c) The examiners shall be requested to submit their individual reports within two months of the receipt of the thesis. (d) In case, an examiner does not send his/her report within the above period, a reminder shall be sent to him/her. This shall be followed by a subsequent reminder after a fortnight. (e) In the event of the report not being received from the examiner within 6 months, his/her examiner ship shall be cancelled and a new examiner shall be appointed, from the existing panel of examiners, as per Clause 6.3. (f) The examiners shall examine the thesis specifically with a view to judge whether the work is in accordance with Clause 5.4.

(f) The examiners shall examine the thesis specifically with a view to judge whether the work is in accordance with Clause 5.4. (g) The examiners shall give explicit reports with any one of the following recommendations (i) the thesis be accepted for the award of D. Sc./ D. Litt./ LL. D. degree (ii) the thesis be rejected (iii) The thesis be submitted in a revised form after adding some more work to the already submitted work. (h) The examiner shall give specific and unambiguous reasons for his/ her recommendations. If the thesis is recommended for revision, the examiner may suggest points for improvement of the presented work. (i) If the thesis is recommended for revision, the candidate shall be required to submit the revised thesis not earlier than six months and not later than two years, from the date of communication of the report to him/ her by the University. The candidate shall be required to remit only the Examination fee for submitting the revised thesis. (j) If the thesis has been recommended for revision, a fresh appointment of examiners in accordance with Clause 6.3 shall be made from the existing panel of examiners. If the need be, a fresh panel of examiners may be recommended by the RDC. The other procedures as per the Clauses 6.4 (a) to (f) shall be followed for the evaluation of the thesis. However, the Controller of Examinations, along with the revised thesis, shall send the copy (copies) of the recommendation(s) of the examiner(s) who recommended the revision of the thesis. (k) The examiners who evaluate the revised thesis shall recommend only either the acceptance or the rejection of the thesis and shall not recommend any further revision of the thesis.	(j) If the thesis has been recommended for revision, a fresh appointment of examiners in accordance with Clause 6.3 shall be made from the existing panel of examiners. If the need be, a fresh panel of examiners may be recommended by the BoS. The other procedures as per the Clause 6.4 (a) to (f) shall be followed for the evaluation of the thesis. However, the Controller of Examinations, along with the revised thesis, shall send the copy (copies) of the recommendation (s) of the examiner (s) who recommended the revision of the thesis. No Change	(g) The examiners shall give explicit reports with any one of the following recommendations (i) the thesis be accepted for the award of D. Sc./ D. Litt./ LL. D. degree (ii) the thesis be rejected (iii) The thesis be submitted in a revised form after adding some more work to the already submitted work. (h) The examiner shall give specific and unambiguous reasons for his/ her recommendations. If the thesis is recommended for revision, the examiner may suggest points for improvement of the presented work. (i) If the thesis is recommended for revision, the candidate shall be required to submit the revised thesis not earlier than six months and not later than two years, from the date of communication of the report to him/ her by the University. The candidate shall be required to remit only the Examination fee for submitting the revised thesis. (j) If the thesis has been recommended for revision, a fresh appointment of examiners in accordance with Clause 6.3 shall be made from the existing panel of examiners. If the need be, a fresh panel of examiners may be recommended by the BoS. The other procedures as per the Clause 6.4 (a) to (f) shall be followed for the evaluation of the thesis. However, the Controller of Examinations, along with the revised thesis, shall send the copy (copies) of the recommendation (s) of the examiner (s) who recommended the revision of the thesis. (k) The examiners who evaluate the revised thesis shall recommend only either the acceptance or the rejection of the thesis and shall not recommend any further revision of the thesis.
6.5 Award of the Degree (a) The reports of all the examiners shall be placed before the concerned RDC. If all the reports are unanimous, recommending the thesis to be accepted for the award of the degree, and if the RDC considers the case to be fit and proper, it shall recommend it for the award of the degree. (a) Even if one examiner recommends the rejection of the thesis, the thesis	(a) The reports of all the examiners shall be placed before the Vice-Chancellor. If all the reports are unanimous, recommending the thesis to be accepted for the award of the degree, and if the Vice-Chancellor considers the case to be fit and proper, he/she shall recommend it for the conduct of viva-voce. (b) Even if one examiner recommends the rejection of the thesis, the	6.5 Award of the Degree (a) The reports of all the examiners shall be placed before the Vice-Chancellor. If all the reports are unanimous, recommending the thesis to be accepted for the award of the degree, and if the Vice-Chancellor considers the case to be fit and proper, he/she shall recommend it for the conduct of viva-voce. (b) Even if one examiner recommends the rejection of the thesis, the thesis shall be rejected.

shall be rejected. (b) If the thesis is rejected, the candidate shall not be allowed to apply again for admission within a period of 4 (four) years. (c) After the Research Degree Committee approves the thesis for the award of the degree, the candidate concerned may be given the examiners' reports for which he/ she shall apply separately. (d) The year of award of the degree shall be the year of submission of the thesis provided the thesis is accepted without revision. In case of revision, the year of award of the degree shall be the year of submission of the revised thesis. (e) The degree certificate shall mention the title of the thesis and the name of the concerned Department/ School in which the candidate was admitted. (f) The Academic Section shall send one copy of the thesis duly approved for the award of the degree, for preserving in the library of the University and the other in the departmental/ faculty library.	thesis shall be rejected. (c) If the thesis is rejected, the candidate shall not be allowed to apply again for admission within a period of 4 (four) years. Deleted (d) The candidate shall be required to defend the thesis in a viva voce before a Board of Examiners consisting of one of the thesis examiner, the Head of the Department concerned and the Advisor. (e) The report of the viva voce examination will be placed before the Vice-Chancellor, who after satisfactory report of the viva voce may permit the award of the degree to the candidate. (f) The year of award of the degree shall be the year of the successful completion of the viva-voce. (g) The Academic Section shall send one copy of the thesis duly approved for the award of the degree, for preserving in the library of the University and the other in the departmental/ faculty library.	(c) If the thesis is rejected, the candidate shall not be allowed to apply again for admission within a period of 4 (four) years. Deleted (d) The candidate shall be required to defend the thesis in a viva voce before a Board of Examiners consisting of one of the thesis examiner, the Head of the Department concerned and the Advisor. (e) The report of the viva voce examination will be placed before the Vice-Chancellor, who after satisfactory report of the viva voce may permit the award of the degree to the candidate. (f) The year of award of the degree shall be the year of the successful completion of the viva-voce. (g) The Academic Section shall send one copy of the thesis duly approved for the award of the degree, for preserving in the library of the University and the other in the departmental/ faculty library.
7. Notwithstanding anything contained in these Ordinances, all matters related to the candidates shall be governed by the rules and procedures framed by the Academic Council that are in force at that point of time.	No Change	7. Notwithstanding anything contained in these Ordinances, all matters related to the candidates shall be governed by the rules and procedures framed by the Academic Council that are in force at that point of time.
8. From the date when these Ordinances come into operation, all previous Ordinances on the subject shall cease to have effect. Provided that this revocation shall not affect the previous Ordinances so revoked or anything done or suffered under any previous Ordinances so revoked or affect any right, privilege, obligation or liability acquired, arrived or incurred under any Ordinances so revoked.	No Change	8. From the date when these Ordinances come into operation, all previous Ordinances on the subject shall cease to have effect. Provided that this revocation shall not affect the previous Ordinances so revoked or anything done or suffered under any previous Ordinances so revoked or affect any right, privilege, obligation or liability acquired, arrived or incurred under any Ordinances so revoked.
9. Any doubt or dispute about the interpretation of these Ordinances shall be referred to the Vice-Chancellor, whose decision, in his capacity as the Chairman, Academic Council, shall be final. The Vice-Chancellor may modify, amend and/ or delete any of the clauses given in these Ordinances or add any clause(s) to these Ordinances, to facilitate the pursuit of excellence in research, provided that any such modification, amendment, deletion, and addition	No Change	9. Any doubt or dispute about the interpretation of these Ordinances shall be referred to the Vice-Chancellor, whose decision, in his capacity as the Chairman, Academic Council, shall be final. The Vice-Chancellor may modify, amend and/ or delete any of the clauses given in these Ordinances or add any clause(s) to these Ordinances, to facilitate the pursuit of excellence in research, provided that any such modification, amendment, deletion, and addition shall be reported to the Academic Council at its next meeting for approval.

shall be reported to the Academic Council at its next meeting for approval.		
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***Framed/amended by the Executive Council in its 19th meeting dated 09.07.2016 and approved by the President of India in his capacity as Visitor of the Vishwavidyalaya vide Id Note No.III-07027/1/2016-CA-III dated 06.07.2017 as communicated by the MHRD vide letter No. F.56-5/2016-CU.IV dated 13.07.2017, and were published in the Gazette of India on 27 June 2018.**

ANNEXURE – A*
(as per clause 5.3 (a), (c))

FORMAT OF THE THESIS

The following format may be normally adopted for the D. Sc./ D. Litt./ LL. D. thesis:

1. Cover page.
2. Inner cover page.
3. Declaration by the candidate as per the format given in *Annexure – B*, to the effect that the work has not been submitted for any other degree or diploma.
4. Certificate from the Advisor, Head of the Department and Dean of the School as per the format given in *Annexure – C*.
5. Contents.
6. An Extended Abstract of about 2000 words, describing the research work carried out during the last 5 (five) years (before the date of submission), on the subject relevant to the discipline in which the candidate has applied for the degree, explaining how far the work is original, exemplary and is contributive to the advancement of knowledge. It shall also summarize the relevance of the publications to the specific subject of the thesis being submitted.
7. Reprints of the published work by the candidate, in the relevant subject, in the form of research papers, abstracts of books/ monographs, chapter contribution to books/ monographs/ citations of candidate's work by others.
8. List of publications.
9. A personal profile of the candidate with photograph, not exceeding one page.

ANNEXURE – B*

(see Clause 5.3 (d))

CANDIDATE'S DECLARATION

I,
(Name of the Candidate), declare that this thesis, entitled “.....”,
(Title of the thesis) submitted for
the award of the degree of of this University, has not been submitted
(Name of the Degree) earlier for the award of any degree or diploma of this or any other University.

Date:

(Signature of the candidate)

Place: Sagar

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ANNEXURE – C*
(as per clause 5.3 (e))

CERTIFICATE

This is to certify that this thesis entitled “.....” has been submitted by
(Title of the thesis)
..... for the award of the degree of
(Name of the Candidate)
..... of Dr. Harisingh Gour Viswavidyalaya, Sagar (M.P.).
(Name of the Degree)

.....

(Signature of the Advisor)

.....

(Signature of the Head of the Department)

.....

(Name & Designation)

(Signature of the Dean of School)

***As approved by Academic Council in its 10th Meeting held on 11 July 2015 and ratified by EC in its 17th Meeting held on 25 August 2015.**

ORDINANCE-24*

CONDITIONS OF RESIDENCE OF THE STUDENTS OF THE UNIVERSITY

(Under Section 28 (1) (h) of the Central Universities Act, 2009)

The objectives of the Halls of Residence (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.

1. Residence in Campus:

- (a) The students residing in the Halls of Residence shall pay such fee as may be prescribed from time to time.
- (b) The University shall maintain such Halls of Residence as may be necessary to fulfill 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 preferably not accommodating more than two students in a room.
- (e) Each Hall of Residence shall be under the charge of a Warden.

2. Supervision and Control - Central Committee on Residence:

- (a) The supervision and control of the Hall of Residence is vested in the Vice - Chancellor. The Dean of Students' Affairs (DOSA) will assist the Vice - Chancellor in performing his function 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 of Students' Affairs;
 - (ii) Chief Warden;
 - (iii) Director Sports; and

- (iv) 3 Wardens of Halls of Residence maintained by the University, by rotation.
- (c) The term of office of the Central Committee shall be two years.
- (d) The functions of the Committee shall be as follows:
 - i. Management, selection and admission of students to the University Halls of Residence.
 - ii. Supervision of the Halls of Residence 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 (DOSA) and 1/3 of its members shall form the quorum.
- (g) The (DOSA) 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.

3. 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 – Chairperson;
 - (ii) Prefect; and
 - (iii) Three to five students of the Hall of Residence.
- (b) The Local Committee shall be appointed by the Warden and its term of office shall be one year.
- (c) One or more Prefects 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.
- (e) accommodation in the Hall of Residence during the period of office.

4. ELIGIBILITY AND PROCEDURE Admissions to Halls of Residence:

- a. All students registered for full-time Programmes of study, and who are not employed anywhere, are eligible to apply for accommodation in the Halls of Residence of the University and will be given first preference.

- 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 Course in the Department.
 - iii. The Heads of Departments may forward all applications of selected candidates for admission to their respective departments to the Dean of Students' Affairs. 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 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.
- b. 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.

5. Appointment, Powers and Functions of Wardens

Wardens of Halls of Residence shall be appointed by the Vice-Chancellor for a period of two years and they shall be eligible for reappointment.

1. The Wardens of the Halls of Residence 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.
2. 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.
3. 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 Halls of Residence and to maintain daily record of the resident students such as students present each day, students absent from the Halls of Residence 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 misbehavior, indiscipline and illness of students residing in his 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.

4. The Warden shall have the right to inspect rooms.
5. The Wardens shall have administrative control over the staff assigned to the Hall of Residence.
6. The Warden shall be available in the Hostel Office everyday at specified hours to attend to official business and to the problems of resident students.
7. 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.
8. The Warden shall allot and supervise Rooms and Guest Rooms.
9. 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.

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.

6. 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. The prior approval of the Chief Warden shall be necessary for a Warden to go on leave.
- 6.4. When a Warden is on leave his/her responsibilities and functions will be distributed among other Wardens for the duration of his/her absence.

***Approved by the Executive Council in its Meeting dated 09.04.2011, noted by the Govt. of India, as communicated by the MHRD vide letter No.F.56-7/2012-Desk (U) dated 09-11-2012, and letter F.No.56-7/2012-Desk (U) dated 21-05-2013 and published in the Gazette of India, Extraordinary, Part-III-Section-4, New Delhi, April 24, 2017.**

ORDINANCE-25*

EMPLOYEES AND STUDENTS' GRIEVANCES REDRESSAL COMMITTEE (Under Section 28(n) of the Central Universities Act, 2009)

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 a week at fixed timings; and
6. In case of any grievance pertaining to the employees & the students, the decision of the Vice Chancellor shall be final.

I. STUDENTS GRIEVANCE REDRESSAL COMMITTEE:

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

Members:

3 Representatives of Students' Council.
3 Nominees of the Vice-Chancellor.
Dean of Students' Affairs, Member-Secretary.
Dean of the School concerned (special invitee)

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.

II. TEACHERS' GRIEVANCES COMMITTEE:

The committee constituted by the Executive Council shall consist the following:-

Vice Chancellor or his/her 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
 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.

***Approved by the Executive Council in its Meeting dated 09.04.2011, noted by the Govt. of India, as communicated by the MHRD vide letter No.F.56-7/2012-Desk (U) dated 09-11-2012, and letter F.No.56-7/2012-Desk (U) dated 21-05-2013 and published in the Gazette of India, Extraordinary, Part-III-Section-4, New Delhi, April 24, 2017**

ORDINANCE-26*

RULES FOR MEDICAL REIMBURSEMENT (Under Section 6(xxiii) & 28(o) of the University Act and 12(xx) of the Statutes of the University)

The employees of the University will be governed by the Authorized Medical Attendance Rules applicable to the Central Government Employees residing in areas not covered under CGHS scheme.

NOTE:

Employees mean regular / retired employees (both teaching and non teaching) appointed by the University against a clear vacancy, including employees on deputation.

***Approved by the Executive Council in its Meeting dated 09.04.2011, noted by the Govt. of India, as communicated by the MHRD vide letter No.F.56-7/2012-Desk (U) dated 09-11-2012, and letter F.No.56-7/2012-Desk (U) dated 21-05-2013 and published in the Gazette of India, Extraordinary, Part-III-Section-4, New Delhi, April 24, 2017.**

ORDINANCE-27*

POWERS AND FUNCTIONS OF HEADS OF DEPARTMENTS OF STUDIES (Under Section 28 (o) of the Central Universities Act, 2009)

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) Be responsible for the coordination and supervision of teaching and research in the Department;
- (5) 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;
- (6) Be responsible for the records, equipment and furniture of the Department and the books of the Departmental Library;
- (7) Operate the Budget of the Department; and
- (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.

***Approved by the Executive Council in its Meeting dated 09.04.2011, noted by the Govt. of India, as communicated by the MHRD vide letter No.F.56-7/2012-Desk (U) dated 09-11-2012, and letter F.No.56-7/2012-Desk (U) dated 21-05-2013 and published in the Gazette of India, Extraordinary, Part-III-Section-4, New Delhi, April 24, 2017**

ORDINANCE-28*

POWERS AND FUNCTIONS OF THE DEANS OF SCHOOLS

(Under Statute 5 (3) of Statutes of the Central Universities Act, 2009)

1. The Dean shall be the Head of the School and shall be responsible for the conduct and maintenance of standard of teaching and research in the school. He shall be the Chairman and Convener of the School.
2. The Dean of the School shall have the following powers and functions:
 - (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 of the University 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.

***Approved by the Executive Council in its Meeting dated 09.04.2011, noted by the Govt. of India, as communicated by the MHRD vide letter No.F.56-7/2012-Desk (U) dated 09-11-2012, and letter F.No.56-7/2012-Desk (U) dated 21-05-2013 and published in the Gazette of India, Extraordinary, Part-III-Section-4, New Delhi, April 24, 2017**

ORDINANCE-29*

SCHOOL BOARD

(Under Statute 15(3) of Statutes of the Central Universities Act, 2009)

1. The Dean of the School shall be the Chairperson of the Board and shall convene and preside over the meetings of the Board.
2. 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, according to 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 two teachers from Colleges, maintained and affiliated, (wherever applicable) nominated by the Vice - Chancellor on the recommendations of the Board of Studies; and
 - (vii) 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.

3. Term of Office:

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

4. 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 on 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.

5. Quorum:

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

6. 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.

7. Rules of Business:

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

8. 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 which do not fall within the sphere of any Department in 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 frame general Rules for continuous internal evaluation and end-semester examinations;
- (j) To recommend to the Academic Council, the panel of examiners for the evaluation of thesis after considering proposals received in this regard from BoS;
- (k) To recommend to the Academic Council, the award of research Degrees to candidates who have been found qualified and fit to receive such Degrees;

- (l) To consider and act on any proposal regarding the welfare of the students of the Schools, which the council of students Affairs may submit;
- (m) 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
- n) 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.

***Approved by the Executive Council in its Meeting dated 09.04.2011, noted by the Govt. of India, as communicated by the MHRD vide letter No.F.56-7/2012-Desk (U) dated 09-11-2012, and letter F.No.56-7/2012-Desk (U) dated 21-05-2013 and published in the Gazette of India, Extraordinary, Part-III-Section-4, New Delhi, April 24, 2017**

ORDINANCE-30*

CONVOCATION

(Section 28 (o) of the Act and
Statute 29 of Statutes of the Central Universities Act, 2009)

1. Convocation:

Convocation for the purpose of conferring Degrees shall be held on such date and place as may be fixed by the Chancellor.

2. 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.

3. The Convocation shall consist of the body corporate of the University.

4. The Chancellor shall, if present, preside over the Convocations of the University held for conferring Degrees. If the Chancellor is unable to be present, the Vice Chancellor will preside over the Convocation.

5. At the Annual Convocation, the Vice Chancellor shall present a report of the year's work in the University.

6. 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.

7. 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.

8. **Fees:**

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

9. **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.

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.

10. **Academic Dress:**

The Academic Dress of the University for the Convocation shall be as prescribed by the University.

11. **Convocation Procedure:**

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

***Approved by the Executive Council in its Meeting dated 09.04.2011, noted by the Govt. of India, as communicated by the MHRD vide letter No.F.56-7/2012-Desk (U) dated 09-11-2012, and letter F.No.56-7/2012-Desk (U) dated 21-05-2013 and published in the Gazette of India, Extraordinary, Part-III-Section-4, New Delhi, April 24, 2017**

ORDINANCE-31*

AWARD OF FELLOWSHIP, SCHOLARSHIPS, STUDENTSHIPS, MEDALS AND PRIZES

(Under Section 28 (1) (f) and 6 (1) xii of the Central Universities Act, 2009)

1. In order to encourage meritorious and deserving students to pursue Courses 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 subject to be awarded to the students of the University/Affiliated Colleges (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 subject will be awarded Scholarship, the quantum of which shall be decided by the University from time to time.
5. All types of Scholarships and Freeships shall be administered by a Committee 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 Affiliated Colleges/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 objects 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.

***Approved by the Executive Council in its Meeting dated 09.04.2011, noted by the Govt. of India, as communicated by the MHRD vide letter No.F.56-7/2012-Desk (U) dated 09-11-2012, and letter F.No.56-7/2012-Desk (U) dated 21-05-2013 and published in the Gazette of India, Extraordinary, Part-III-Section-4, New Delhi, April 24, 2017**

ORDINANCE-32*

BOARD OF RESEARCH STUDIES

(Under Section 28 (1) (I) and (O) of the Central Universities Act)

1. There shall be a Board of Research Studies comprising of the following:
 - (i) Vice-Chancellor / PVC – Chairperson - *Ex-officio*
 - (ii) Deans of Schools of Studies - Members - *Ex-officio*
 - (iii) Heads of Departments - Members - *Ex-officio*
(not exceeding 5, by rotation)
 - (iv) Professors other than Deans of Schools and Heads of Departments - Members - *Ex-officio*
(not exceeding 5, by rotation)
 - (v) Four Associate Professors to be nominated by the Vice-Chancellor representing different disciplines in the University - Members
 - (vi) Four external experts to be nominated by the Vice-Chancellor representing different disciplines in the University - Members
 - (vii) Registrar - Secretary - *Ex-officio*
2. Subject to the overall guidance of the Academic Council, the Board of Research Studies shall perform, inter-alia, the following functions:
 - (i) To prepare a perspective of research and major thrust areas for research, if any, in the disciplines under its purview;
 - (ii) To evaluate institutional research projects for funding by national/international agencies;
 - (iii) To review the current status of research in each department and critically examine the progress thereof from time to time;
 - (iv) To indicate the priority areas of research in the departments particularly with reference to the role and responsibility of the University under Section 6 (1) (i) and (xi) of the Central Universities Act taking into account the facilities available in the University and also create facilities wherever necessary in keeping with the major thrust areas accepted for the concerned Departments and individual interest of the members of the faculty;
 - (v) To evolve norms for consultancy and sharing of revenue between the Principal Investigator and the University for approval of the Executive Council; and
 - (vi) To perform such other functions as may be assigned to it by the Academic Council.
3. The Board of Research Studies shall meet at least twice a year.
4. The Board of Research Studies may determine its own procedure for working.

5. The quorum of the Board shall be one-third of the total members;
6. The term of Office of the members other than *ex-officio* members shall be for a period of three years.

***Approved by the Executive Council in its Meeting dated 09.04.2011, noted by the Govt. of India, as communicated by the MHRD vide letter No.F.56-7/2012-Desk (U) dated 09-11-2012, and letter F.No.56-7/2012-Desk (U) dated 21-05-2013 and published in the Gazette of India, Extraordinary, Part-III-Section-4, New Delhi, April 24, 2017**

AMENDED ORDINANCE-33**

Existing DEPARTMENTS OF STUDIES AND DUTIES OF DEPARTMENT (Under Statute 15(5) (b) of the Central Universities Act, 2009)	Amended CONSTITUTION, FUNCTIONS AND DUTIES OF THE DEPARTMENTS IN THE SCHOOL (Under Statute 15(5) (b) of the Central Universities Act, 2009)
1. Members nominated: (1) Two teachers (Conveners UG and PG Programs) of the University who are experts in allied or cognate subject dealt within the Department to be nominated by the Academic Council for a period of two years, provided that no such teacher shall be nominated as a member of more than two Departments. (2) Not more than two persons, not engaged in teaching in the University and having expert knowledge of the subject or subjects dealt within the Department of Centre, may be nominated as members by the Board of the School concerned for a period of two years.	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. Deleted
2. Duties of the Departments of Centre: The Duties of a Department shall be: a) to recommend to the Board of the School concerned names of examiners in respect of the subject or subjects dealt with by the Department as the case may be;	Deleted
b) to recommend to the admissions Committee (Committee for Advanced Studies and Research) applications for candidates for admission to the research degree along with details of the subjects to be assigned to the candidates and the names of the teachers in the Department to be appointed as Supervisor;	No Change
c) to approve the subjects for dissertations at the Master's level.	No Change
d) To approve the pattern and schedule of seasonal evaluation for each course offered by the Department ; e) To allocate teaching work to the teachers and frame the time-table in accordance with the general time-table of the School or Schools concerned and the university; f) To make proposals regarding the creation and abolition of teaching posts; g) To make proposals to the Committee for Advanced Studies and Research regarding research projects to be taken up by the members of the Department or Centre, as the case may be, either individually or in groups;	No Change No Change No Change No Change

h) to recommend to the Board concerned courses of studies;	to recommend to the Board of Studies concerned the courses of studies;
i) to approve syllabi and prescribe text-books for the courses of study;	to recommend to the Board of Studies syllabi and text-books for the courses of study;
j) to appoint from amongst its teachers advisers to students; and k) to perform such other functions as may be assigned to it by the School concerned. 3. Quorum: The quorum for a meeting of a Department or Centre shall be one-third of the total members of the Department, as the case may be.	No Change No Change No Change

***Framed/Amended by the Executive Council in its 17th meeting dated 25.08.2015 and approved by the President of India in his capacity as Visitor of the Vishwavidyalaya vide Id Note No. CIII-07027/1/2016-CA-III dated 21.03.2018 as communicated by the MHRD vide letter No. F. 56- 5/2016- CU. IV dated: 26.03.2018, and were published in the Gazette of India on 27 June 2018**

AMENDED ORDINANCE-34**

APPOINTMENT OF EXAMINERS

(Under Section 28 (1) (g) of the Act and
Statute 12(2)(xiv)] of the Statutes of the Central Universities Act, 2009)

Existing	Amended
I. Continues Assessment and End-Semester Examinations of the University: Continuous assessment and end semester examinations of the University shall be conducted by the faculty member concerned who will also decide the format of the examination after consultation and approval of the Head of the Department / Dean of School concerned.	Deleted and substituted by : 1. Mid-Semester Examination and Continuous Assessment: Mid semester examinational and Continuous assessment shall be conducted by the Course Coordinator concerned who will also decide the format of the examination after consultation and approval of the Board of Studies/Dean of School concerned. 2. End Semester Examination: Examiners for end-semester examinations shall be appointed by Board of Studies. Board of Studies can constitute a sub committee comprising three faculty members from amongst its member for recommending the names of examiners. The examiners so recommended shall be appointed as per Guidelines issued by UGC from time to time.
II. For University Entrance Examination: 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 by a Central University, the participating Universities will decide the norm of evaluation.	No Change However, it is numbered as 3.

* Framed/Amended by the Executive Council in its 17th meeting dated 25.08.2015 and approved by the President of India in his capacity as Visitor of the Vishwavidyalaya vide Id Note No. CIII-07027/1/2016-CA-III dated 21.03.2018 as communicated by the MHRD vide letter No. F. 56- 5/2016- CU. IV dated: 26.03.2018, and were published in the Gazette of India on 27 June 2018

ORDINANCE-35*

APPOINTMENT OF ADJUNCT FACULTY MEMBERS & SCHOLARS IN RESIDENCE

(Under Section 6(1) (viii), (xvi) and Section 28 (1) (o) of the Central Universities Act, 2009)

1. To encourage interdisciplinary collaboration in research and teaching, the Executive Council may appoint adjunct faculty members, who preferably are relatively younger and mid-career professionals and specialists, from other Universities / reputed research institutions / organizations (AEC, ICSSR, CSIR, ICAR, etc).
2. Such faculty should possess postgraduate or doctoral qualifications and have academic and research credentials; will be eligible for appointment as Adjunct Faculty in a University Department and may also include professionals and specialists from PSUs and business corporations,
3. The adjunct faculty member will be appointed on a tenure appointment for one academic year, or for two semesters.
4. They will be offered a token honorarium of up to Rs.1500/- per teaching hour/session, subject to a maximum of Rs.30, 000/- per month.
5. The host University will provide them suitable office-space to facilitate their working and interaction with students and peers.
6. There will not be more than 5 such members at any given time in the University.

SCHOLARS-IN-RESIDENCE

1. Senior professionals and specialists from research and professional organizations (for example AEC, ICSSR, CSIR, ICAR, etc.) and those with PSUs and business corporations, with postgraduate or doctoral qualifications and with academic and research credentials will be eligible for appointment as Scholar-in-Residence in a University Department.
2. NRI and PIO professionals and specialists, working in overseas organizations, will also be eligible for these positions. Similarly, these positions will be open to those overseas (non-Indian) professionals and specialists who have been dealing with India issues in their work.
3. The Scholar-in-residence will be appointed on a tenure appointment ranging between six months to twenty-four months and will be offered a consolidated remuneration of up to Rs.80,000/- a month, and a contingency grant of Rs.1,00,000/- per annum.
4. Besides, the host University will provide them suitable office-space and residential accommodation.
5. There will not be more than two such members at any given time in the University.

The Vice-Chancellor after consulting the person concerned and the Heads of two concerned Department/Centre/Institute shall make his recommendation to the Executive Council for appointment as an adjunct faculty member/scholar in residence.

***Approved by the Executive Council in its Meeting dated 09.04.2011, noted by the Govt. of India, as communicated by the MHRD vide letter No.F.56-7/2012-Desk (U) dated 09-11-2012, and letter F.No.56-7/2012-Desk (U) dated 21-05-2013 and published in the Gazette of India, Extraordinary, Part-III-Section-4, New Delhi, April 24, 2017**

ORDINANCE-36*

EQUIVALENCE COMMITTEE FOR RECOGNITION OF EXAMINATIONS/DEGREES

(Under Section 28 (1) (0) of the Central Universities Act, 2009)

Composition:

There shall be an Equivalence Committee consisting of the following members:

- | | |
|---|-----------|
| (1) Pro-Vice-Chancellor
or nominee of Vice-Chancellor | Chairman |
| (2) Deans of the Schools | 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 |

Functions:

The functions of this Committee shall be:

1. To examine and recommend to the Academic Council equivalence of such examinations/degrees as may be referred to it from time to time including those of foreign Universities.
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. The Committee may invite a domain expert, wherever necessary, to assist in its functioning.

Rules of Business:

The Committee shall frame the Rules of business and lay down guidelines for consideration and approval of the Academic Council. The Academic Council may delegate any of its powers, in this behalf, to the Equivalence Committee.

***Approved by the Executive Council in its Meeting dated 09.04.2011, noted by the Govt. of India, as communicated by the MHRD vide letter No.F.56-7/2012-Desk (U) dated 09-11-2012, and letter F.No.56-7/2012-Desk (U) dated 21-05-2013 and published in the Gazette of India, Extraordinary, Part-III-Section-4, New Delhi, April 24, 2017**

ORDINANCE-37*

POWERS AND FUNCTIONS OF DEAN STUDENTS' AFFAIRS

(Under Section 28 (1) (l) and (o) of the Central Universities Act, 2009)

1. The Dean of students affairs in the University shall look after the general welfare of the students as also provide appropriate encouragement for sound and fruitful relationship between the intellectual and social life of the students and for those aspects of the University life outside the class-room which contribute to their growth and development as mature and responsible human beings.
2. The Dean of student's affairs shall be the Head of the Department so far as Hostels, Sports, Health Centre, University Cultural Committee and Day Scholars are concerned.
3. The Dean of Students affairs, inter-alia, will arrange for the guidance of and advice to the students of the University in matters relating to :
 - (i) organization and development of students' bodies;
 - (ii) counseling and Students' guidance facilities;
 - (iii) liaison with Students' Affairs Committee;
 - (iv) extra-curricular and sports activities of students'
 - (v) promotion of students' participation in co-curricular and social activities;
 - (vi) students financial aid;
 - (vii) student-faculty and students-administration relationship;
 - (viii) career advice services;
 - (ix) health and medical services for the students;
 - (x) residential life of the students;
 - (xi) arranging facilities for educational tours and excursion for students;
 - (xii) securing facilities for students for further studies in the country and /or abroad;
 - (xiii) Alumni activities.
4. The Dean of students affairs will exercise such powers and perform such duties in the pursuit of the above objectives as may be assigned to him from time to time by the Vice-Chancellor.

***Approved by the Executive Council in its Meeting dated 09.04.2011, noted by the Govt. of India, as communicated by the MHRD vide letter No.F.56-7/2012-Desk (U) dated 09-11-2012, and letter F.No.56-7/2012-Desk (U) dated 21-05-2013 and published in the Gazette of India, Extraordinary, Part-III-Section-4, New Delhi, April 24, 2017**

ORDINANCE-38*

FLOATING POSTS

(Under Section 28 (o) of the Central Universities Act, 2009)

1. There shall be a few floating posts of Professors, the number of which shall depend on the posts sanctioned by the University Grants Commission from time to time and as approved by the Executive Council of the University.
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 course.

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'.

Persons appointed under these posts shall be eligible to draw the pay last drawn or as fixed by the Executive Council in accordance with the U.G.C. Guidelines in this regard.

***Approved by the Executive Council in its Meeting dated 09.04.2011, noted by the Govt. of India, as communicated by the MHRD vide letter No.F.56-7/2012-Desk (U) dated 09-11-2012, and letter F.No.56-7/2012-Desk (U) dated 21-05-2013 and published in the Gazette of India, Extraordinary, Part-III-Section-4, New Delhi, April 24, 2017**

AMENDED ORDINANCE-39*

**ADMISSION, ENROLLMENT, MIGRATION AND TRANSFER OF STUDENTS
(Under Section 28 (1) (0) of the Central Universities Act, 2009)**

1. Admission:

No student shall be eligible for admission to any Under-Graduate or Post-Graduate Program 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 Program/s by this University.

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 Principal of the College last studied testifying the record of attendance and conduct of the student.

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

2. Enrollment:

The University shall assign an enrollment number to every student admitted to the privilege of the University.

3. Transfer:

Transfer of a student from one affiliated College to another (wherever applicable) during a particular program of study shall be permitted only on the production of:

- (i) A transfer/no objection certificate issued by the Principal of the College from which the migration is sought;
- (ii) Certified copies of the report of attendance against his name in the register of students of the College concerned; and
- (iii) A certificate from the University / College testifying to the conduct of the student.

*** Reframed by the Executive Council in its 16th meeting dated 14.05.2015 as per the advice of the UGC and approved by the President of India in his capacity as Visitor of the Vishwavidyalaya, vide Id Note No. CIII- 07027/1/2016-CA-III dated 21.03.2018 as communicated by the MHRD vide letter No. F. 56- 5/2016- CU. IV Dated: 26.03.2018, and were published in the Gazette of India on 27 June 2018.**

ORDINANCE-40*

DEANS' COMMITTEE

(Under Section 28 (1) (l) and (o) of the Central Universities Act, 2009)

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 50% of the total number.
6. The rules of conduct of meetings shall be as may be prescribed by Regulations in this regard.

***Approved by the Executive Council in its Meeting dated 09.04.2011, noted by the Govt. of India, as communicated by the MHRD vide letter No.F.56-7/2012-Desk (U) dated 09-11-2012, and letter F.No.56-7/2012-Desk (U) dated 21-05-2013 and published in the Gazette of India, Extraordinary, Part-III-Section-4, New Delhi, April 24, 2017**

ORDINANCE-41*

CODE OF CONDUCT OF EMPLOYEES OF THE UNIVERSITY

(Under Section 6 (1) (xxi) of the Central Universities Act, 2009)

All employees (teaching and non-teaching) of the University shall be governed by the CCS (Conduct) and CCS (CCA) Rules of the Government of India issued from time to time.

***Approved by the Executive Council in its Meeting dated 09.04.2011, noted by the Govt. of India, as communicated by the MHRD vide letter No.F.56-7/2012-Desk (U) dated 09-11-2012, and letter F.No.56-7/2012-Desk (U) dated 21-05-2013 and published in the Gazette of India, Extraordinary, Part-III-Section-4, New Delhi, April 24, 2017**

ORDINANCE-42***COURSES OF STUDY****(Under Section 28 (b) of the Central Universities Act, 2009)**

1. There shall be courses/programs of study in the University for the Degrees in various Schools/Departments/Centers as under:

A - Under Graduate Programs

S. No.	Abbreviation	Nomenclature	Level	Minimum Duration	Eligibility
				Years Semesters	
01	B.A.	Bachelor of Arts	UG	03 06	10+2
02	B.Com.	Bachelor of Commerce	UG	03 06	10+2
03	B.Sc.	Bachelor of Science	UG	03 06	10+2
04	LL.B.	Bachelor of Laws	UG	03 06	UG
05	B. Pharm.	Bachelor of Pharmacy	UG	04 08	10+2
06	B. Lib. I. Sc.	Bachelor of Library and Information Science	UG	01 02	UG
07	B.J.M.C.	Bachelor of Journalism and Mass Communications	UG	01 02	UG
08	B.B.A.	Bachelor of Business Administration	UG.	03 06	10+2
09	B.C.A.	Bachelor of Computer Applications	UG.	03 06	10+2 with Maths at 10+2 Level
10	B.F.A.	Bachelor of Fine Arts	UG	04 08	10+2
11	B.A.-B.Ed.	Bachelor of Arts and Bachelor of Education (Four-year Integrated Program)	UG	04 08	10+2
12	B.Sc.-B.Ed.	Bachelor of Science and Bachelor of Education (Four-year Integrated Program)	UG	04 08	10+2
13	B. A. LL.B. (Hons.)	Bachelor of Laws (Five-year Integrated Program)	UG	05 10	10+2

B - Post Graduate Programs

01	M.A.	Master of Arts	PG	02 04	UG
02	M.Sc.	Master of Science	PG	02 04	UG

03	M.Com.	Master of Commerce	PG	02 04	B.Com.
04	M.J.M.C.	Master of Journalism and Mass Communication	PG	02 04	B.J.M.C.
05	LL.M.	Master of Law	PG	02 04	UG in Law
06	M.B.A.	Master of Business Administration	PG	02 04	UG
07	M. Pharm.	Master of Pharmacy	PG	02 04	B. Pharm.
08	M. Tech.	Master of Technology	PG	03 06	UG
09	M.C.A.	Master of Computer Applications	PG	03 06	UG with Maths at 10+2 level
10	M. Lib. I. Sc.	Master of Library and Information Science	PG	01 02	B. Lib. I. Sc.
11	M.Ed.	Master of Education	PG	01 02	B.Ed.
12	M.P.A.	Master of Performing Arts	PG	02 04	UG
13	M.S.W.	Master of Social Work	PG	02 04	UG

C - Research Programs:

01	Ph.D.	Doctor of Philosophy	Research	03 06	PG
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2. The Academic Council may modify and provide additional eligibility condition for any program.
3. There will be a National Level Entrance Test for admission to all the programs.
4. The Regulations in respect of all the Programs listed above shall be framed by the Academic Council.
5. In addition to the above the Academic Council shall have the power to introduce, modify or discontinue a program on the recommendations of the concerned School Committee.
6. The percentage of marks/CGPA as prescribed in the minimum eligibility criterion and allotted seats shall be approved by the Academic Council from time to time.
7. The Degrees/Diplomas/Certificates as decided by the University in the minimum eligibility conditions shall be from those Universities/ Institutions/ Boards which have been recognized by the University/UGC.

***Reframed by the Executive Council in its 16th meeting dated 14.05.2015 as per the advice of the UGC and approved by the President of India in his capacity as Visitor of the Vishwavidyalaya, vide Id Note No. CIII-07027/1/2016-CA-III dated 21.03.2018 as communicated by the MHRD vide letter No. F. 56- 5/2016- CU. IV Dated: 26.03.2018, and were published in the Gazette of India on 27 June 2018.**

ORDINANCE-43*

ADMISSION COMMITTEE

(Under Section 6(xviii)) of the Central Universities Act, 2009)

There shall be an Admission Committee in the University responsible for all admissions to the University in Diploma/UG/PG/M.Phil/Ph.D. courses. The constitution of the Admission Committee shall be approved by the Vice Chancellor of the University every year.

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. Provided that in case of Common Entrance Test to be conducted by the Central Universities together, the performance in such test will form the basis for subsequent admission process;
- iii. after the evaluation of the Admission test(s), a reasonable number of candidates from each category will be called for admission to the course concerned subject to their scoring the minimum cut-off marks in the entrance test for admission to different courses as prescribed by the Academic Council;
- iv. prepare the merit list based on the marks obtained by the candidates in the Admission Test and/or Interview;
- v. 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;
- vi. suggest methods to improve reliability and standard of the entrance test(s).

1.1 The members of the Committee shall hold office for a term of one academic year.

2.2 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.

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

***Approved by the Executive Council in its Meeting dated 09.04.2011, noted by the Govt. of India, as communicated by the MHRD vide letter No.F.56-7/2012-Desk (U) dated 09-11-2012, and letter F.No.56-7/2012-Desk (U) dated 21-05-2013 and published in the Gazette of India, Extraordinary, Part-III-Section-4, New Delhi, April 24, 2017**

AMENDED ORDINANCE-44*

**RESERVATION OF SEATS AND OTHER SPECIAL
PROVISIONS FOR ADMISSION**

(Under Section 7 of the Central Universities Act, 2009)

Existing	Proposed Amendment	Read after amendment
1. Reservation of Seat 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.	No Change	1. Reservation of Seat 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.
1.2 Candidates seeking admission under the reserved categories shall be required to fulfill the prescribed eligibility conditions for admission to the Course.	No Change	1.2 Candidates seeking admission under the reserved categories shall be required to fulfill the prescribed eligibility conditions for admission to the Course.
1.3 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.	No Change	1.3 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.
1.4 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.	No Change	1.4 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.
1.5 If sufficient numbers of Candidates are not available in OBC category, such vacant seats shall be transferred to the general category.	No Change	1.5 If sufficient numbers of Candidates are not available in OBC category, such vacant seats shall be transferred to the general category.
1.6 The relaxation of marks as given in Para 4.1 (c) and 4.2 (a) below will not be applicable to the candidates applying for the admission to Part time/Evening Courses in the University.	To be deleted	
2. Schedule Castes and Scheduled Tribes	No Change	2. Schedule Castes and Scheduled Tribes

2.1 22.5% of seats in all Courses will be reserved for Scheduled Castes and Scheduled Tribes candidates in the following order: 15% of seats will be reserved for Scheduled Castes and 7.5% for Scheduled Tribes. The reservation, as mentioned in sub-para (2.1) above, is interchangeable, i.e., if sufficient number of candidates in 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.	No Change	2.1 22.5% of seats in all Courses will be reserved for Scheduled Castes and Scheduled Tribes candidates in the following order: 15% of seats will be reserved for Scheduled Castes and 7.5% for Scheduled Tribes. The reservation, as mentioned in sub-para (2.1) above, is interchangeable, i.e., if sufficient number of candidates in 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.
2.2 27% of seats will be reserved for OBC candidates.	No Change	2.2 27% of seats will be reserved for OBC candidates.
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.	No Change	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.
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.	No Change	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.
2.4 The Application Form of a candidate from such category must be submitted along with a Certificate of Verification from one of the following authorities:	No Change	2.4 The Application Form of a candidate from such 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.	No Change	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.	No Change	b. Chief Presidency Magistrate/Additional Chief Presidency Magistrate /Presidency Magistrate.
c. Revenue Officer not below the rank of Tehsildar.	No Change	c. Revenue Officer not below the rank of Tehsildar.
d. Sub-Divisional Officer of the area	No Change	d. Sub-Divisional Officer of the area where

where the candidate and/or his/her family normally resides.		the candidate and/or his/her family normally resides.
e. Administrator/Secretary to Administrator/ Development Officer (Laccadive and Minicoy Islands).	No Change	e. Administrator/Secretary to Administrator/ Development Officer (Laccadive and Minicoy Islands).
f. An Application Form received without certificate shall be rejected	No Change	f. An Application Form received without certificate shall be rejected
2.5 (a) The Vacant seat of SC/ST which could not be filled due to non-availability of either Scheduled Caste or Scheduled Tribe candidates, or both, in an academic session may be thrown open to the general category in that year and an intimation to this effect may be given to the Special Commission for Scheduled Castes/Tribes of University Grants Commission and Ministry of Human Resource Development. (b) The above shall not be applicable to research degree programs i.e. for admission to M. Phil. and Ph.D. degree programs of the University.	No Change (b) The conversion of vacant SC/ST seats to general category seats shall not be applicable for admission to M. Phil. and Ph.D. degree programs of the University.	2.5. (a) The Vacant seat of SC/ST which could not be filled due to non-availability of either Scheduled Caste or Scheduled Tribe candidates, or both, in an academic session may be thrown open to the general category in that year and an intimation to this effect may be given to the Special Commission for Scheduled Castes/Tribes of University Grants Commission and Ministry of Human Resource Development. (b) The conversion of vacant SC/ST seats to general category seats shall not be applicable for admission to M. Phil. and Ph.D. degree programs of the University.
3. Special provision for Admission:	No Change	3. Special provision for Admission:
3.1 Players	No Change	3.1 Players
Two (2) supernumerary seats for players (Sports Seat) shall be available for each Undergraduate Programme of study. One (1) supernumerary seat shall be available for each Postgraduate Programme of study. Candidates shall be nominated by the Vice-Chancellor for the sports seat(s) on the recommendation of the Games and Sports Committee.	No Change	Two (2) supernumerary seats for players (Sports Seat) shall be available for each Undergraduate Programme of study. One (1) supernumerary seat shall be available for each Postgraduate Programme of study. Candidates shall be nominated by the Vice-Chancellor for the sports seat(s) on the recommendation of the Games and Sports Committee.

In order to be eligible for sports seats, the following conditions should be fulfilled:

- (i) The candidates should fulfill the minimum eligibility criteria for admission to the programme.
- (ii) The candidate should have appeared in the entrance test of the concerned programme and cleared the cut off marks, if any for qualifying in the entrance test.
- (iii) The candidate must fulfill the Association of Indian Universities (AIU) participation rules/ norms.
- (iv) The candidate should have played National (senior/junior/sub-junior/youth school/Games Federation of India) at least up to qualifying examination or should have secured a position in Zonal/Inter Zonal/ Direct All India up to 4th position Inter University Tournament of AIU games.
- (v) The merit of the qualified candidates for the admission in Sport Seats shall be decided by the Sport achievement marks awarded on the basis of certificates of achievements. Highest Sport achievement marks/ performance of a candidate will only be considered while counting the sports achievement marks.

Sport Achievement Marks in various categories

A-National (Senior/Junior/ Youth)			B-All India/Inter Zonal Inter university organized by AIU		
Position	Team	Individual	Position	Team	Individual
1 st Position	30	35	1 st Position	30	35
2 nd Position	25	30	2 nd Position	25	30
3 rd Position	20	25	3 rd Position	20	25
			4 th Position	15	15
			Vizy Trophy	10	-

In case of equal sports achievement points of candidates in a School, the inter-se ranking will be decided on the basis of the marks obtained in the

No Change

In order to be eligible for sports seats, the following conditions should be fulfilled:

- (i) The candidates should fulfill the minimum eligibility criteria for admission to the programme.
- (ii) The candidate should have appeared in the entrance test of the concerned programme and cleared the cut off marks, if any for qualifying in the entrance test.
- (iii) The candidate must fulfill the Association of Indian Universities (AIU) participation rules/ norms.
- (iv) The candidate should have played National (senior/junior/sub-junior/youth school/Games Federation of India) at least up to qualifying examination or should have secured a position in Zonal/Inter Zonal/ Direct All India up to 4th position Inter University Tournament of AIU games.
- (v) The merit of the qualified candidates for the admission in Sport Seats shall be decided by the Sport achievement marks awarded on the basis of certificates of achievements. Highest Sport achievement marks/ performance of a candidate will only be considered while counting the sports achievement marks.

Sport Achievement Marks in various categories are as follows:

A-National (Senior/Junior/ Youth)			B-All India/Inter Zonal Inter university organized by AIU			C-Zonal Inter University organized by AIU		
Position	Team	Individual	Position	Team	Individual	Position	Team	Individual
1 st Position	30	35	1 st Position	30	35	1 st Position	15	20
2 nd Position	25	30	2 nd Position	25	30	2 nd Position	10	15
3 rd Position	20	25	3 rd Position	20	25	3 rd Position	08	10
			4 th Position	15	15	4 th Position	05	08
			Vizy Trophy	10	-			

Entrance Test. And, if the marks obtained by candidates in the entrance Test is also equal; then the aggregate percentage of marks in the qualifying examination will be considered. If these are also equal then the candidate senior in age will be preferred.		In case of equal sports achievement points of candidates in a School, the inter-se ranking will be decided on the basis of the marks obtained in the Entrance Test. And, if the marks obtained by candidates in the entrance Test is also equal; then the aggregate percentage of marks in the qualifying examination will be considered. If these are also equal then the candidate senior in age will be preferred.
3.2 N. C. C. Cadets	No Change	3.2 N. C. C. Cadets
The following benefit will be given on the basis of N.C.C. certificates produced by the candidates: (i) 5% of total marks of Entrance Test will be added to the marks obtained in the Entrance Test for those candidates who have "C" certificate. (ii) 4% of total marks of Entrance Test will be added to the marks obtained in the Entrance Test for those candidates who have "B" certificate. (iii) 3% of total marks of Entrance Test will be added to the marks obtained in the Entrance Test for those candidates who have "A" certificate. (iv) For candidate having more than one NCC certificates, the benefit of only the highest category of the certificate shall be permitted.	No Change	The following benefit will be given on the basis of N.C.C. certificates produced by the candidates: (i) 5% of total marks of Entrance Test will be added to the marks obtained in the Entrance Test for those candidates who have "C" certificate. (ii) 4% of total marks of Entrance Test will be added to the marks obtained in the Entrance Test for those candidates who have "B" certificate. (iii) 3% of total marks of Entrance Test will be added to the marks obtained in the Entrance Test for those candidates who have "A" certificate. (iv) For candidate having more than one NCC certificates, the benefit of only the highest category of the certificate shall be permitted.
3.3 N. S. S. Volunteers	No Change	3.3 N. S. S. Volunteers
2% marks of total marks of Entrance Test will be added to the marks obtained in the Entrance Test for those NSS volunteers who have attended two 10 days' special Camps and one national Integration Camp. Relaxation of marks given on the basis of NSS Certificates shall be permissible on the production of relevant	No Change	2% marks of total marks of Entrance Test will be added to the marks obtained in the Entrance Test for those NSS volunteers who have attended two 10 days' special Camps and one national Integration Camp. Relaxation of marks given on the basis of NSS Certificates shall be permissible on the production of relevant Certificates.

Certificates.		
3.4 Physically Challenged 1. Relaxation to the extent of 5% marks in the qualifying examinations shall be given to the physically challenged candidates. 2. Reservations of 03% of the seats in any programme may be reserved Persons with Disability (PwD)/Differently-enabled persons on horizontal basis.	No Change 2. Reservations not less than 05% of the seats in any programme shall be made for Persons with benchmark disabilities on horizontal basis. 3. The persons with benchmark disabilities shall be given an upper age relaxation of five years for admission in any program.	3.4 Physically Challenged 1. Relaxation to the extent of 5% marks in the qualifying examinations shall be given to the physically challenged candidates. 2. Reservations not less than 05% of the seats in any programme shall be made for Persons with benchmark disabilities on horizontal basis 3. The persons with benchmark disabilities shall be given an upper age relaxation of five years for admission in any programme.
a Foreign Students (a) The admission of foreign students may not exceed 10% of the total number of students admitted to a program subject to: (i) Their qualifying in the special entrance test conducted online for the purpose and satisfying other conditions as laid down from time to time by the Academic Council. (ii) Sponsored candidates from Institutes/University with whom the University has signed a Memorandum of Understanding (MOU). (b) In addition to the above provision the foreign candidates sponsored by the Government of India, may also be admitted as per the conditions provided in various schemes. (c) Every foreign student shall have to undergo a medical test (including test for AIDS) within a week from the date of admission. (d) Foreign students admitted to a programme shall produce student visa within one month after completion of the admission. In case of failure to produce such certificate within the stipulated period the admission shall stand cancelled.	4. Foreign Students No change No change No change No change No change To be Deleted	4. Foreign Students (a) The admission of foreign students may not exceed 10% of the total number of students admitted to a program subject to: (i) Their qualifying in the special entrance test conducted online for the purpose and satisfying other conditions as laid down from time to time by the Academic Council. (ii) Sponsored candidates from Institutes/University with whom the University has signed a Memorandum of Understanding (MOU). (b) In addition to the above provision the foreign candidates sponsored by the Government of India, may also be admitted as per the conditions provided in various schemes. (c) Every foreign student shall have to undergo a medical test (including test for AIDS) within a week from the date of admission. (d) Foreign students admitted to a programme shall produce student visa within one month after completion of the admission. In case of failure to produce such certificate within the stipulated period the admission shall stand cancelled.

Application for admission should be submitted to the Dean/Head of the Department concerned.		
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***Amended by the Executive Council in its Meeting held on 24.01.2018 as per advice of UGC/MHRD.**

ORDINANCE-45*

STUDENT'S DISCIPLINE

(Section 6 (xxii) of the Act and
Statute 28(1) of the Statutes of the Central Universities Act, 2009)

1. Discipline:

Discipline of students includes the observance of good conduct and orderly behavior by the students of the University;

2. Observance of Discipline:

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 carry 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. The loss of the Identity Card, whenever it occurs, shall immediately be reported in writing to the competent authority;

2.5 Any Student found guilty of impersonation or of giving a false name shall be liable to disciplinary action;

2.6 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:

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, the auditorium and the Play Ground etc.;

3.3 Disobeying the instructions of teachers or the authorities;

3.4 Misconduct or misbehavior of any nature at the time of election to the student bodies or at meetings or during curricular or extra-curricular activities of the University;

- 3.5 Misconduct or misbehavior of any nature at the Examination Centre;
- 3.6 Misconduct or misbehavior of any nature towards a teacher or any employee of the University or any visitor to the University;
- 3.7 Causing damage, spoiling or disfiguring the property/equipment of the University;
- 3.8 Inciting others to do any of the aforesaid acts;
- 3.9 Giving publicity to misleading accounts or rumour amongst the students;
- 3.10 Mischief, misbehaviour and/or nuisance committed by the residents of the hostels;
- 3.11 Visiting places or areas declared as 'out of bounds' for the students;
- 3.12 Not carrying the Identity cards issued by the Proctor;
- 3.13 refusing to produce or surrender the Identity Card as and when required by Proctorial and other Staff of the University;
- 3.14 Any act and form of sexual harassment, ragging or discrimination on the basis of caste, category, religion, race;
- 3.15 Engaging in unlawful activities that includes membership of banned organizations, organizing meetings and processions without due permission of the competent authorities; and
- 3.16 Any other conduct which is considered to be unbecoming of a student.

4. Punishment:

Students found guilty of breach of discipline shall be liable to such punishment, as prescribed below:

- 1) Fine;
- 2) Ban from Campus;
- 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' Affairs
- (3) Deans of the Schools
- (4) Warden, who shall be invited, when the matter concerning his/her Hall of Residence is required to be placed before the Committee for consideration
- (5) 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.

- (i) 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.
- (ii) 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.
- (iii) 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.
- (iv) 50% of the total members shall constitute the quorum for a meeting of the said Committee.

***Approved by the Executive Council in its Meeting dated 09.04.2011, noted by the Govt. of India, as communicated by the MHRD vide letter No.F.56-7/2012-Desk (U) dated 09-11-2012, and letter F.No.56-7/2012-Desk (U) dated 21-05-2013 and published in the Gazette of India, Extraordinary, Part-III-Section-4, New Delhi, April 24, 2017**

ORDINANCE-46*

VISITING PROFESSORS

(Under Section 6(xvi) of the Act and
Statute 12 (xviii) of the Statutes of the Central Universities Act, 2009)

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 or a person who has achieved distinction outside the University sector, should be considered for appointment as Visiting Professor.
2. The maximum tenure of appointment of a Visiting Professor shall be two years and the minimum – not less than three months.
3. The University may appoint a person up to the age of 70 years as a Visiting Professor.
4. 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.
5. If a superannuated person from another university is appointed as a Visiting Professor, the honorarium payable should not exceed Rs.15,000/- p.m. excluding any superannuation benefits.
6. A person appointed as Visiting Professor from outside the country shall be paid an honorarium of up to Rs.20,000/- p.m.
7. 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.
8. It is expected that when a serving person is appointed as Visiting Professor, the parent University would give him/her duty leave without pay.
9. 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.
10. Guest House accommodation will be provided free of charge by the host University, but food charges would be paid by the Visiting Professor.

***Approved by the Executive Council in its Meeting dated 09.04.2011, noted by the Govt. of India, as communicated by the MHRD vide letter No.F.56-7/2012-Desk (U) dated 09-11-2012, and letter F.No.56-7/2012-Desk (U) dated 21-05-2013 and published in the Gazette of India, Extraordinary, Part-III-Section-4, New Delhi, April 24, 2017.**

ORDINANCE-47*

GAMES AND SPORTS COMMITTEE (Under Section 28(I) of the Central Universities Act, 2009)

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' Affairs
 - (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 Ex-Officio Secretary
- (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 Physical Education will operate the budget under the supervision of DOSA.

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

50% of the total members shall form the quorum for a meeting of the Committee.

***Approved by the Executive Council in its Meeting dated 09.04.2011, noted by the Govt. of India, as communicated by the MHRD vide letter No.F.56-7/2012-Desk (U) dated 09-11-2012, and letter F.No.56-7/2012-Desk (U) dated 21-05-2013 and published in the Gazette of India, Extraordinary, Part-III-Section-4, New Delhi, April 24, 2017.**

ORDINANCE-48*

COMMITTEE ON EQUIVALENCE OF EXAMINATIONS (Under Section 28(1) (g) of the Central Universities Act, 2009)

1. There shall be a standing Committee of the Academic Council on Equivalence of Examinations consisting of the following members, namely:
2. **The functions of the Committee shall be**
 - (1) to consider the proposal in respect of the recognition of new 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 as equivalent to the corresponding Examinations of the University;
 - (2) to report to the Academic Council on all matters, which are referred to it;
 - (3) to consider requests for recognition of Examinations received from other Universities and Institutions and submit its recommendations to the Academic Council; and
 - (4) 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.
3. Not less than half the total number of members of the Committee shall constitute the quorum for a meeting of the Committee.

***Approved by the Executive Council in its Meeting dated 09.04.2011, noted by the Govt. of India, as communicated by the MHRD vide letter No.F.56-7/2012-Desk (U) dated 09-11-2012, and letter F.No.56-7/2012-Desk (U) dated 21-05-2013 and published in the Gazette of India, Extraordinary, Part-III-Section-4, New Delhi, April 24, 2017.**

ORDINANCE-49*

PROCTOR

(Under Statute 28 (1) (o) of the Central Universities Act, 2009)

1. The Proctor shall be appointed by the Vice-Chancellor from amongst the 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 re-appointment.
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. 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 :
 - (1) monitor the disciplinary climate prevailing in the student community;
 - (2) 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;
 - (3) 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
 - (4) issue all orders relating to disciplinary proceedings against students.
10. The Proctor shall make arrangement for the maintenance of Cycle/Scooter Stands in the Schools.

11. The Proctor shall maintain liaison with the local Administration in matters regarding the law and order situation in the University Campus.
12. The Proctor shall have the power:
 - (1) 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;
 - (2) to suspend a student from the University up to a maximum period of two weeks; and
 - (3) to impose a fine as prescribed from time to time.
13. 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.
14. Foreign students welfare (visa etc.)
15. VIP Security
16. Protection of University property

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

***Approved by the Executive Council in its Meeting dated 09.04.2011, noted by the Govt. of India, as communicated by the MHRD vide letter No.F.56-7/2012-Desk (U) dated 09-11-2012, and letter F.No.56-7/2012-Desk (U) dated 21-05-2013 and published in the Gazette of India, Extraordinary, Part-III-Section-4, New Delhi, April 24, 2017.**

ORDINANCE-50*

TRANSFER OF CREDITS

(Under Section 6(2) (iv) of the Central Universities Act, 2009)

This Ordinance is aimed at providing a framework for promoting and facilitating the Inter-university transfer and mobility of students across different Universities in India and abroad. 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 student(s) from other University(ies).

In the absence of a national qualification framework and credit transfer scheme, individual University 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

- 4) 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)

- f) National Institutes of Technology (NIT)
 - g) Indian Institutes of Science Education and Research (IISER)
 - h) Indian Institutes of Information Technology (IIIT)
 - i) Schools of Planning and Architecture (SPA)
 - j) All India Institute of Medical Sciences (AIIMS)
 - 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.
- 5) 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 the 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 Officer 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 GPA of 2 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 concerned in this regard shall be considered as final.

***Approved by the Executive Council in its Meeting dated 09.04.2011, noted by the Govt. of India, as communicated by the MHRD vide letter No.F.56-7/2012-Desk (U) dated 09-11-2012, and letter F.No.56-7/2012-Desk (U) dated 21-05-2013 and published in the Gazette of India, Extraordinary, Part-III-Section-4, New Delhi, April 24, 2017**

ORDINANCE-51*

VISITING FELLOW

(Under Section 6 (xvi) of the Act and
Statute 12(xviii) of the Statutes of the Central Universities Act, 2009)

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. The Visiting Fellow may be paid daily allowance not exceeding Rs.600/- per day for visits up to one month. For visits beyond one month, the rate may be as in the case of Visiting Professor.
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 in the same University, but the period of 3 months can be split up as desired by the University within the period of one year.

***Approved by the Executive Council in its Meeting dated 09.04.2011, noted by the Govt. of India, as communicated by the MHRD vide letter No.F.56-7/2012-Desk (U) dated 09-11-2012, and letter F.No.56-7/2012-Desk (U) dated 21-05-2013 and published in the Gazette of India, Extraordinary, Part-III-Section-4, New Delhi, April 24, 2017**

ORDINANCE-52*

APPOINTMENT OF FACULTY AGAINST SANCTIONED POSTS UNDER EXIGENT SITUATIONS

(Under Section 28 (1) of the Act and Statute 12 (2) (xviii) of the Statute of the University)

1. Since selection of Faculty against sanctioned position on regular basis takes time, especially in the case of the newly established Central Universities, the University may devise its own mechanism to appoint faculty on such terms and conditions as decided by the Executive Council.
2. Subject to fulfillment of qualifications and experience as prescribed and amended by the UGC from time to time, the University may identify faculty from other Universities and higher education institutions for such appointments.
3. The faculty so appointed may be taken for short / medium term engagement on the basis of deputation/lien and will not exceed a maximum of three years.
4. Such appointment shall be made against sanctioned positions and till such time that regular selections are made.
5. The emoluments and terms of service of such appointments shall be such as decided by the Executive Council.

***Approved by the Executive Council in its Meeting dated 09.04.2011, noted by the Govt. of India, as communicated by the MHRD vide letter No.F.56-7/2012-Desk (U) dated 09-11-2012, and letter F.No.56-7/2012-Desk (U) dated 21-05-2013 and published in the Gazette of India, Extraordinary, Part-III-Section-4, New Delhi, April 24, 2017**

AMENDED ORDINANCES-53*

LIBRARY COMMITTEE

(Under Statute 21 (1) of the Statutes of the Central Universities Act 2009)

1. There shall be a standing committee of the Academic Council called the Library Committee.

The Library Committee shall consist of the following:

- a. Vice-Chancellor or his nominee- Chairman
- b. Deans of Schools
- c. Dean Students Welfare
- d. One Professor from each of the Schools to be nominated by the Vice-Chancellor
- e. Deleted
- f. Librarian (Ex-officio member and Secretary)

2. The term of office of the members of the University Library Committee, other than the ex-officio members, shall be one calendar year.

3. Subject to the general control of the Academic Council, the duties and functions of the Library Committee shall be:

- a) Exercise general supervision over the University Central Library, and all the other Libraries of the University.
 - b) Frame Regulations for the management and use of the Libraries, subject to the approval of the Academic Council.
 - c) allocated funds to various Departments, assess the requirements of the Library and other Libraries and frame budget to be submitted to the Authorities concerned;
 - d) submit to the Academic Council of the working of all the Libraries of the University annually;
 - e) recommend to the Executive Council the creation of any new post in the Libraries and;
 - f) Formulate and administer proposals concerning the development of libraries of the University.
4. The Committee shall meet at least twice in a year.
5. One-third of the total number of members shall constitute the quorum for a meeting of the Committee.
6. The convener shall issue to each member a Notice convening the meeting and a copy of the Agenda at least seven days before each Ordinary Meeting of the Committee. In case of the Extra ordinary Meeting, the notice and agenda has to be sent at least 24 hours before the meeting.

***Framed/Amended by the Executive Council in its 17th meeting dated 25.08.2015 and approved by the President of India in his capacity as Visitor of the Vishwavidyalaya vide Id Note No. CIII-07027/1/2016-CA-III dated 21.03.2018 as communicated by the MHRD vide letter No. F. 56- 5/2016- CU. IV dated: 26.03.2018, and were published in the Gazette of India on 27 June 2018**

Amended Ordinance-54*

On TERMS AND CONDITIONS OF APPOINTMENT OF HONORARY PROFESSORS AND EMERITUS PROFESSORS

(Under Statute 12 (2) (xviii) of the Statutes of the Central Universities Act 2009)

Existing	After Amendment
Honorary Professor:	Honorary Professor:
1. A distinguished scholar who is either in active service or on superannuation may be considered for appointment as Honorary Professor by the Executive Council on the recommendation of the Dean of the School or Vice-Chancellor.	1. A distinguished scholar who is either in active service or on superannuation may be considered for appointment as Honorary Professor by the Executive Council on the recommendation of the Vice-Chancellor.
2. The duration of the appointment shall be 3 years.	2. The duration of the appointment shall be 3 years.
3. Honorary Professor will not be paid any salary or remuneration. However, he/she will be provided local hospitality and travel expenses from the place of his/her residence to the University and back whenever he/she visits the University for delivering the lectures and for participating in any other academic activity of the School.	3. Honorary Professor will be paid a consolidated amount of Rs. 25,000 per month in lieu of local travel expenses and other expenses for engaging classes and take part in other academic activity. He/she shall be required to engage 25 hours per month in direct teaching in the Department.
	4. He/she will be provided office space and other facilities to carry out his/her research/ teaching activities during his/her tenure.
EMERITUS PROFESSOR	EMERITUS PROFESSOR
1. A Professor who has retired from the Dr. Harisingh Gour Vishwavidyalaya may be invited by the Executive Council to continue his/her research/teaching activities in the University as an Emeritus Professor after his/her superannuation.	1. A Professor who has retired from the Doctor. Harisingh Gour Vishwavidyalaya may be invited by the Executive Council to continue his/her research/teaching activities in the University as an Emeritus Professor after his/her superannuation.
2. The duration of appointment shall be 3 years with a provision for renewal.	2. The duration of appointment shall be 3 years with a provision for renewal. The upper age limit for Emeritus Professor shall be 75 years.
3. The Emeritus Professor will not be paid any salary or remuneration.	3. The Emeritus Professor will not be paid any salary or remuneration.
4. He/she will be provided office space and other facilities to carry out his/her research/teaching activities during his/her tenure.	4. He/she will be provided office space and other facilities to carry out his/her research/teaching activities during his/her tenure.

***Amendment made by the Executive Council in its Meeting held on 24.01.2018, and approved by the President of India in his capacity as the Visitor of the Vishwavidyalaya vide ID Note No.CIII-07027/1/2016-CA-III dated 20.12.2019.**

ORDINANCE-55*

ACADEMIC PROGRAMME COMMITTEE

(Under Statute 21 (1) of the Statutes of the Central Universities Act 2009)

- | | |
|-----|---|
| 1. | There shall be a Standing Committee to the Academic Council called Academic Programme Committee. |
| 2. | The Academic Programme Committee (APC) shall consist of the following: <ul style="list-style-type: none">a) Vice-Chancellor – Chairman.b) All Deans of Schools.c) The senior most Professor of the University.d) Dean of the Student Welfare.e) The Director of Faculty Affairsf) The Director of Academic Affairs – Convener |
| 3. | The APC has the following powers of the Academic Council: <ul style="list-style-type: none">(i) To prescribe qualifications for admission to various courses, to determine the intake of students in each course and to fix various external examination centers and other matters relating to the admission of the students.(ii) To recognize examinations, degrees, diplomas of other Universities and educational bodies as recommended by the equivalence committee for the purpose of admission to various programmes of the University.(iii) To consider the special cases of relaxation and deviation from the rules framed by the Academic Council and to make suitable recommendations.(iv) To approve the syllabi of various programmes of studies as recommended by concerned Boards of Studies and School Boards.(v) To consider the minutes of the School Boards/ Boards of Studies and to make suitable recommendations to the Academic Council.(vi) To approve the Academic Calendar of the University.(vii) To administer and manage all aspects of the Academic Programmes.(viii) To consider any other matter referred to it by the Vice-Chancellor or the Academic Council. |
| 4. | The APC shall meet at least twice in a year preferably 3 days before the meeting of the Academic Council. |
| 4.1 | At least 3 days notice should be given for the meeting of the APC and quorum for the meeting shall be half of the total members of the APC. |
| 4.2 | The Vice-Chancellor shall preside over the meeting of the APC. However, in his absence, the Pro-Vice-Chancellor or the Senior Most Professor available on duty shall act as the Chairman. |
| 4.3 | The Deputy Registrar/Assistant Registrar, Academic Affairs shall be the non-member Secretary of the APC. |

***Framed/Amended by the Executive Council in its 17th meeting dated 25.08.2015 and approved by the President of India in his capacity as Visitor of the Vishwavidyalaya vide Id Note No. CIII-07027/1/2016-CA-III dated 21.03.2018 as communicated by the MHRD vide letter No. F. 56- 5/2016- CU. IV dated: 26.03.2018, and were published in the Gazette of India on 27 June 2018**

ORDINANCE 56*

ON RESEARCH PROJECTS

(Under Section 28(O) of the Central Universities Act, 2009)

1. Definition:

- i. A 'research project' is defined hereunder as a 'scheme' or 'project' funded by a Government, semi-Government, autonomous body(ies), public sector undertaking(s), public/ private limited company(ies), private trust(s)/foundation(s) and registered body(ies). Funding from foreign organizations and such entities as agreed to by the University may be obtained with due permission of the Government of India. Such project funding shall be for the following purposes.
 - a. academic investigations.
 - b. development of technology.
 - c. monitoring and evaluation work.
 - d. training & development activities.
 - e. other extension activities including action research, and
 - f. carrying out surveys and documentation.
- ii. A 'University level' project is a project/scheme sanctioned to the University by an external funding agency.
- iii. An 'individual/inter-departmental/inter-institutional level project' is a project/scheme sanctioned to an individual teacher or a group of investigators of the University by an external agency.
- iv. A 'Department' means a department of centre of the University.

2. A teacher desirous of seeking financial support (referred to as Chief Investigator hereafter or such other designation given by the funding agency) from an external organization will prepare the project proposal as per the requirements of the funding/sponsoring organization concerned and also prepare a memorandum giving briefly the objectives of the project and also bringing about *inter alia* the way it is likely to support the general research area of the University.

3. The project will be forwarded by the Head of the Department to the Director, Research & Development (DoRD) for approval and the HOD shall report the matter to the Department.

- 4.**
- i. When securing a major project, if the funding agency stipulates execution of a Memorandum of Understanding or such other instruments the University shall consider signing of such a MoU after due scrutiny by a Committee constituted for the purpose by the Vice-Chancellor which may consist of the following:
 - a. Dean (s) of School(s) concerned.
 - b. HOD(s) concerned.
 - c. Principal Investigator.
 - d. Finance Officer.
 - e. Registrar.
 - ii. In cases where a project is offered to the University, the same shall be referred to the Academic Program Committee to scrutinize the terms and

conditions and recommend to the Academic Council for acceptance of modalities of operation of such projects.

5. Matters relating to application, operation including administration and financial management, and of assets of the project/scheme shall be laid down in the Regulations.
6. In cases where the Principal Investigator is the Head of the Department/Centre, the function of the HoD shall be performed by the Dean for the purpose of this Ordinance and the Regulation under this.
7. In respect of all other matters not covered under the above provisions of this Ordinance, the matter shall be referred to the Vice-Chancellor whose decision shall be final.

***Approved by the Executive Council in its 20th Meeting held on 07 December 2016.**

AMENDED ORDINANCE-57*

ON MEDALS FROM ENDOWMENT FUNDS (Under section 28(m) of the Central Universities Act 2009)

Existing		Proposed Amendment	Read After Amendment
1. Short Title:	Each Endowment shall be known after the person as specified by the donor.	No Change	
2. Amount of Endowment :	A minimum of Rs. 1,00,000/-(Rupees One Lakh) only	2. Amount of Endowment : A minimum of Rs. 2,50,000/- (Rupees Two Lakh Fifty Thousand) only	2. Amount of Endowment : A minimum of Rs. 2,50,000/- (Rupees Two Lakh Fifty Thousand) only
3. Manner by which the Endowment will be invested:	The amount of Rs. 1,00,000/- (Rupees One Lakh) shall be invested in a long term fixed deposit linked with a Savings Bank Account with a Nationalized Bank or any other Government Financial Institution in any suitable scheme, so that the interest accrued thereon is utilized for the award of a Medal.	3. Manner by which the Endowment will be invested: The amount Rs. 2,50,000/- (Rupees Two Lakh Fifty Thousand) only shall be invested in a long term fixed deposit linked with a Savings Bank Account with a Nationalized Bank or any other Government Financial Institution in any suitable scheme, so that the interest accrued thereon is utilized for the award of a Medal.	3. Manner by which the Endowment will be invested: The amount Rs. 2,50,000/- (Rupees Two Lakh Fifty Thousand) only shall be invested in a long term fixed deposit linked with a Savings Bank Account with a Nationalized Bank or any other Government Financial Institution in any suitable scheme, so that the interest accrued thereon is utilized for the award of a Medal.
4. Purpose of the Endowment :	The accrued interest of the Endowment from its Fixed Deposit Account for each year should be drawn rounded to nearest hundred rupees (from the Savings Bank Account) and should be utilized for the award of a Medal.	No Change	The accrued interest of the Endowment from its Fixed Deposit Account for each year should be drawn rounded to nearest hundred rupees (from the Savings Bank Account) and should be utilized for the award of a Medal.
5. Mode of Selection:	Medal will be awarded to the candidates securing maximum marks (1 st Rank) at the Final University examination in the year of award in the discipline(s) specified by the donor.	No Change	Medal will be awarded to the candidates securing maximum marks (1 st Rank) at the Final University examination in the year of award in the discipline(s) specified by the donor.
6. Time of Award:	The Medal shall be awarded in the Ceremony on 'Gour Jayanti' on 26 th November each year along with a citation. The citation in this regard shall be prepared by the Controller of Examinations of the Vishwavidyalaya.	No Change	The Medal shall be awarded in the Ceremony on 'Gour Jayanti' on 26 th November each year along with a citation. The citation in this regard shall be prepared by the Controller of Examinations of the Vishwavidyalaya.
7. Value of the Medal:	The value of the Medal awarded in a particular year shall be limited to 75 percent of the interest earned on the principal of the preceding year. The balance amount is to be added to the principal.	No Change	The value of the Medal awarded in a particular year shall be limited to 75 percent of the interest earned on the principal of the preceding year. The balance amount is to be added to the principal.
8. Period from which the Fund will be operated:	The first award of the Medal shall start after one year of the investment made after receipt of the endowment fund of the provided the result of the discipline in which the medal is to be awarded has been declared failing which medal shall be awarded in the succeeding year along with the award due in the next year.	No Change	The first award of the Medal shall start after one year of the investment made after receipt of the endowment fund of the provided the result of the discipline in which the medal is to be awarded has been declared failing which medal shall be awarded in the

			succeeding year along with the award due in the next year.
9. Custodian of the Endowment	The Finance Officer of the Vishwavidyalaya shall be the custodian of the Endowment Fund. S/he shall maintain all accounts in respect of the Endowment Funds.	No Change	The Finance Officer of the Vishwavidyalaya shall be the custodian of the Endowment Fund. S/he shall maintain all accounts in respect of the Endowment Funds.

***Amended by the Executive Council in its 28th Meeting held on 14 November 2022.**

ORDINANCE- 58*

ON DISTANCE EDUCATION

(Under Section 28 (1) (o) of the Central Universities Act, 2009)

1. Objective:

The objective of the Institute is to offer education through distance mode for various programs to the students desirous to continue further studies.

2. Admission:

The Institute will issue prospectus for admission containing application form, profile of the University, academic calendar, list of programs to be offered, number of seats in each program, eligibility criteria, fee structure, etc. on yearly basis. The Admission shall be given on first cum first serve basis.

3. Medium of Instruction and Examination:

- 3.1 The medium of instruction in respect of all Programs offered by the Institute of Distance Education (IDE) shall be English/Hindi, except in cases of studies in languages.
- 3.2 Question Papers of all examinations shall be set and can be answered in English/Hindi language, except in case of examinations in languages/literature, where the question papers shall be set and answered in the respective languages either in totality or in part, depending upon the requirements of the program.
- 3.3 Project Work / Project Report / Dissertation / Field Work Report etc, if any, shall be written in English/Hindi, except in case of the Programs of Studies in languages / literature, where the same shall be required to be written in the respective language.

4. Management and Administration:

- 4.1 There shall be an Institute of Distance Education (IDE) to run all the programs through distance mode to be offered by the University. The University shall appoint a Director who will be the head of the Institute and shall plan and coordinate all the activities of the Institute. The responsibilities of the Director shall be:
 - (i) Preparation of Academic Calendar, Prospectus including etc.
 - (ii) Organize Personal Contact Program (PCP) for each Program.
 - (iii) Consideration of appeals from students regarding the operational problems related to PCP.
 - (iv) Advertisement for admission.
- 4.2 Program Coordinator: For each Program, there shall be a Program Coordinator to be appointed by the Vice Chancellor. The responsibilities of the Program Coordinator shall be to conduct Personal Contact Program (PCP) and act as Internal Examiner in the practical examination, etc.

4.3 Examination Committee: There shall be an Examination Committee for each program consisting of Director, Dean of concern School and Program Coordinator. To conduct theory and practical examinations, the Examination Committee shall propose a panel of at least four external examiners out of which one shall be appointed by the Controller of Examinations for setting the paper and to conduct practical examination.

5. Personal Contact Program (PCP):

To improve the performance of the students in the examinations, there shall be personal contact classes in each program of about 96-100 hours for annual programs and 48-50 hours for semester programs; having class room lectures, teaching through PPT, etc. and addressing students doubts. It will be compulsory for all the students to attend the aforesaid contact classes at the University at his/her own cost. For attending the PCP prior information shall be given to all the students through email/post.

6. Examination System:

All Programs (i.e. Certificate, Diploma, Post Graduate Diploma, UG and PG Programs) shall be offered under Semester/Annual System, as the case may be. The evaluation shall include two types of assessments continuous or formative in the form of assignments with weightage of maximum 30% and summative assessment in the form of term-end examination with not less than 70% for all the programs whether under Semester/Annual basis, as the case may be.

7. Assignments

The assignment of each paper shall be of maximum 30 Marks or as the case may be. All Questions shall be compulsory.

8. Term End Examination

The term-end examination of each paper shall be of not less than 70 Marks or as the case may be.

9. Attendance:

No student shall be permitted to appear in the Term End/Annual examinations in the course in which he/she has secured less than 75% attendance in Personal Contact Program (PCP).

10. Conduct of Examination:

All examinations shall be conducted at the University Campus only.

11. Promotion & Progression:

A student shall be required to participate in Term-End/Annual Examination and submit the Assignments within prescribed date, failing which he/she shall be deemed to have NOT COMPLETED the course and shall be awarded the **"I" Grade**. Provided further that the **"I" Grade** shall also be awarded to a candidate in a course in which he/she has been declared **ineligible** to appear in the End-Semester/Annual Examination

of courses on account of not meeting the minimum prescribed attendance requirements for the PCP.

- 11.1 A student who has been awarded **"I" Grade** shall be required to re-register for the same course, when it is offered in the next semester(s)/Year
- 11.2 A candidate shall be deemed to have successfully completed a course except in case where he/she has been awarded the "I" Grade or "F" Grade.
- 11.3 A student who has successfully completed a course shall not be permitted to repeat the course to improve his/her grade.
- 11.4 A candidate shall be required to secure a minimum of 40% Marks, in the course taken, to successfully complete that course, failing which he/she shall be deemed to have failed in the course and shall be awarded the **"F" Grade**.
- 11.5 The **"F" Grade** once awarded shall stay in the grade card of the student and shall not be deleted even when he/she successfully completes the course later. The grade acquired later by the student will be indicated in the grade sheet of the subsequent semester/Year in which the candidate has appeared for clearance of the arrears.
- 11.6 If a student has been awarded "F" Grade, he/she shall be required to repeat only the Term End/Annual Examination *i.e.* he/she shall be required to reappear in Term End/Annual Examination of that course in the next session. The student shall not be permitted to re-submit the assignment. The marks obtained by him/her in the assignment shall be carried forward for declaring the result.
- 11.7 A student with **"F" Grade** in a course shall be permitted to/reappear in the End-Semester/Annual Examination of the Course along with the subsequent End Semester/Annual Examinations up to the maximum duration of that particular Program.
- 11.8 If a student secures **"F" Grade** in a Project Work / Project Report/Dissertation / Field Work Report / Training Report etc, he/she shall be required to resubmit the revised Project Work / Project Report/Dissertation / Field Work Report / Training Report etc as required by the evaluator(s). Provided further that a student shall be permitted to re-submit the Project Work / Project Report / Dissertation / Field Work Report / Training Report etc for a maximum of three times (including the first submission).
- 11.9 All students admitted to an Odd Semester shall be eligible for promotion to the Even Semester. To be eligible for promotion from an Even Semester to the Odd Semester, a student shall be required to successfully complete at least 50% of all the courses registered by him/her so far. All such students who are not promoted to the next semester shall be treated as Ex-Students and shall continue to remain so till they become eligible for promotion to the next semester.

12. Indiscipline and Unfair Means in Examination:

- 12.1 There shall be zero-tolerance against use of unfair means and practices in connection with examination and each examinee shall be required to strictly adhere to the instructions for taking

examination. Non adherence to such instructions shall attract disciplinary action.

12.2 Use of unfair means is strictly prohibited and shall invite serious disciplinary actions for anyone found using unfair means during any examination. Unfair practices and Unfair means relating to examination shall mean and include:

- (i) Exerting pressure, coercion and undue influence for postponement and change of dates and timings of examination
- (ii) Threatening the invigilator or any other behaviour amounting to insubordination as reported by the Invigilator / Centre Superintendent.
- (iii) Seeking favours from and/or threatening the examiners, paper setters, evaluators, invigilators, co-examinees or any other officer or staff of the University.
- (iv) Resorting to such practices and engaging into activities that are specifically prohibited during the course of examination
- (v) Keeping in possession of materials of any kind related to the subject of the examination concerned including mobile / cell phones / electronic aids, unless otherwise permitted as a component of examination and/or copying or attempting to copy from the materials in possession or from other persons within or outside the examination hall, the gadget shall be seized and examination of that paper shall stand cancelled, further the gadget shall not be returned to the candidate under any circumstances.
- (vi) Exchanging notes, inter-changing answer scripts, helping other examinees, seeking help from and/or consulting other examinees or any other person inside or outside the examination hall.
- (vii) Attempts of impersonation including writing some other candidate's registration number/ roll number in the answer paper and/or exchanging or attempting to exchange answer sheets or other materials during the course of examination.
- (viii) Sitting or occupying seats other than the one allotted to the candidate or changing the seat during the course of examination without the permission of the invigilator.
- (ix) Boycott/walkout of the examination and or causing disturbances of any kind during the conduct of examination.
- (x) Any other act of omission or commission as may be declared by the Executive Council as unfair means in respect of any or all the examinations, from time to time.

12.3 Detection of unfair means, indiscipline and disturbances during the examination shall be brought to the notice of the Centre Superintendent by the invigilator concerned in writing.

12.4 The Centre Superintendent shall report to the Controller of Examinations without delay, each case of alleged use of unfair

means in the examination with full details of the evidence in support thereof and the statement of the candidate concerned, if any, on the forms supplied by the Controller of Examinations for the purpose.

- 12.5 In case a candidate found using unfair means in examination refuses to make and sign the said statement, the incident shall be recorded by the Invigilator and countersigned by the Centre Superintendent.
- 12.6 The answer book of the candidate found using unfair means in the examination shall be seized and the candidate may be permitted to write remaining part of his/her examination on a separate answer-book to be issued to him/her. The Centre Superintendent shall send both the answer-books to the Controller of Examinations along with his/her report.
- 12.7 All individual cases of reported use of unfair means in examination shall be referred to the Examination Discipline Committee consisting of Dean, Students Welfare as Chairman, Director, IDE, two faculty members to be nominate by the Vice-Chancellor and Deputy Registrar (Exams) as Member Secretary on yearly basis. Provided that in case of use of unfair means on a mass scale at an examination centre, Vice-Chancellor shall have powers to cancel the examination of all the candidates appearing from the centre concerned and order re-examination an initiate further disciplinary action against all concerned.
- 12.8 Depending upon the extent and severity, the punishment for the use of Unfair Means may include:
- (i) Awarding **“I” Grade / “F” Grade** to the candidate in the particular examination in which the Unfair Means was used;
 - (ii) Awarding **“I” Grade / “F” Grade** in all examinations taken by the candidate during the semester;
 - (iii) Cancellation of admission from the University;
 - (iv) Rustication from the University and debarring the student from taking admission in any Program of Studies of the University for certain specified period of time; and
 - (v) Rustication from the University and debarring the student from taking admission in any Program of Studies of the University for ever;
- 12.9 The Examination Discipline Committee shall decide the extent, and magnitude of punishment to those found guilty of using Unfair Means in examination with due regard to the nature and extent of offence committed by a candidate in use of Unfair Means and shall ensure that the punishment is commensurate to the offence committed and in accordance with the principle of natural justice;
- 12.10 All decisions taken by the Committee will be placed before the Vice-Chancellor for approval.
- 12.11 A candidate found guilty of using Unfair Means in examination by the Examination Discipline Committee, may appeal to the Vice-

Chancellor, in writing, within one month of the receipt of the decision of the University; and if the Vice-Chancellor is satisfied that the representation merits consideration, he/she may refer the case back to the Examination Discipline Committee for reconsideration.

13. SUPPLEMENTARY EXAMINATION ONLY FOR ANNUAL SYSTEM:

- (i) Candidates securing less than 40% marks in individual papers will be a given supplementary. Such candidates can re-appear at the subsequent examination in the papers concerned.
- (ii) A candidate declared eligible for supplementary shall be required to clear the same in next two subsequent attempts. Any attempt un-availed of shall lapse automatically and after expiry of this period he will be deemed to have failed in the examination.
- (iii) An ex-student candidate seeking permission for re-admission to a subsequent examination shall submit his/her application on prescribed form to the Director Institute of Distance Education by the date fixed for the purpose together with such fees and documents as are required for him/her.
- (iv) The Vice-Chancellor may, if a candidate is failing at an examination or missing a division by one mark, condone deficiency of one mark. Where the deficiency is so condoned, one mark shall nowhere be added.

14. Program Development and Approval Processes

A Program Project Report is required to be prepared [as per the guideline of UGC(ODL) regulation 2017] before introducing any new Program duly approved by the Board of Studies of concerned department of regular mode, School Board and Academic Council. Credit Based System should be followed. as per the guideline of UGC(ODL) regulation 2017 in ODL mode one credit accounts for 30 study hours. In syllabi the content should be divided into Blocks and Units.

15. Grading System:

- 15.1 The University shall have **grading system** based on a **Ten (10) point scale** of evaluation of the performances of students in terms of marks, grade points, letter grade and class.
- 15.2 The total performance of a student within a semester shall be indicated by the Semester Grade Point Average (SGPA)/ and for annual system by Grade Point Average (GPA); and Weighted Average Marks (WAM); the grade sheet of a student in the final semester of a Program shall also include;

- (b) The SGPA/GPA and CGPA shall be rounded off to 2 decimal points and reported in the grade sheets (i) Cumulative Grade Point Average (CGPA); and (ii) Overall Weighted Percentage Marks (OWPM). The CGPA and OWPM being the real indicators of a student's performance. These shall be calculated as under:

$$\begin{aligned} \text{SGPA} &= (\sum C_i G_i) / (\sum C_i) \\ \text{WAM} &= (\sum C_i M_i) / (\sum C_i) \% \\ \text{CGPA} &= (\sum \sum C_{ni} G_{ni}) / (\sum \sum C_i) \\ \text{OWPM} &= (\sum \sum C_{ni} M_{ni}) / (\sum \sum C_{ni}) \% \end{aligned}$$

Where

C_i = number of credits in i^{th} course,
 M_i = marks obtained in the i^{th} course,
 G_i = grade point obtained in the i^{th} course,
 C_{ni} = number of credits of the i^{th} course of the n^{th} semester,
 M_{ni} = marks of the i^{th} course of the n^{th} semester,
 G_{ni} = grade points of the i^{th} of the n^{th} semester.

16. Course-Wise Letter Grade & Grade Point:

- 16.1 Accordingly, the percentage of marks obtained by a student in a Program will be indicated by a grade point and a letter grade on a **Ten (10)** point scale as under:

PERCENTAGE OF MARKS	GRADE POINT	LETTER GRADE
91-100	10	O (Outstanding)
75-90	9	A ⁺ (Excellent)
65-74	8	A (Very good)
55-64	7	B ⁺ (Good)
50-54	6	B (Above Average)
45-49	5	C (Average)
40-44	4	P (Pass)
0-39	0	F (Fail)
Absent	0	Ab (Absent)

- 16.2 A student obtaining Grade F shall be considered failed and will be required to reappear in the examination.

17. CGPA, Overall Letter Grade and Class:

- 17.1 The overall cumulative performance of a student shall be indicated by the Cumulative Grade Point Average (CGPA).
 17.2 The marks and the grades obtained in the courses corresponding to the maximum number of credits specified for completion of a Program will be taken into consideration in arriving at the OWPM with overall Letter Grade and Class, as under:

OWPM	LETTER GRADE	CLASS
91-100	O (Outstanding)	First Class (Outstanding)
75-90	A ⁺ (Excellent)	First Class
65-74	A (Very good)	First Class
55-64	B ⁺ (Good)	Second Class
50-54	B (Above Average)	Second Class

45-49	C	(Average)	Third Class
40-44	P	(Pass)	Pass Class

18. Grade Card:

18.1 The grade card issued at the end of the semester/year to each student will contain the following:

- (i) Marks obtained for each Course registered in the semester/Year
- (ii) Performance in each Course indicated by the letter grade
- (iii) Semester Grade Point Average (SGPA)/GPA of all the courses registered for that semester
- (iv) Weighted Average Marks (WAM) of all the courses registered for that semester
- (v) Cumulative Grade Point Average (CGPA),
- (vi) Overall Weighted Percentage of Marks (OWPM)
- (vii) The class and the grade of all the courses, after completing the Program.

19. Guidelines of UGC (ODL) regulation 2017 on Program Project Report (PPR)

The main contents of the Program Project Report are as follow:-

- (a) **Program's mission & objectives.**
- (b) **Relevance of the program with HEI's Mission and Goals.**
- (c) **Nature of prospective target group of learners.**
- (d) **Appropriateness of Program to be conducted in Open and Distance Learning. mode to acquire specific skills and competence.**
- (e) **Instructional Design:** Instructional Design includes Curriculum design, detailed syllabi, duration of the Program, faculty and support staff requirement, instructional delivery mechanisms, identification of media – print, audio or video, online, computer aided, and student support service systems. The Higher Educational Institution shall define the instructional design for each of the academic Programs to be offered through the Open and Distance Learning mode and shall map the credit hours for each course or module of the Program.
- (f) **Procedure for admissions, curriculum transaction and evaluation.**
- (g) **Requirement of the laboratory support and Library Resources:**
- (h) **Cost estimate of the Program and the provisions:** The cost estimate should indicate the amount assigned for Program development, delivery and maintenance.
- (i) **Quality assurance mechanism and expected Program outcomes.**

20. Self Learning Material

As per UGC (ODL) Regulation 2017, our university has prepared and approved the Program project Report (PPR) for the Institute of Distance Education. Based on the approved PPR, the self Learning Material (SLM) for each Program is to be prepared. However, as per the Regulation 2017 (Guidelines regarding preparation of SLM) for the time being, the SLM may be adopted or procured from the expert agencies or consultant without compromising on the quality.

21. CHANGE OF ADDRESS:

Self Learning Material and all communications will be sent to the students to the address given in the application form. Any change in the address should be intimated to the Institute immediately with enrolment number. The students are advised to make arrangement in the post office for getting the lessons and other letters redirected to their new address since the Institute will take at least a month to incorporate the new address.

22. FEE:

- (i) Fee structure should be decided by the University from time to time
- (ii) Fee once deposited shall not be refunded on any ground.
- (iii) Fee shall be deposited through electronic mode (Online) only.

23. CORRESPONDENCE:

All Correspondence pertaining to Institute of Distance Education must be addressed to the Director of the Institute.

23.1 Notwithstanding anything contained in this Ordinance, all matters related to the IDE shall be governed by the rules/ Notifications and procedures framed time to time by the Competent authority that are in force at that point of time.

24. DISPUTE:

Any doubt or dispute about the interpretation of this Ordinance shall be referred to the Vice-Chancellor, whose decision, in his capacity as the Chairman, Academic Council, shall be final. The Vice-Chancellor may modify, amend and/ or delete any of the clauses given in this Ordinance or add any clause(s) to this Ordinance, to facilitate the pursuit of excellence in teaching and learning, provided that any such modification, amendment, deletion, and addition shall be reported to the Academic Council at its next meeting for approval.

*** Made by the Executive Council in its Meeting held on 24.01.2018, and approved by the President of India in his capacity as the Visitor of the Vishwavidyalaya vide ID Note No.CIII-07027/1/2016-CA-III dated 20.12.2019.**

ORDINANCE-59*

ON EXCHANGE OF TEACHERS / EXPERTS

(Under Section 28 (1) (o) of the Central Universities Act, 2009)

Objectives	1. The broad objectives of the scheme are: i. to enable the University to invite distinguished teachers/ experts in various fields from other universities or institutions of higher learning; ii. to utilize as widely as possible the services of talented personnel in the universities and other centers of learning; iii. to provide opportunities for the staff and students engaged in advanced studies to come in close and fruitful contacts with distinguished persons in various fields of knowledge and to make expert advice and guidance available to research workers; iv. To provide opportunities to teachers of the University to collaborate in research with other centers, to interact with their peers by participating in academic programmes of other institutions and to get exposed to the larger national and international academic milieu; and v. To enable the colleges affiliated to the University to get the benefit of expertise of academicians from outside and to provide facilities to college teachers to widen their academic horizons. 2. The teachers/experts invited under the scheme may deliver a course of lectures, conduct seminars, participate in discussions and/or research and field work.
Selection under the Scheme	3. i. Scholar from outside the University a. Each Department shall prepare a list of scholars for invitation from other institutions by the end of March each year taking into account the weak areas in the University system, areas requiring special reinforcement, areas of excellence being systematically built and the eminent scholars likely to be available. b. The Vice-Chancellor will approve the list, amending it to the extent necessary, in consultation with the Deans' Committee. c. The Head of the Department will extend invitation on behalf of the University and fix the time of visit as early as possible, but

		not later than three months before the commencement of the semester in which the scholar is expected to visit the University. ii. University Scholars a. The University shall have agreement for a general long-term or specific short-term academic exchange programme with such departments of other Universities and other Institutions of higher learning, as may be approved by the Academic Council, under which the scholars of the two Institutions may collaborate in research, participate in teaching and other academic pursuits as may be decided from time to time. b. Each Department will nominate one or more teachers in consultation with the host institute by the end of April each year who may be desirous of taking advantage of this arrangement and work with those centers during the winter break, indicating the specific work which the teacher(s) propose(s) to take up. c. The Deans' Committee shall make a final selection in this regard.
Expenditure	4.	The expenditure on the exchange of teachers/experts has to be met out of the Unassigned Grant placed at the disposal of the University by the University Grants Commission.

Duration of Visit	5.	The duration of the visit of a teacher/the expert will depend on the nature of the assignment and the time for which the visiting teacher/expert can be spared by the parent Institution. He will carry his own substantive designation with him to the Institution of his visit. The duration of the assignment may not ordinarily exceed three months and shall not be less than four weeks.
Facilities and Remuneration	6.	The visiting teacher will be eligible for the facilities and remuneration as per the following scale: i. Scholars from Outside a. Accommodation: Free accommodation will be provided by the University. b. Travelling Allowance: railway fare both ways (normally by the shortest route) from the place of the parent University to the University. If travel by air is necessary, specific approval of the Vice-Chancellor shall be obtained. Daily allowance may be paid for the period spent in transit according to the rules of the University. c. Daily Allowance: Daily Allowance may be paid at the rate payable to the University staff of the same status. d. Honorarium: The visiting teacher/expert may be paid Rs.1000/- per lecture or Rs.5000/-for conducting a seminar lasting 3 days or more. The maximum honorarium for an assignment of not less than four weeks' duration payable to any teacher/expert under this scheme may be limited to Rs.30000/-for one month or part thereof. ii. University scholars a. Travelling Allowance: As per the rules of the University. b. Daily Allowance: At the rate admissible under the rules of the University for the entire period of stay. c. Such other allowances which the University may allow in each case depending on the facilities offered by the concerned Institutions. Note: The period spent under the exchange programme shall be treated as duty for all purposes but shall not count as duty for the purpose of earning leave.
Others	7.	i. The visiting teacher/expert will draw their salaries from their parent Institutions. ii. The visiting teacher/expert would pay for their boarding.

*** Approved by the Executive Council in its Meeting held on 24.01.2018.**

ORDINANCE-60*

ON CONFERMENT OF THE HONORARY DEGREES BY THE VISHWAVIDYALAYA (Under Section 26 of the Statutes of the Central Universities Act, 2009)

Objectives The objectives of the Ordinance are to confer honorary degrees by the University upon those:

- i. whose contribution to knowledge is exemplary and inspiring, especially to graduating students;
- ii. who reflect the collective wisdom of the local, regional, national and international standing.
- iii. who shall be ambassadors for the University, thereby contributing to the achievement of its mission.

Honorary Degrees The following honorary degrees may be conferred:

- i. Doctor of Literature (D.Lit.)
- ii. Doctor of Science (D.Sc.)
- iii. Doctor of Law (LL.D.)

Honorary Degree Committee Honorary Degree Committee for recommending names for conferring honorary degrees shall have the following composition:

- i. Pro- Vice Chancellor or a nominee of the Vice-Chancellor : Chairman
- ii. Controller of Examinations : Member (ex-officio)
- iii. Two Professors from the University to be nominated by the Vice Chancellor : Members
- iv. Registrar : Member Secretary

The tenure of the committee shall be three years except for ex-officio members.

Three members shall constitute the quorum.

Nominations for Honorary Degrees Academic Council shall, from time to time, delegate power to the Honorary Degree Committee to seek nominations for the conferment of Honorary Degrees.

The nominations shall be invited by the Member-Secretary of the Committee from the members of Honorary Degree Committee, and from the Board of Studies and School Boards of the University. Nominations shall be accompanied with a brief profile of the nominee(s) and a recommendation note of not more than 500 words. Not more than 2 nominations shall be accepted from each nominating person/body at a time.

The recommendations of the Committee shall be placed in the Academic Council and thereafter to the Executive Council for consideration. The Executive Council shall make proposals to the Visitor for conferment of the honorary degrees.

Provided that in case of emergency, the Executive Council may, on its own

motion, make such proposals to the Visitor.

Categories of persons who might normally be considered for the Honorary Degrees

- i. Those who have risen to the heights in their chosen career or field of service including former students/faculty members of the university.
- ii. Those who have given distinguished service or brought laurels to the region and the country.
- iii. Distinguished scholars or other persons of national and/or international standing including foreign citizens. However, clearance from the MHRD is mandatory before inviting foreign citizens for receiving degrees.

Those individuals who were nominated but not considered by the Honorary Degree Committee in the preceding three academic years will not be eligible for nomination, saving at the invitation of the Committee.

An Honorary Degree will normally not be conferred on a person who has already been conferred an honorary degree by the University, or who has previously declined the offer from the University for receiving the degree.

Upper or lower age limit

There is no upper or lower age limit. However, in considering nominations, emphasis shall be placed on the quantum of achievements rather than the age.

Conferment of an Honorary Degree *in-absentia*

An honorary degree shall not, save in exceptional circumstances, be conferred *in-absentia*. Degree may be conferred posthumously also.

Right to withdraw an honorary degree

The University reserves the right to withdraw an Honorary Degree from the recipient in the event that through her/his behavior or actions subsequent to her/his conferment brings the University into disrepute. The decision to withdraw a degree rests ultimately with the Executive Council, acting on the recommendation of the Honorary Degree Committee and after report from the Academic Council. The decision for withdrawal of the honorary degree in the Executive Council shall be arrived at with the prior sanction of the Visitor.

Conferment of Degree

- i. All Honorary Degrees shall be conferred by the Vice Chancellor in the Convocation/special Convocation.
- ii. Recipients of honorary degrees should wear the higher doctorate gown of the University, faced and lined with the colour appropriate to the degree being conferred.

*** Made by the Executive Council in its Meeting held on 24.01.2018, and approved by the President of India in his capacity as the Visitor of the Vishwavidyalaya vide ID Note No.CIII-07027/1/2016-CA-III dated 20.12.2019.**

ORDINANCE-61*

On Bachelor of Education (Part-Time) (Only for Affiliated Colleges) (Under Section 28 (1) (d) of the Central Universities Act, 2009)

Three Years (Six Semesters) B.Ed. (Part-Time) Programme

- 1. Duration:** The B.Ed. (Part Time) programme is a three years (Six Semester) programme .The programme may be completed within a maximum of five years from the date of admission to the programme.
- 2. Eligibility:**
 - (a)** Upper Primary and Secondary School teachers who are in service as full time teacher for at least two years at the time of applying and who shall continue to be in service during the entire duration of the programme. The applicant shall be required to furnish a certificate to this effect from the Head of the school where he/ she is employed.
 - (b)** The applicants with at least 50% marks either in the Bachelor Degree and / or in the Postgraduate Degree in Sciences/Humanities/Social Science or Bachelor degree in Engineering or Technology with background/ specialization in Science and Mathematics with 50% marks or any other qualification equivalent thereto are eligible for admission.
 - (c)** The reservation and relaxation for SC/ST/OBC/PWD shall be as per rules of the Central Government.
- 3. Intake:** There shall be a basic unit of 50 students but two units may be allowed subject to availability of instructional and infrastructural facilities in conformity with the NCTE Regulations 2014.
- 4. Working Days:**

There shall be a face to face teaching for at least 60 days per semester of the programme and supervised school internship for a period of 12 weeks (60 days) to be divided over a period of six semesters in the school where the trainee teachers are working and 25 days per semester for school based and community based activities.

S.N.	Activities	No. of days/weeks
1.	Face to face teaching 60 days per semester	60x6=360 days in 6 semesters
2.	Practicum	
(i)	Supervised school internship 12 X 5 = 60 days in 6 semesters	1-4 semester - 2 weeks in each semester 5 semester – 3 weeks 6 semester – 1 week
(ii)	School based and community based activities 25 days per semester	Total 12 weeks. 25x6=150 days in semesters

- i)** The institute/ college shall prepare a calendar of all activities, including school internship of four weeks / 20 days in each year (12 weeks / 60 days in six semesters).
- ii)** The institute /college shall also make arrangement for supervision of school based

activities of the trainees in respective schools in which the trainees are employed.

- iii) The classes shall be conducted during vacations and on holidays. Each class shall be of one hour duration with six hours of teaching a day. The total hours to be devoted in six days a week would be at least 42 hours.
- iv) The minimum attendance for students shall be 80 per cent for all theory courses and 90 percent for school internship/practical. The institute/ college imparting the course shall maintain record of students' attendance and make it available to the Controller of Examinations' office for ascertaining eligibility for appearing in the relevant examination.

5. Admission:

- i) The admission for the programme shall begin in the month of March and the session shall be from May to June and November to December. The University/ institution/college shall make necessary arrangement for smooth admission and classes.
- ii) Admission shall be made on merit basis of marks obtained in the qualifying examination and/or in the entrance test or any other selection process as per the policies of the Doctor Harisingh Gour Vishwavidyalaya, Sagar.

6. Curriculum

The curriculum of Bachelor of Education (part-time) shall be as given below;

FRAME WORK FOR B. ED. PART TIME PROGRAMME FIRST YEAR SEMESTER – I

COURSE	SUBJECT	Instructional Hours	CREDITS	INTERNAL	EXTERNAL	TOTAL
Course - I	Childhood And Growing Up	60	4	20	80	100
Course - II	Contemporary India And Education	60	4	20	80	100
EPC - 1	Reading & Reflecting On Texts	30	2	10	40	50
	TOTAL	150	10	50	200	250

FRAME WORK FOR B. ED. PART TIME PROGRAMME FIRST YEAR SEMESTER - I PRACTICUM

SR.NO	TITLE	MARKS	CREDITS
Supervised School Internship (2 weeks)			
1	Book review	25	1
2	Community work	25	1
3	Observation in school (For one week)	30	1
4	Test (2 Class Test 20)	20	1
	TOTAL	100	4

**FRAME WORK FOR B.ED PART TIME PROGRAMME FIRST
YEAR SEMESTER – II**

COURSE	SUBJECT	INSTRUCTIONAL HOURS	CREDITS	INTERNAL	EXTERNAL	TOTAL
COURSE III	Technology of Teaching	60	4	20	80	100
COURSE IV	Curriculum Development	60	4	20	80	100
EPC-II	Art and Aesthetics	30	2	10	40	50
	TOTAL	150	10	50	200	250

**FRAME WORK FOR B.ED PART TIME PROGRAMME FIRST
YEAR SEMESTER- II
PRACTICUM**

SR.NO	TITLE	MARKS	CREDITS
Supervised School Internship (2 weeks)			
1.	Shadowing of subject teacher In Method	25	1
2	Co curricular activities in college	30	1
3.	Critical Analysis of an Educational film	25	1
4	Test (2 Class Test 20)	20	1

	TOTAL	100	04
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**FRAME WORK FOR B.ED PART TIME PROGRAMME
SECOND YEAR SEMESTER - III**

COURSE	SUBJECT	INSTRUCTIONAL HOURS	CREDITS	INTERNAL	EXTERNAL	TOTAL
COURSE - V	Bases of Learning	60	4	20	80	100
COURSE -V I	Assessment For Learning	60	4	20	80	100
EPC - 3	Understanding the Self	30	2	10	40	50
	TOTAL	150	10	50	200	250

**FRAME WORK FOR B.ED PART TIME PROGRAMME SECOND YEAR
SEMESTER - III
PRACTICUM**

SR.NO	TITLE	MARKS	CREDITS
	Supervised School Internship (2 weeks)		
1.	Developing learning resources	10	03
2.	Anecdotal record/interviewing a school student	10	
3.	Organizing co curricular activities in school	15	
4.	School based action research	25	
5.	Blue print and administration of test	15	
6.	Test (2Class Test 20)	25	01
	TOTAL	100	04

**FRAME WORK FOR B.ED PART TIME PROGRAMME
SECOND YEAR SEMESTER - IV**

COURSE	SUBJECT	INSTRUCTION/ HOURS	CREDITS	INTERNAL	EXTERNAL	TOTAL
COURSE - VII	Pedagogy Of School Subject I*	60	4	20	80	100
COURSE - VIII	Pedagogy Of School Subject	60	4	20	80	100
EPC -4	Critical Understanding Of ICT	30	2	10	40	50
	TOTAL	150	10	50	200	250

**FRAME WORK FOR B.ED PART TIME PROGRAMME SECOND
YEAR SEMESTER - IV
PRACTICUM**

SR.NO	TITLE	MARKS	CREDITS
Supervised School Internship (2 weeks)			
1.	Theme Based Teaching (2 x10)	20	2
2.	Co teaching lessons with school teachers (3x10)	20	
3.	Report on records maintained in the school	20	1
4.	Literacy awareness programme	20	
5	Test (2 Class Test)	20	1
		100	04

**FRAME FOR B.ED PART TIME PROGRAMME
THIRD YEAR SEMESTER – V**

COURSE	SUBJECT	INSTRUCTIONAL HOURS	CREDITS	INTERNAL	EXTERNAL	TOTAL
COURSE-IX	Creating an Inclusive School	60	4	20	80	100
COURSE - X	Gender School And Society	60	4	20	80	100
	TOTAL	120	08	40	160	200

**FRAME WORK FOR B.ED PART TIME
THIRD YEAR SEMESTER - V
PRACTICUM**

SR.NO	TITLE	MARKS	CREDITS
1.	Supervise school Internship 3 weeks		
	(i) Lesson (20*10) Pedagogy of School Subject - I	100	04
2.	(ii) Lesson(10*10) Pedagogy of School Subject - II	100	04
	Total	200	08

**FRAME FOR B.ED PAR TIME PROGRAMME
THIRD YEAR SEMESTER- VI**

COURSE	SUBJECT	INSTRUCTIONAL HOURS	CREDITS	INTERNAL	EXTERNAL	TOTAL
COURSE- XI	Elective Course (Any One) 1.Health and Physical Education 2.Yoga Education 3.Peace Education	60	4	20	80	100
COURSE XII	Elective Course (Any One) 1.Guidance and Counseling 2. Environment Education 3. Work- Education	60	4	20	80	100
	TOTAL	120	08	40	160	200

**FRAME WORK FOR B.ED PART TIME
THIRD YEAR SEMESTER – VI
PRACTICUM**

SR.NO	TITLE	MARKS	CREDITS
1.	Internship (1 Week)		
	Reflective Journal (for all Semesters)	50	02
	Co Teaching with Peers (02 x 10)	30	02
2.	(2 Class Test 20)	20	
	Total	100	04

SEMESTER WISE OVERVIEW OF MARKS AND CREDITS

SEMESTER	THEORY		TOTAL THEORY		PRACTICU M		GRAND TOTAL	
	INTERNAL	EXTERNAL						
	Marks	Marks	Marks	Credits	Marks	Credits	Marks	Credits
I	50	200	250	10	100	04	350	14
II	50	200	250	10	100	04	350	14
III	50	200	250	10	100	04	350	14
IV	50	200	250	10	100	04	350	14
V	40	160	200	08	200	08	400	16
VI	40	160	200	08	100	04	300	12
TOTAL	280	1120	1400	56	900	28	2100	84

7. School Internship

The trainees will continue to teach in their respective schools as part of their work. However, their classroom teaching and school based activities shall be supervised by the faculty of teacher education institution and other qualified teachers and teacher educators for 12 weeks-4 weeks each year. They shall be engaged at two levels namely, upper primary (classes VI –VIII) and secondary (IX-X) or senior secondary (XI-XII), with at least 8 weeks in secondary/ senior secondary classes.

8. Programme Implementation

- (a) The affiliating university shall reorganize the syllabi of the two year full time programme to be covered to three years.
- (b) The institution shall prepare a calendar of all activities, including school internship. The period of supervised school internship and other school contact programmes shall be synchronized with the academic calendar of the school.
- (c) The institution shall make arrangement for supervision as well as other school-based activities of the programme of teaching in their respective schools. The teacher education institution shall prepare a panel of M.Ed. qualified teachers available in the schools and teacher educators available in the area. The teachers and teacher educators included in the panel shall be oriented by the teacher education institution to the modality and scope

of supervision

- (d) Transaction of the Perspectives in Education and Curriculum and pedagogic Studies course should be done using a variety of approaches such as case studies, problem solving, discussions, on reflective journals in colloquia, and observation of children and multiple, social- cultural environment. Interns shall maintain reflective journals, records, which provide opportunities for reflective thinking,
- (e) The institution shall encourage interaction with Principals of schools where trainees are employed by organizing debates, lectures, seminars etc.
- (f) Organize academic enrichment programmes including interactions with faculty from parent disciplines and encourage faculty members to participate in academic pursuits and pursue research, especially in schools.
- (g) There shall be mechanisms and provisions for addressing complaints of students and faculty and grievance redressal.
- (h) For supervised school internship, the TEIs and the school of the trainees shall set up a mutually agreed mechanism for mentoring, supervision, tracking and assessing the student teachers.
- (i) The Commencement of the programme shall be regulated so as to ensure that students are enrolled at least two months before the start of summer vacation in the concerned academic year and three summer vacations are available for face to face teaching.

9. Examination:

1. The External and Internal assessment for each Theory and EPC shall be 80% and 20% respectively.
2. A candidate will be permitted to appear in the semester Examination only if he/she has attended at least 80% of the classes of all theory course & practicum and 90% for school internship.
3. The minimum pass marks in each semester examination shall be 40% for each Theory paper and Practicum and 50% for Internship in teaching separately. Candidates will have to pass each theory paper and Practicum separately.
4. A candidate who fails in one subject in First semester and in second semester, will be eligible to take the examination in that part of the subject (Theory paper / Practicum) as the case may be, in which he/she fails along with the third and fourth semester examination. Likewise a candidate who fails only in one subject in third and in fourth semester will be eligible to take the examination in that part of the subject (Theory paper/ practical) as the case may be in which he/she fails along with the fifth and sixth semester Examination.
5. A candidate who fails only in one subject in the fifth semester and in sixth semester of the course will be allowed to appear as an ex-student in that part of the subject n which he/she fails at the subsequent semester examination.
6. A candidate will be given a maximum of two chances to pass the examination in any semester of the courses, if he/she does not pass the examination even after two chances, he/she will not be eligible for B.Ed. degree.
7. Degree will be awarded to the successful candidate at the end of Sixth semester examination on the basis of cumulative total of marks obtained in the six Semester (3 year) of the course in the entire subject in including internship in teaching.
8. Successful candidates will be awarded division on the basis of the aggregate marks as per

the following:

First Division : 60% & above

Second Division : 50% & above but less than 60%

Third Division : 40% & above but less than 50%

9. Any candidate, who has appeared in examination conducted by the University, may apply to the Controller of Examinations on the prescribed form for retotaling of his/her marks in the written paper within fifteen days of declaration of result.

*** Made by the Executive Council in its Meeting held on 24.01.2018, and approved by the President of India in his capacity as the Visitor of the Vishwavidyalaya vide ID Note No.CIII-07027/1/2016-CA-III dated 20.12.2019.**

ORDINANCE-62*

ON THE RE-EMPLOYMENT OF TEACHERS

1. The Executive Council may, on the recommendation of an Expert Committee, re-employ any distinguished teacher after his/her superannuation. If the Council is satisfied that the services of such a teacher are required in the interest of the University and a substantive vacancy of the same post is available at the time of the application for re-employment.

The re-employment of a superannuated teacher will be governed according to the guidelines issued by the UGC.

2. Eligibility Criteria:

The superannuated teacher should be a Professor with at least ten years of service at this University.

3. Tenure of Appointment:

The tenure of appointment of a superannuated teacher shall be for a maximum period of three years at a time or up to the teacher reaching the age of 70 years. However, it shall be open for the University to make appointments for shorter periods at a time, like one/two years, or for a further maximum period of three years, as the case may be, so long as the teacher is below the age of 70 years with a proviso that the screening as per the UGC guidelines will be applicable in all cases. Such appointments could be made on the requirements and availability of regular sanctioned vacancies in the department through mechanism developed by the University approved by the Executive Council from time to time.

4. Principles to be followed:

While taking up the cases of superannuated teachers for re-employment, the University shall follow the following principles:

- 4.1 There shall be vacancies of teachers at the University Department, remaining unfilled for at least one year.
- 4.2 The number of teachers to be re-employed in the University Department at any given time shall be limited to 50% of the vacancies identified, as above.
- 4.3 Re-employment of superannuated Teachers may be made only against regular sanctioned posts, which could not be filled up.
- 4.4 Re-employment of superannuated teacher/s shall be in the best interest of the concerned University Department.
- 4.5 There shall be adequate work load for the re-employed teacher(s) at the concerned University Department to justify the appointment.
- 4.6 The expenditure towards re-employment shall be met by the University from its budget allocation.

5. Selection Criteria:

The University shall follow the following principles, while taking up the cases of superannuated teachers for re-employment:

- 5.1 Superannuated teachers shall have appropriate qualifications, experience and excellent record in the concerned subject area.
- 5.2 Superannuated teachers shall be distinguished scholars and shall have been productive during their service and in particular, in the last five years in activities, like:
 - (i) Guidance of research scholars (M. Phil/ Ph. D);

- (ii) Research work done and publications in learned journals;
- (iii) Publication of books and other learning material;
- (iv) Filing of patents and/or obtaining intellectual property rights;
- (v) Launching of new academic programmes/courses;
- (vi) Introducing innovations in teaching and/or examinations;
- (vii) Undertaking sponsored research projects;
- (viii) Rendering knowledge based advice/consultancy;
- (ix) Taking up inter-Departmental collaboration;
- (x) Organizing of National/International Conferences and/or participating in them;
- (xi) Conducting continuing education programmes and/or associating in them;
- (xii) Undertaking of extension and/or field outreach activities.

5.3 Superannuated teachers shall be medically fit to undertake the new appointment.

5.4 The service record of superannuated teachers shall be highly satisfactory and they are both morally and ethically sound.

6. Re-employment Procedure:

The procedure to be followed for the re-employment of superannuated teachers at a University shall be as given below:

6.1 The University Department desirous of filling any vacancies by superannuated teachers shall obtain their CV for considering their cases.

6.2 Each CV shall include a detailed account of all the contributions made by the teacher, highlighting his/her achievements during the last five years.

6.3 The Vice Chancellor shall constitute the following Expert Committee for evaluating the proposals for re-employment:-

- i. Vice Chancellor (in the Chair)
- ii. Two Subject Experts* (Members)
- iii. Dean of the School (Member)
- iv. Head of the Department (Member)

*To be nominated by the Vice Chancellor from the approved panel of experts for the Selection Committees in the University Department.

6.4 Each of the above Expert Committees shall consider the full papers put up before it. The Committee may also call any candidate for discussion, if necessary; before arriving at its recommendation on the appointment.

6.5 The recommendation of the Committee and the terms of appointment shall be placed before Executive Council of the University for consideration.

6.6 The decision of the Executive Council shall be final.

7. Emoluments and Other Privileges:

7.1 A re-employed teacher shall be eligible to draw emoluments equivalent to the last pay drawn minus pension as a consolidated amount which shall remain the same throughout the tenure of re-employments.

7.2 The institution may consider the re-employed teachers for campus housing on prevailing terms, if available, or compensate them to the extent possible towards the house rent.

7.3 A re-employed teacher shall be entitled to Casual/Special Casual/Duty leave on a par with teaching faculty in regular service.

7.4 The institution shall provide all the essential academic facilities to the re-employed teacher.

8. Duties and Responsibilities:

8.1 A re-employed superannuated teacher shall be treated on a par with regular teachers at the institution and shall have the following duties and responsibilities, with no additional financial liability to the institution:

- i. Academic work, like teaching courses, conducting examinations and research guidance;
- ii. Conducting research and/or taking up sponsored research projects;
- iii. Launching continuing education programmes in new and emerging areas;
- iv. Organizing /Attending national / international Conferences / Seminars / Symposia / Workshops;
- v. Undertaking knowledge-based advisory / consultancy assignments;
- vi. Accepting invitations and delivering Guest Lectures at other institutions;
- vii. Participation in academic/research Committees at the Institution and elsewhere, when required.

8.2 A re-employed superannuated teacher shall not be eligible for holding any administrative responsibilities at the University.

9. Review:

The performance of a re-employed teacher shall be reviewed periodically, by the University. If the performance is found unsatisfactory, his/her services may be terminated by the appointing authority by giving one month notice.

***Approved by EC in its 22nd Meeting held on 24.01.2018.**

ORDINANCE-63*

ORDINANCE ON COURSES OF STUDIES FOR THE AWARD OF BACHELOR OF TECHNOLOGY (B.TECH 4 YEAR DEGREE PROGRAMME)

UNDER THE INSTITUTE OF ENGINEERING AND TECHNOLOGY (IoET)

(Under Section 28(1)(b), 28(1)(c), and 28(1)(g) of the Central Universities Act, 2009)

1.0 BACHELOR OF TECHNOLOGY

- 1.1 The first degree in Technology of four-year (eight semesters) course, hereinafter called 4-YDC, shall be designated as BACHELOR OF TECHNOLOGY, in respective Branch.
- 1.2 The studies and examinations of Bachelor of Technology courses (Approved by All India Council for Technical Education, New Delhi) shall be on the basis of scheme.

2.0 ADMISSIONS

- 2.1 Minimum qualification for admission into Bachelor of Technology Course shall be as per the prevalent norms of the AICTE for the course of Bachelor of Technology.
- 2.2 Minimum qualification for direct admission to second year Bachelor of Technology Course termed as Lateral Entry shall be as per the prevalent norms of AICTE.
- 2.3 The admissions to B.Tech course shall be governed by the rules of the AICTE/ as per university norms.

3.0 STRUCTURE OF BACHELOR OF TECHNOLOGY (B.Tech.) PROGRAMME

- 3.1 The total credits for the award of B.Tech degree in any branch shall lie between 20-24 credits.
- 3.2 Minimum credits required to earn B.Tech. Degree in a particular branch shall be decided by the concerned Board of Studies (BOS), adhering to broad distribution of credits among various categories of courses as per details given in Table-I below, and shall be approved by the standing committee of the Academic Council and the Executive Council of the University.
- 3.3 The subjects to be studied in different semester of Bachelor of Technology course shall be as per the schemes and syllabus, approved by Board of Studies.
- 3.4 A Candidate shall also be permitted to earn additional credits in self leaning mode through Massive Open Online Courses (MOOCs). If a candidate earns 20 more credits than the minimum credits prescribed by the respective board of studies (of that programme/course) for the award of Degree, then he/she shall be eligible of Degree with Honours.
- 3.5 A List containing permitted courses for MOOCs along with their credits shall be prescribed by the respective BOS and shall be notified by the University from time to time.
- 3.6 There shall be one University Examination at the end of each semester. These examinations will be designated as follows:
 - a) During First Year
 - First Semester B.Tech. Exam and Second Semester B.Tech. Exam
 - b) During Second Year
 - Third Semester B.Tech. Exam and Fourth Semester B.Tech Exam
 - c) During Third Year
 - Fifth Semester B.Tech. Exam and Sixth Semester B.Tech Exam

d) During Fourth Year

- Seventh Semester B. Tech. Exam and Eighth Semester B.Tech Exam

3.7 The semester examination will generally be held in November-December and April-May in each year.

3.8 There will be a full examination at the end of each semester consisting of end semester examination of theory and practical subjects.

4.0 PROMOTION TO HIGHER SEMESTER AND YEAR

A candidate who has been admitted in the Technology course will be promoted to the higher year/semester in accordance with the following rules:

4.1 (a) A candidate who has taken admission in A-B Group and has appeared in the examination of odd semester of a particular year, shall automatically be promoted to even semester of that year, irrespective of failing in any number of subjects of previous semester.

(b) A candidate who has taken admission in the even semester under B-A Group and has appeared in the examination of even semester shall automatically be promoted to next applicable odd semester of that year, irrespective of failing in any number of subjects of previous semester.

Note: A candidate who seeks admission, in a new year of the course, in an odd semester of that year is said to be in A-B group, while, a candidate who seeks admission, in a new year of the course in even semester of that year is said to be in B-A group i.e. a Candidate of A-B Group will take admission generally in July; whereas, candidate of B-A Group will take admission generally in January in the relevant academic year.

4.2 For the award of degree minimum Cumulative Grade Point Average (CGPA) required is 5.0.

4.3 To pass a particular subject of the course the minimum required grade is D. However, the candidate should also separately score minimum of grade D in end semester examinations of theory and practical parts of that subject. For practical end semester examinations one external examiner from outside the institute shall always be there.

4.4 A candidate who fails to score minimum of grade D in more than five subjects (Theory and Practical of the same subject shall be treated as two different subjects) in a particular year, shall not be admitted to the next higher year.

4.5 Further, a candidate shall not be admitted in the fifth or higher semester classes unless he/she has fully passed the first year examination with minimum of CGPA of 5.0. Likewise, a candidate shall not be admitted in seventh or higher semester classes unless he/she has fully passed first and second year examinations with minimum CGPA of 5.0.

4.6 If a candidate has passed all the subjects of an applicable year but has failed to score a minimum CGPA of 5.0 as per the requirement of clause 4.2 and 4.5 above, such a candidate shall be permitted to improve requisite grade point by reappearing in maximum of three theory/practical subjects, in the ensuing examination (theory and practical of a subject shall be considered as two separate subjects.). In the selected subject/s the Candidate may reappear either in end semester examination/ mid semester examination or in both.

4.7 Other than the provision of clause 4.6 above, a candidate shall not be permitted to reappear in any examination for improvement of division/marks.

5.0 AWARD OF CREDITS AND GRADES

5.1 Each subject, along with its weightage in terms of units and equivalent credits, shall be recommended by the concerned Board of Studies and shall be approved by the standing committee of the Academic Council and the Executive Council. Only approved courses can be offered during any semester.

5.2 A student shall be continuously evaluated for his/her academic performance in a subject through tutorial work, practicals/labwork, assignments, mid-semester tests, field work/ seminar (if required), quizzes, regularity and end-semester examination, as proposed by respective Board of Studies and approved by the standing committee of the Academic Council and the Executive Council of the University.

5.3 The distribution of weightage/marks for each component shall be decided by the respective Board of Studies and approved by the standing committee of the Academic Council and the Executive Council of the University subject to such stipulation as given under:

(a)	Theory Block	
i	Quizzes, assignments, tutorials, and regularity	: 10%
ii	Mid - semester test	: 20%
iii	End - semester examination	: 70%
	Total	:100%
(b)	Practical Block	
i	Lab work, field work/seminar, quizzes, assignments and regularity	: 40%
ii	End semester examination	: 60%
	Total	:100%

5.4 Industrial training and project work shall be treated as practical subjects.

5.5 In practical block, Board of Studies may keep certain subjects, without end semester examination, in such subjects; evaluation shall be based on field work/seminar, quizzes, assignments/report and regularity.

5.6 For each theory subject, the institute shall be required to conduct at least two mid semester tests.

5.7 Each student, registered for a course, shall be awarded grade on the basis of his/her performance. The grades to be used and their numerical equivalents are as under:

Choice Based Grading System

Grade	% Marks range (based on absolute marks system)	Grade Point	Description of performance
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	91-100	10	Outstanding
	81-90	9	Excellent
	71-80	8	Very Good
	61-70	7	Good
C	51-60	6	Average
C	41-50	5	Satisfactory
D	31-40	4	Marginal
	30 & below	0	Fail
1		0	Incomplete
			Withdrawal

5.8 The Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) shall be calculated as under: -

$$SGPA = \frac{\sum_{i=1}^n c_i p_i}{\sum_{i=1}^n c_i}$$

Where C_i is the number of Credits assigned for the i subject of a

Semester, p_j is the grade point earned in that 1th subject, where i= 1,2,..... ,n, is the number of subjects in that semester for which SGPA is to be calculated.

$$CGPA = \frac{\sum_{j=1}^m SG_j NC_j}{\sum_{j=1}^m NC_j}$$

here NC_j is the number of total Credits assigned for the Jth semester, SG_j is the SGPA earned in the Jth semester, where j = 1,2,..... m, is the number of semesters till which CGPA is being calculated.

Credits earned through MOOCS shall not be included in SGPA/CGPA calculations.

5.9 The grade sheet at the end of each semester shall include SGPA of that semester and CGPA of all the semesters for which candidate has appeared in the examinations and the results of which have been declared. The final examination grade sheet at the end of final semester examination of the course shall also indicate CGPA, equivalent percentage marks and the division awarded, according to the rule as given in clause 7.0 of this ordinance.

5.10 The grade sheet of the eighth semester shall only be issued after the candidate has passed all the semesters of the course.

6.0 CONDONATION OF DEFICIENCY

6.1 Deficiency up to five marks can be condoned to the best of the advantage of the student for passing the examinations. The deficiency can be condoned in maximum of two subjects

(theory and practical of the same subject shall be considered as two separate subjects, for the purpose of condoning the deficiency)

6.2 A deficiency of 0.01 in CGPA can be condoned for a candidate who have secured minimum passing grades in all the theory and practical subjects but have failed to score minimum requirement of 5.0 CGPA as per clause 4.2/4.5 of this ordinance.

6.3 On behalf of the Vice-Chancellor a grace of 0.01 in CGPA will be granted to a candidate, who at the end of the course is missing distinction/first division by 0.01 CGPA. However, this benefit shall not be granted to a candidate who have already availed the advantage/s under clause 6. 1 and/or 6.2

7.0 AWARD OF DIVISION

7.1 Division shall be awarded only after successful completion of the course, on the basis of integrated performance of the candidate in all the four years as per following details:

CGPA Score	Divisions
CGPA <7.5	First Division with Distinction
7.5 > CGPA < 6.5	First Division
6.5 > CGPA < 5.0	Second Division

7.2 The conversion from grade to an equivalent percentage shall be according to the following formula:

$$\text{Percentage marks scored} = \text{CGPA obtained} \times 10$$

7.3 A candidate who has successfully completed the course as per the provisions of this ordinance and has earned through MOOCS, 20 credits more than the minimum credits prescribed by the respective board of studies (of that programme/course) for the award of Degree, as per the provision of clause 3.4 of this ordinance, shall be awarded B. Tech. Degree with Honours or additional Minor Engineering, in the same programme.

8.0 DURATION OF COURSE

8.1 There shall be at least fifteen weeks of teaching in every semester.

8.2 One credit shall be equal to one hour of Theory/Tutorial or two hours of Practical classes per week.

8.3 A candidate may provisionally continue to attend next higher year, even if, the result of qualifying year/semester has not been declared. However, subsequently if he/she is not able to pass qualifying semester examination, the candidate cannot claim any right on the basis of his/her provisional admission.

8.4 The maximum duration of the course shall be eight years.

9.0 MERIT LIST

9.1 Only after the declaration of the result of eighth (final) semester examination, branch wise merit list of first ten candidates in order of merit, in all the four years shall be declared by the University. The merit list shall include the first ten candidates who have secured at least first

division, have passed each semester sequentially in first attempt. However, while counting first ten candidates in order of their merit, if more than one candidate has scored same CGPA then all such candidates shall be included in the merit list.

10.0 ATTENDENCE

- 10.1 Candidates appearing as regular students for any semester examination are required to attend minimum of 75 percent of the lectures delivered and the practical classes held separately in each subject of the course of study. Relaxation in attendance will be as per prevailing rules of the university.

11.0 MEDIUM OF INSTRUCTION AND EXAMINATION

- 11.1 The medium of instruction and examination shall normally be English throughout the course of study. A student shall not be allowed to change the medium of examination during the duration of the course.

***Approved by the Executive Council in its 28th Meeting held on 14 November 2022.**

ORDINANCE-64*

Ordinance on Courses of Study for the award of Bachelor of Vocation (B.Voc.) in Interior Design (A 3 Year Degree Programme with multiple exit points)

Under the National Skills Qualifications Framework

(Under Section 28(1)(a), 28(1)(b) and 28(1)(c) of the Central Universities Act, 2009)

Name of the Course : B. Voc. (Interior Design)

Type of the Course : Bachelor of Vocation

Discipline : Interior Design

Duration : Three Years (With multiple exit point)

Eligibility : Entry Level – 12th pass with Min. of 50% in any discipline

Admission : Depending on the number of applications at the time of admission, merit based decision that provides equal opportunity to all will be taken by the admissions committee of the School duly approved by the competent authority of the University. The broad criterion shall be 50% weight to marks of qualifying exam (12th Class) and 50% to aptitude assessment / interview conducted under direction of the admission committee

No of Seats : 30

Affiliation : UGC-NSQF

Bachelor of Vocation (B.Voc.)

1. Course Intent:

India is the world's fastest growing economy which has demographic dividend but according to an estimate 80% of Indian workforce does not possess any marketable skills. The employability rate amongst educated workforce pass out from Universities and colleges is very low. On the other hand, it is estimated that India needs 119 million skilled workforces by 2022. Therefore in order to bridge this gap, Government has taken several measures and launched various schemes of skill development but all these schemes are like a drop in the ocean. Most of the schemes are providing short term skill training and therefore the outcome of the efforts is not matched with the growing and advanced technology based requirements.

Skill development degree course would be a better option to provide skilled workforce as compared to the skill developed through diploma and other schemes of the Government. The proposed degree course B.Voc. in **Interior Design** is a course which will provide required skilled work force to more than one sectors of the economy.

Interior Design is an art and process of designing the interior spaces. Interior Design deals with the optimum utilization of space, physical comfort and visual enrichment. An interior designer can undertake projects that include arranging the basic layout of space within the building as well as projects that require understanding of Technical issues. Interior Design is now a specialized branch of the building industry.

The proposed under-Graduate (UG) course is developed on the basis of Learning Outcome-based Curriculum Framework (LOCF). The LOCF approach is envisioned to provide a focused, outcome-based and industry oriented skill workforce. In this approach teaching-learning process will be more student-centric.

The LOCF approach will be adopted to strengthen student's capability which is required to improve employability of the students. The course contents and hands on different instruments, proposed in program are different from the traditional courses and will make the students valuable to the industry. The course will not only be useful to provide jobs in industries but will also open new opportunities to catch high profile future jobs or to start one's own business and even generating employment for others.

2. Bachelor of Vocation (B.Voc.) is a degree with multiple entry and exit points:

The course having multiple exit option after every year with employable skill at the end of each module is aiming at following outcome;

Diploma in Interior Design (One Year) Outcome: A person having adequate skills to work as an Assistant to a professional Interior designer

Advance Diploma in Interior Design (Two Year) Outcome: A person having adequate skills to work as ‘Technical Assistant’ to a Professional Interior designer

B. Voc. (Interior Design) (Three Year) Outcome: A person having skills to work as a Technical Associate to a professional Interior designer or work as a ‘multi tasking’ technical person in an organization serving interior design trade.

3. Objectives of B.Voc. Interior Design Course:

- a. To create work ready skilled manpower for industry requirements at various levels.
- b. To blend appropriate technical knowledge and skills, personal and professional skills and substantive ‘hands-on’ and field / site experience required in the trade.
- c. To train the students in representative skills through regular studios and a team of specialized Design Faculty that focuses on freehand drawing, technical drawing and model making.
- d. Graduates would be equipped to begin their own practice or further their education by applying to study in post-graduate programs ranging from furniture, exhibition, product and interaction design to craft & technology, history- theory- criticism, energy efficiency and green design.

4. Salient Features:

- a. Syllabi of various courses are designed by senior academicians and related professionals keeping in the mind the industry requirement and to enhance skill efficiency.
- b. Classes will be held regularly by inviting Senior Academicians and Professionals.
- c. Weightage of skill components in each course is 60% whereas that of the general component is 40%.

- d. Regular Industry visits and expert lectures are proposed for proficient teaching learning process.
- e. Students have to undertake projects for comprehensive learning so that they can be able to build up their own startup/industry plans in future.
- f. Taking projects in each semester is mandatory.
- g. Encouraging students to participate in workshops and value added short term certificate programs. Internship is an essential and indispensable part of each course.

5. SCHEME OF EXAMINATION

1st SEMESTER to 2nd SEMESTER

- 1) B.Voc. INTERIOR DESIGN is a 6 Semester (3 years) Under Graduate program providing knowledge and developing skills in the disciplines of INTERIOR DESIGN.
- 2) This UG program shall have a “Choice Based Credit System” (CBCS) with exit option at annual level.
- 3) Students opting out of the course in first year will be given diploma, students preferring to leave the course after two years will be given advance diploma and students who will successfully complete three years will be awarded a degree.
- 4) The course is designed based on the UGC, B.Voc.
- 5) There will be total **14 Core Theory Courses** of **3 credits** each and **02 Core Theory Courses** of **04 credits** each; **14 Core Practical** of **05 credits** each; **02 set of Elective Courses** of **04 theories** and **04 practical** of **03 credits** each. In addition, there shall be **04 Skill Enhancement** courses of **04 Credits** each which a candidates needs to pass during the tenure of first 04 Semesters.
- 6) There shall be 01 project work of **01 credit** to be undertaken in collaboration with the industrial partner and the parent department
- 7) Each **Core/ Elective** course shall be of 100 Marks and shall have the following examination pattern in each Semester:

Name of Exam	Total Number	Marks	Total Marks
Mid Semester	01	20	20
Internal Assessment	01	Assignment 10+ Viva Voce 5+Attendance 5	20
End Semester	01	60	60

Total marks of each course 20 (Mid- Semester) + 20 (Internal Assessment will be in the form of Short assignment/Chart/Model etc.+Viva Voce + Attendance below 75%-0 marks, 75-80%-1, 80-85%-2, 85-90%-3, 90-95%-4, 95-100%-5 marks) + 60 (End Sem.) = 100

- 8) After the completion of each semester students will be provided special hands on training on their choice of interest area for a period of 21 days. Those students who will opt for graduation programme will be provided a six month internship in the related field of specialization which the student will select in advance during the fifth semester.
- 9) Other instructions and conditions given in the Choice Based Credit System (CBCS) and in the University Ordinance shall also apply in this programme.

**BACHELOR OF VOCATION (INTERIOR DESIGN)
FIRST SEMESTER EXAMINATION**

Paper Code	Paper ID	Paper	L	T/P	S/D	Credits
Theory Papers						
ID-CC-101		Fundamental of Computers	2	1	0	3
ID-CC -102		Communication Skills	2	0	0	2
PRACTICAL/VIVA VOCE / STUDIO						
ID-CC -103		Basic Design Principles	2	0	8	6
ID-CC -104		Art and Interior Graphics – I	1	0	6	4
ID-CC -105		Furniture Design Workshop – I	1	0	6	4
ID-CC -106		History of Interior Furniture - I	1	2	0	3
ID-CC -107		Textile and Accessories	1	2	0	3
ID-CC -108		Site Visits	0	0	0	3
OPEN ELECTIVE - I (Select any one)						
ID-EC- 101		Workshop(Wood & Metal) – I	0	2	0	2
ID-EC -102		Trade Enquiry(Market Survey) - I	0	2	0	2
TOTAL			10	06	20	30

Note - The above subject which will include site visits, market survey, visit to various malls, exhibitions, art galleries & museums etc. The same shall be reflected in the time table.

Training/Interior Design Project -I

The students are advised to undergo two weeks in-house training during winter break and should submit project work for evaluation during the second semester

**BACHELOR OF VOCATION (INTERIOR DESIGN)
SECOND SEMESTER EXAMINATION**

Paper Code	Paper ID	Paper	L	T/P	S/D	Credits
THEORY PAPERS						
ID-CC - 201		Environmental Science	3	0	0	3
PRACTICAL/VIVA VOCE / STUDIO						
ID-CC -202		Interior Design-I	1	0	4	3
ID-CC -203		Display Design-I	1	0	4	3
ID-CC -204		Art and Interior Graphics - II	1	0	4	3
ID-CC -205		Furniture Design Workshop - II	1	0	4	3
ID-CC -206		History of Interior Furniture - II	1	2	0	3
ID-CC -207		Interior Materials and Construction Tech. - I	1	0	4	3
ID-CC -208		Interior Project(Minor) - I	2	0	6	5
ID-CC-209		Winter Project - I	0	0	0	2
OPEN ELECTIVE - II (Select any one)						
ID-EC -201		Workshop(Wood & Metal) - II	0	2	0	2
ID-EC -202		Trade Enquiry(Market Survey) - II	0	2	0	2
TOTAL			11	04	26	30

Note -

The above subject will include site visits, market survey, visit to various malls, exhibitions, art galleries & museums etc. The same shall be reflected in the time table.

Training/Interior Design Project -II

The students would be advised to undergo two weeks training during summer break and should submit project work for evaluation during the third semester.

FUNDAMENTAL OF COMPUTERS

L	T/P	S/D	Credits
2	1	0	3

Paper Code: ID-CC-101

Objectives & Pre-requisites:

In present scenario, the advertising agencies, publishing houses and other art studios, computer knowledge and software learning are essential requirement for the graphic designing/art work purposes

Learning Outcomes: The students should be familiarized with the use of computer in applied art.

UNIT-I

BASIC KNOWLEDGE

- Block diagram of computer and its working
- Components of computer
- About operating system
- Booting and installation
- File management
- Printing

UNIT-II

WORD PRECESSING

- Opening and saving documents
- Editing
- Character and paragraph editing

UNIT-III

BASIC POWER POINT PRESENTATION

- Opening and saving a slide
- Inserting picture and movie clip
- Publishing a presentation

UNIT-IV

INTERNET BROADCASTING

- Opening and saving a page
- Creating an account
- Elements of web page

UNIT-IV

BASICS OF INTERNET

- History and development of Internet
- Search engines
- Web servers

UNIT-V

INTERNETBROADCASTING

- Opening and saving a page
- Creating an account
- Elements of webpage

Reference Book(s): -

[R1] Dummies Publication, Fundamentals of Computing

COMMUNICATION SKILLS

Paper Code: ID-CC-102

L	T/P	S/D	Credits
2	0	0	2

Objectives and Pre-requisites:

Students should have studied General English up to secondary level and the subject aims at developing communication skills in writing, speaking as well as body language.

Learning Outcomes:

The students should be able to communicate effectively to his/her superiors as well as juniors at work place in his/her professional field.

UNIT-I

Recognizing and Understanding Communication Styles: What is Communication? Passive Communication, Aggressive Communication, Passive-Aggressive Communication, Assertive Communication, Verbal and Non Verbal Communication, Barriers and Gateways to Communication.

UNIT-II

Listening Skills: Types of Listening (theory /definition), Tips for Effective Listening Academic Listening- lecturing), Listening to Talks and Presentations, Basics of Telephone communication

UNIT III

Writing Skills: Standard Business letter, Report writing, Email drafting and Etiquettes, Preparing Agenda and writing minutes for meetings, Making notes on Business conversations, Effective use of SMS, Case writing and Documentation

UNIT-IV

Soft Skills: Empathy (Understanding of someone else point of view), Intrapersonal skills, Interpersonal skills, Negotiation skills, Cultural Aspects of Communication.

UNIT-V

Group Communication: The Basics of Group Dynamics, Group Interaction and Communication, how to Be Effective in Groups, Handling Miscommunication, Handling Disagreements and Conflicts, Constructive Criticism.

Text Book(s):

[T1] McKay, M., Davis, M. & Fanning, P. (2008). Messages: The Communication Skills Book, New Harbinger Publications

[T2] Perkins, P.S., & Brown, L. (2008). The Art and Science of Communication: Tools for effective communication in the workplace, John Wiley and Sons

Reference Book(s):

[R1] Krizan et al (2010). Effective Business Communication, Cengage Learning. [R2] Scot, O. (2009). Contemporary Business Communication, Biztantra, New Delhi. [R3] Chaney & Martin (2009). Intercultural Business Communication, Pearson Education [R4] Penrose et al (2009). Business Communication for Managers, Cengage Learning.

BASIC DESIGN PRINCIPLES

L	T/P	S/D	Credits
2	0	8	6

Objective & Pre-requisite: -

The objective of this course is to make students understand the various aspects such as spatial quality, design vocabulary, design principles, and design process related to the design of interiors. In addition, to develop the aesthetics and abilities in students to design residential and commercial interiors with the help of principles and the elements of design, exercises based on principles and elements of design in the form of charts shall be given to the students.

UNIT-I: Design: Definitions of Design, Arrangement and Composition.

Principles of Composition- Elements and Principles

1. Introduction to various elements of composition, line, direction, shapes, form, color, value, ones and Textures
2. Principles of Composition
3. Repetition, Rhythm, Harmony, Unity, Balance, Dominance, Scale, Proportion, Contrast, practice exercise in composition with reference to above.
4. Designing of Murals, Paintings and Wall Paintings etc.

UNIT-II: Colors

1. Terminology- Hue, Tints and Shade, Value, Intensity, Chroma
2. Theories of Colors, Color Wheels
3. Different types of Color Schemes
4. Color Harmony, Color Contrast in relation to Interior Planning.
5. Psychological aspects of color - Warm and Cool
6. Advancing & Receding colors
7. Color, Pattern and Texture and their relationship in Interiors.
8. Color Planning and guidelines for various Interiors.

UNIT-III: Study of Form, Pattern, Tones and Textures

1. Factors influencing design
2. Functional and Non-functional
3. Shapes and Patterns derive from natural forms.
4. Pattern and Textures in relation to colors
5. Types of Textures and their relationship psychological; impact.
6. Textures in pencils, inks, and color.

UNIT-IV: Aesthetics of Interiors:

1. Role of accessories in Interiors
2. Role of Color, Light, Shades, and shadows in interiors.

UNIT V: Development of concepts in Interior Designing:

1. Preparation of scrap files for accessories, furniture and fittings
2. Simple practice exercise in their development

NOTE:

1. There will be written and drawing examination on the above: Internal assessment will be based upon the drawings, drawings charts and written assignments.
2. Drawings Charts should be prepared on each topic mentioned above

Text Book(s):

[T1] Interior Design-Ahmed Kasu

[T2] Interior Design Principal and Practice-M. Prataprao

Reference Book(s):

[R1] Basic Design of Anthropometry - Shirish Bapat

[R2] Living Area (Interior Space)

[R3] Time Saver Standard for Interior Design and Space Planning - McGraw Hill New York [R4]
Interior Design and Decoration, Sherrill Winton, Prentice Hall

ART AND INTERIOR GRAPHICS - I

**Paper Code:ID-
CC-104**

L	T/P	S/D	Credits
1	0	6	4

Objective & Pre-requisite

To make students improve their sketching skills & drawing abilities to develop the skills in drawings of different interior schemes and enable the Students to read the drawings & techniques of various methods of drawings.

UNIT-I:

Instructional Objective: Knowledge of instruments, papers, usages of graphic in present and future in Interior Design presentation. Skills in free hand presentation - Pencils, crayons, ink pen, Brush, cut paper, marker, sketch pen etc. in different mediums.

UNIT-II:

Introduction to Free Hand Drawing: Free hand line on paper- horizontal and vertical lines, free hand circles, curves, parallel Etc. free hand lettering in pencil, pen, brush, sketching of various geometrical shapes, Simple objects of interiors furniture and accessories, human forms, animals, interior Views.

UNIT-III: Skills in scaled drawing (Pencil and Pen)

1. Knowledge of use of engineering scales- metric, foot and inches.
2. Reduction and enlargement
3. Physical measurements- exercises of different interior objects
4. Simple drafting of measured objects
5. Knowledge of 2-dimensional and 3-dimensional geometry
6. Exercise on drawing of simple plan, elevation and sections.

UNIT-IV: Projections:

1. Orthographic, Isometric, Axonometric
2. Drafting of furniture objects with projections.

UNIT-V: Measured Lettering

Presentation techniques and standards adopted, pen, pencils and brush. Understanding of Architectural graphic symbol

Drawing of simple layout for single room - with furniture, accessories dimensions.

NOTE:

1. There will be written and drawing examination on the above: Internal assessment will be based upon the drawings, drawings charts and written assignments.
2. Drawings Charts should be prepared on each topic mentioned above

Text Book(s):

[T1] Drawing - A creative Process, Francis D.K. Ching, John Wiley Sons, New York

[T2] Geometrical drawing for art students, 2nd revised edition- I.H. Morris, Orient Longman,

Reference Book(s):

[R1] Architectural Drafting and Design, 4th Edition- Ernest R. Weidhaas, Allyn and Bacon, Boston, 1981. [R2] Building drawing, 3rd Edition- MG Shah, CM Kale, Tata McGraw - Hill Publishing, New Delhi.

FURNITURE DESIGN WORKSHOP-I

Paper Code ID-CC-105

L	T/P	S/D	Credit
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1	0	6	4

Objective & Pre-requisite:

To familiarize the students about the knowledge of furniture design and various aspects involved in the Design of furniture for various spaces. Objective of this course is to develop competency to design and manufacture furniture in relation to human Forms and use it for different types of interiors.

UNIT-I:

Importance of furniture in relation to Interiors: study of shapes, forms finishes on furniture. Environmental conditions influencing furniture designs: Climatic, social, economic, availability of materials and construction techniques.

UNIT II:

Introduction to various Materials: Wood, metals used in Furniture. Types of wood based products, Methods of care and maintenance, economics of furniture, durability and usability.

UNIT-III:

Techniques of finishing the Surfaces: Wood and Metal Paints, Polishes and varnishes etc: hand painting, brush painting, roller, spray etc.

UNIT-IV:

Study of Anthropometric and ergonomic data in relation to various furniture, Diagrammatic representation through charts.

UNIT V:

EXERCISE

An exercise has to be done where actual measurements have to be taken in relation to various furniture presentations in report form.

NOTE:

1. Furniture to be designed freehand sketch files to be made topic wise.
2. Visit to various furniture workshop exhibitions and showrooms for demonstrations and information from time to time

Text Book(s):

[T1] The Encyclopedia of Furniture, Joseph Aronson, Crown Publishers, New York
[T2] Time Saver Standards for Interior Design, Joseph De Chiara, McGraw Hill, New York

Reference Book(s):

[R1] Interior Design, Francis D.K. Ching, John Wiley & Sons, New York [R2] Office Furniture, Susan S. Szenasy, Facts on file Inc, New York

HISTORY OF INTERIOR FURNITURE-I

Paper code : ID-CC- 106

L	T/P	S/D	Credits
1	2	0	3

Objectives & Pre-requisites:

To familiarize the students with the historical interior and furniture in contemporary Objective of this course is to make the aware of historical backgrounds of World Interiors to derive designs and Patterns based on it for contemporary and Modern Interiors.

UNIT-I: Introduction: Pre-Historic:

Indus Valley Civilization: Methods of planning decorative features figures and forms used Cultural features and life styles.

UNIT II:

Classical Style of the East & Far-east: i) Buddhist Style ii) Japanese Style, iii) Chinese Style, iv) Hindu Style, v) Islamic Style – Indo-sarasanic style

UNIT-III:

Indian Handicrafts and Handlooms. Analysis of Hindu, Buddhist, Indo-Islamic interiors with special emphasis on decoration, ornamentation and motifs.

UNIT-IV:

Different Construction technique and materials used in interiors as part of structure/decorations with reference from influence of different factors or architectural forms and decorations such as Doors, Windows, Pillars, Columns, Paneling, Ceiling, Cornice frieze, Dado, Stone inlay and architectural decoration.

UNIT-V:

Different schools of Paintings in India. Influence of British Architectural on Indian Interiors and then gradual change in Architectural features in "**British India**".

NOTE:

1. Preparation of reports and assignments.
2. Visits to Museums, Stores, State Emporium, Manufacturing Workshops, Exhibitions, Trade Fairs, Melas etc.

Text Book(s):

- [T1] History of Fine Arts in India and West by Edith Tomary
[T2] History of World Architecture by Sir Banister Flecher

Reference Book(s):

- [R1] Indian Architecture by Satish Kumar [R2]
Intrior Deign by Ahemad Kasu Textile and Accessories

TEXTILE AND ACCESSORIES

Paper code: ID-CC-107

L	T/P	S/D	Credits
1	2	0	3

Objectives & Pre-requisites:

To provide the students' knowledge of the Furnishing & Fittings & its implementation in Interior of any Area. Objective of this course is to make the student aware of different types of furnishings and fittings and use of the same for all type of Interiors, by doing market survey for up to date knowledge of different furnishing & Fittings.

UNIT-I:

Floors-Introduction: Warmth, Safety, Noise, Choice and Planning.

Types of Floors: Hard, Semi- Hard, Soft Floor.

UNIT-II: Floor Coverings:

1. Types of Carpets & Rugs
2. Natural fibers and Man - made fiber
3. Handmade Carpets & Laying of Carpets.
4. Machine made Carpets

UNIT-III:

Types of Windows & Treatments:

1. Types of Curtains & Blinds
2. Fittings & Accessories required for Curtains & Blinds.
3. Valance, Swags, Tails, Tracks, Poles and other hardware materials used in curtains and blinds.

UNIT-IV:

1. Fittings & Fixtures of Bathroom
2. Fittings & Fixtures of Kitchen.

UNIT V:

Sanitary & Hardware:

Hand wash basins, Sinks (glazed or stainless-steel sinks), Bath tubs, Water closets, Urinals, Flushing cisterns etc.

NOTE:

1. Visiting Furnishing & Fitting showrooms for collecting samples or make sketch of the same and prepare a file.
2. Taking one Interior space showing use of different types of Floor, wall finishes, Window Treatment using the above study material.

Text Book(s):

[T1] Interior Design Illustrated, Francis D.K. Ching

[T2] House Book (The complete guide to Home Design) by Terence Conron.

Reference Book(s):

[R1] Window Fashion, Charles TIRANDALL

[R2] A.J. Metric Handbook: Editors Jan, Bilwas & Leslie fair weather.

OPEN ELECTIVE-I

WORKSHOP (WOOD & METAL) - I

Paper Code:

ID-EC-101

L	T/P	S/D	Credits
0	2	0	2

Objectives & Pre-requisites:

Objective is to have general skills and knowhow of carpentry and sheet metal works.

Outcomes: - *Students gets the knowledge how the raw materials can be finished and used for the different work in furniture etc.*

UNIT-I:

1. Introduction to carpentry tools and equipment's.
2. Demonstration of wood working machines

UNIT-II:

1. Exercises on sawing, planing, sanding, chiseling etc.
2. Practice exercise in making important joints in wood are commonly used in furniture.

UNIT-III:

1. Introduction of the tools and equipment's used for sheet metal work
2. Exercises of sheet metal work involving bending, boxing, conduit bending, soldering.

UNIT-IV:

1. Exercises on joints of sheet metal work e.g. seam, hem, grooved, lap, butt, riveting etc.
2. One simple utility article from GI sheet

UNIT V:

1. Latest software used in wood /steel design industry
2. Scope and future of wood and steel design industry

Text Book(s):

[T1] Workshop Practice by Swaran

Singh [T2] Workshop Technology by
Gupta

[T3] Workshop Technology by Hazra & Chawdhry

OPEN ELECTIVE-I

TRADE ENQUIRY (MARKET SURVEY) – I

Paper Code: ID-EC-102

L	T/P	S/D	Credits
0	2	0	2

Objectives & Pre-requisites:

To familiarize the students about the various materials and new materials available in the market so that they are able to give the material specifications.

Outcomes: *Students gets the knowledge how the raw materials can be finished, joints and used for the different work in furniture etc.*

UNIT-I:

BASIC BUILDING MATERIALS:

- Collections of basic building materials samples such as Bricks, Cement, Aggregates etc.
- Wall finishes -

UNIT-II:

WOOD & WOOD BASED PRODUCTS:

- Types of woods in markets, Rates, Company

UNIT III:

- Laminates, Veneer, Plywood, Block board etc.

UNIT - IV:

UPHOLSTERY MATERIAL AND TAPESTRY:

- Types of fabric used for different types of furniture, and window treatment.
- Rates, Collection of Samples.

UNIT V:

- Collection of Brochures of various company in the market, rates and other relevant information's such as application advantages and disadvantages of Distemper, Paints, Wall papers etc.

NOTE: Students have to prepare a project file along with the samples, rates other information.

ENVIRONMENTAL SCIENCE

Paper code:ID-CC-201

L	T/ P	S/D	Credits
3	0	0	3

Objective: The objective of this course is to make students environment conscious. They will be exposed through the fundamental concepts of environment and ecosystem so that they can appreciate the importance of individual and collective efforts to preserve and protect our environment. This course must raise various questions in student's mind that how our environment is inter dependent on various factors and how human being must care for their natural surroundings.

UNIT-I

Environmental Studies: Ecosystems, Bio-diversity and its Conservation

(i) The Multidisciplinary Nature of Environmental Studies

Definition, scope and importance of Environmental Studies, Biotic and a biotic component of environment, need for environmental awareness.

(ii) Ecosystems

Concept of an ecosystem, structure and function of an ecosystem, producers, consumers and decomposers, energy flow in the ecosystem, ecological succession, food chains, food webs and ecological pyramids. Introduction, types, characteristic features, structures and function of the following ecosystem:

- (a) Forest ecosystem
- (b) Grassland ecosystem
- (c) Desert ecosystem
- (d) Aquatic ecosystem (ponds, streams, lakes, rivers, oceans, estuaries).

(iii) Bio-diversity and its Conservation

Introduction to biodiversity - definition: genetic, species and ecosystem diversity, Bio-geographical classification of India, Value of biodiversity: Consumptive use, productive use, social, ethical, aesthetic and option values, Biodiversity at global, national and local levels, India as a mega-diversity nation, Hot-spots of biodiversity, Threats to biodiversity: Habitat loss, Poaching of wildlife, man-wildlife conflicts, rare endangered and threatened species (RET) endemic species of India, method of biodiversity conservation: *In-situ* and *ex-situ* conservation.

UNIT-II

Natural Resources: problems and prospects

Renewable and Non-renewable Natural Resources; Concept and definition of Natural Resources and need for their management

Forest resources: Use and over-exploitation, deforestation, case studies, timber extraction, mining, dams and their effects on forests and tribal people.

Water resources: Use and over-utilization of surface and ground water, floods, drought, conflicts over water, dams-benefits and problems. Water conservation, rain water harvesting, watershed management.

Mineral resources: Uses are exploitation, environmental effects of extracting and using mineral resources, case studies.

Food resources: World food problems, changes cause by agriculture and over-grazing, effects of modern agriculture, fertilizer-pesticide problems, water logging, salinity, case studies.

Energy resources: Growing energy needs, renewable and non-renewable energy sources, use of alternate energy sources. Urban problems related to energy, case studies.

Land resources: Land as a resource, land degradation, man induced landslides, soil erosion and desertification.

UNIT-III

Environmental Chemistry and Pollution Control

(i) Chemistry of Environment

(a) Green Technology: Principles of Green technology, Zero Waste Technology, Green Chemistry & Its basic principles, Atom Economy, Green Methodologies, clean development mechanisms (CDM), concept of environmental impact assessment,

(b) Eco-Friendly polymers: Environmental degradation of polymers, Biodegradable, Photo-biodegradable polymers, Hydrolysis & Hydrobiodegradable, Biopolymers & Bioplastics: polylactic acid, polyhydroxybutyrate, polycaprolactone,. Concept of bioremediation.

(ii) Environmental Pollution

Definition, types, causes, effects and control measures of (a) Air pollution, (b) Water pollution,

(c) Soil pollution, (d) Marine pollution, (e) Noise pollution, (f) Thermal pollution, (g) Nuclear hazards. Pollution case studies. Solid waste and its management: causes, effects and control measures of urban and industrial waste.

Chemical toxicology - Terms related to toxicity, impact of chemicals (Hg, As, Cd, Cr, Pb) on environment.

UNIT-IV

Disaster Management, Social Issues, Human Population and the Environment

(i) Disaster Management

Disaster management: floods, earthquake, cyclone and land-slides, nuclear accidents andholocaust, case studies.

(ii) Social Issues, Human Population and the Environment

Sustainable development, Climate change, global warming, acid rain, ozone layer depletion, Environmental ethics: Issues and possible solutions, Consumerism and waste products, Wasteland reclamation. Population growth, problems of urbanization, Environment Protection Act, 1986; Air (Prevention and Control of Pollution) Act, 1981; Water (Prevention and

Control of Pollution) Act, 1974; Wildlife Protection Act, 1972; Forest Conservation Act, 1980; Environmental management, system standards-ISO 14000 series.

UNIT-V

Environment and Human Health

Common diseases: (Airborne diseases (Tuberculosis, Influenza), water, (cholera, hepatitis), Food borne (Salmonellosis, Botulism) and Vector (Malaria, Dengue), HIV/AIDS: symptoms, causes, effects and control measures. Organ toxicity (Hepatotoxicity, Nephrotoxicity, Pulmonary toxicity, Neurotoxicity). Drug addiction: Causes, symptoms, prevention and rehabilitation in India.

Text Book(s):

[T1] E. Barucha, Textbook of Environmental Studies for Undergraduate Courses, Universities Press (India) Pvt. Ltd., 2005.

[T2] S. Chawla, A Textbook of Environmental Studies, McGraw Hill Education Private Limited, 2012

References Books:

[R1] G. T. Miller, Environmental Science, Thomas Learning, 2012

[R2] W. Cunningham and M. A. Cunningham, Principles of Environment Science: Enquiry and Applications, Tata McGraw Hill Publication, N. Delhi, 2003. [R3] R. Rajagopalan, Environmental Studies: From Crisis to Cure, 2nd Edition, Oxford University Press, 2011.

[R4] A.K. De, Environmental Chemistry, New Age Int. Publ. 2012,

[R5] A. Kaushik and C.P. Kaushik, Perspectives in Environment Studies, 4th Edition, New Age International Publishers, 2013

[R6] Environmental Engineering by Gerard Kiely, Tata McGraw-Hill Publishing Company Ltd. New Delhi, 2010.

INTERIOR DESIGN –I

Paper code: ID-CC-202

L	T/P	S/D	Credits
1	0	4	3

Objectives & Pre-requisites:

To introduce the basic Designing for Residential Interiors and to develop Skills required for the same. To teach proper utilization of space by understanding the client's requirements with the help of principles and Elements of Design the students are required to prepare layout plans of single room suggesting colour scheme Material specifications with plan, elevations of perspective in colour.

UNIT-I:

Planning the flow of space, negative & positive space, space requirement, usage with furniture and functional Spaces. Space distribution and factors influencing it.

Drawing required, plan and elevation of single rooms, Simple Layout plans of different rooms for different Functions. Placement of Furniture, making furniture layout, plans and elevations of rooms of different functions.

UNIT-II

Bedrooms & Living Rooms: Concepts in bedroom & Living room interiors- various layout of these spaces - the use of furniture and accessories to create a good ambience - materials & finishes - lighting, colour & Texture.

Toilets: Anthropometry - various types of sanitary ware and their use - types of layouts - concepts in modern day toilet interiors - with materials & finishes -lighting, Colour, Texture & pattern.

UNIT-III

Kitchens: Work triangle, planning for activity - types of kitchen - Modular Kitchens. Materials Used for counters, shelves, worktops, washing areas.

Lighting & Colour Scheme - natural & artificial light.

UNIT-IV

Perspective in Blank & White, Colour with simple rendering visit for case study of existing interiors, Record file of these to be prepared in freehand drawing.

UNIT-V

Research Strategies: Interior Design has shifted from focusing on home decoration within the family in the past fifty years. Research Methods for Interior Design provides a vast range of quality and quantity.

Note:

1. There will be written and drawing examination on the above: Internal assessment will be based upon the drawings, drawings charts and written assignments.
2. Drawings Charts should be prepared on each topic mentioned above

Text Book(s):

[T1] Interior Design - Ahmed Kasu

[T2] Interior Design Principal and Practice- M. Prataprao

Reference Book(s):

- [R1] Time Saver Standard for Interior Design and Space Planning - McGraw Hill New York [R2] Interior Design and Decoration, Sherrill Winton, Prentice Hall [R3] Designs for 20th century Interiors - Fiona Leolie, V&A Publication, London 2000 [R4] Interior Design: The New Freedom, Barbara Lee Diamonstein, Rizzoli International Publications, New York, 1982.
- [R5] Interior Color by Design, Jonathan Poore, Rockport Publishers, 1994
- [R6] Worldwide Interiors - International Federation of Interior Architects & Designers, Rikuyo - Sha, Japan, 1987.

DISPLAY DESIGN-I

Paper code: ID-CC-203

L	T/P	S/D	Credits
1	0	4	3

Objectives & Pre-requisites:

*To provide the students' knowledge of the Display of Commercial Interiors & its implementation
Objective of this course is to make the student learn the scope of Display and Sales Promotion with the help of Different types of Displays used in Commercial areas.*

UNIT-I:

Introduction: Display of various products/commodities, display and their scopes for sale, promotion at shop, City, State, National and International levels.

Classification: Window, Wall, Island, Counter, Atrium, Mobile, Kiosk, Store & Exhibition Display.

UNIT-II

Conceptualization: Thematic Message, Seasonal Festival, State & Country oriented Display.

UNIT-III Display Props and Display Media:

Use of Props, Publicity Media, Newspaper Ads, T.V., Hoardings, Posters, Banners, Billboards, Flyer, Panels, Logo, Trademarks.

UNIT-IV Importance of Devices:

Lettering, Colour, Lights and different types of Lights to be used for Display, Mechanical Devices used.

Devices used for Display: Panels, Stands, Blocks.

UNIT-V

Photography Interior photography is the art of taking photos of spaces such as rooms, furniture, etc. Interior photography is essential for many fields, such as real estate and architectural photography.

Note: Lectures, Demonstrations & visits to various shopping Area, Departmental Stores, Malls, Exhibitions etc.

Presentation: Sketch Files, Drawings with Colors to give clear concept of Theme of Different types of Display.

Text Book(s):

[T1] Designs for 20th century Interiors - Fiona Leolie, VH Publications, London.

[T2] Worldwide Interiors - International Federation of Interior Architects & Designers, Rikuyo-Sha, Japan, 1987

Reference Book(s):

[R1] Interior Design: the new Freedom, Barvaralec Diamonstein, Rizzoli International Publications, New York, 1982

[R2] Interior Colour by Design, Jonathan Poore, Rockport Publishers, 1992.

ART AND INTERIOR GRAPHICS –II

Paper code: ID-CC-204

L	T/ P	S/D	Credits
1	0	4	3

Objectives & Pre-requisites:

Students should acquire knowledge of the various drawings, which effectively communicate their designs. To train the students in the field of Interior perspective drawing and sciography, presentation skills Techniques for Construction as a tool towards effective Visualization and presentation

UNIT-I

Measured Drawings:

1. Techniques in skilled drafting and perspectives
2. Knowledge of standardized drawings, importance, various architectural symbols and usage in drawing.
3. Drafting of Simple Room layout plan, elevations, and sections with dimensions, showing levels, and specifications writing.

UNIT-II

Drafting of Simple Room layout plan, elevations, and sections with dimensions, showing levels, and specifications writing.

UNIT-III

Axonometric views of rooms as per the drafted layout plan, furniture, etc.

1. Perspective
2. Terminology of perspective drafting and drawing viz; planes, vanishing point, cone of vision, one point, two point, birds eye view, worm's view etc.
3. Drafting perspective views - one point, two point perspectives with colors and pencil rendering, knowledge of tones and textures, color applications and choice of different medium.

UNIT-IV

Sciography: Sciography in plan, elevation and basic sciography use in orthographic projections of simple objects and use of letter set and stencils.

UNIT-V

Orthographic projections: Drawing Orthographic Projections of simple and complex solids based on geometrical constructions, either single or in combinations

Note:

1. There will be written and drawing examination on the above: Internal assessment will be based upon the drawings, drawings charts and written assignments.
2. Drawings Charts should be prepared on each topic mentioned above

Text Book(s):

[T1] Perspective & Sciography by Shankar Mulik, Allied Publishers. [T2] Engineering Drawing, M.S. Kumar, D.D. Publications, Chennai

Reference Book(s):

[R1] Geometrical drawing for Art Students, I.H. Morris, Orient Longman, Chennai [R2] Perspective Principles, M.G. Shah & K.M. Kale, Asia Publications, Mumbai.

FURNITURE DESIGN WORKSHOP-II

Paper code: ID-CC-205

L	T/P	S/D	Credits
1	0	4	3

Objectives & Pre-requisites:

To familiarize the students about the different types of furniture and use in today's time. To teach furniture design by applying joinery for furniture manufacturing in relation to specific interiors. Designing of different furniture pieces based on the different types of Interiors

UNIT-I:

Introduction of various materials used in furniture

1. Wood, metal and glass
2. Wood and wood based products: uses, availability and cost of soft and hard woods, defects, properties and structures of different woods. Different types of wood based products available e.g. plywood, board, particle board, veneer etc.

UNIT-II

Metals: Mild steel, aluminum, brass, copper, wrought iron, GI springs steel etc. sections and raw materials available; market study and rates of the same.

Glass: Sizes, Thickness, Treatments, Rates and available of sheet properties, plates, wired, laminated colored insulated, heat Resistant and block glass.

UNIT-III

Analysis of existing furniture with full size measured drawings like plan, elevation, sections and details. To understand the structure properly

1. Joinery as applied to furniture
2. Redesigning of existing furniture keeping in mind the market and user's need

UNIT-IV

Upholstery Materials: Types of foams, springs and other materials used for upholstering - Techniques of upholstering and various hardware used for the same.

UNIT-V

Finishing materials such as sand paper, water paper, emery paper, etc. Polishing, Lacquering & Varnishing materials

NOTE:

1. Free hand sketches of furniture
2. Report to be made of above items based on market study and factory visits for the same to understand the actual process.

Text Book(s):

[T1] Butter Harry, "Do It Yourself Furniture".

[T2] Marlo Dal Febro, "How to Build Modern Furniture".

Reference Book(s):

[R1] Joseph Aronson, "The Encyclopedia of Furniture", Crown Publishers, New York

[R2] Joseph De Chiara, "Time Saver Standards for Interior Design", McGraw Hill, New York.

HISTORY OF INTERIOR FURNITURE-II

Paper code:ID-CC-206

L	T/P	S/D	Credits
1	2	0	3

Objectives & Pre-requisites:

To familiarize the students about the historical interior and furniture and use in today's time. The aim of this subject is to develop a sense of appreciation for History of Interior with Furniture in relation to Interior Planning.

UNIT-I

Occidental Interiors:

1. Introduction to the periods of History, Cultural, Architectural & Interior Planning from ancient to middle ages, Renaissance, Modern Periods.
2. Concepts and Architectural characteristic of Ancient, Medieval, renaissance period explaining different Factors.
3. Influence ornamentalations- Motifs, Furniture, Doors, Windows, Pillars, Columns, Paneling, Ceiling, Cornices, Frieze, stone or wood inlay etc.

UNIT-II

Study of period furniture and motifs:

1. European Furniture - (Renaissance onwards)
2. Italian, Spanish, French
3. Renaissance and its influence on ornamentation and furniture.
4. English, 15-18 Century (from Tudor to Victorian) style of furniture & decoration.
5. American Colonial period furniture and Ornamentation
6. 19th and 20th Century - French, English and American Styles.

UNIT-III:

1. English, 15-18 Century (from Tudor to Victorian) style of furniture & decoration.
2. American Colonial period furniture and Ornamentation
3. 19th and 20th Century - French, English and American Styles.

UNIT-IV: ORIENTAL

Difference in basic shapes, form & motifs of East and West.

Wood & other materials used, familiarity with methods of GUILDING, EMBOSSING, MOULDING, STENCILING

Demonstration of marquetry, Brass, Ivory, Mother of Pearl, Inlay, Wood etc.

UNIT-V:

Historical development of Artifact, object or a system of objects. History of paintings (in brief) of different schools, from renaissance onwards in India and abroad (Italy, France and England) with emphasis on Indian Art, from and handicrafts.

NOTE:

1. Study of market trends and styles and visits to Furniture factory & showroom.
2. Project on Design & Detailing of Single residential or Commercial Furniture wood, cane and

metal.

Text Book(s):

[T1] English Furniture Style (1500 - 18) by Ralph E

[T2] Interior Design, Francis D. K. Ching, John Wiley & Sons, New York

Reference Book(s):

[R1] The Encyclopedia of Furniture, Joseph Aronson, Crown Publishers, New York

[R2] Time Saver Standards for Interior Design, Joseph De Chiara, McGraw Hill, New York

INTERIOR MATERIAL CONSTRUCTION TECHNIQUE-I

Paper code: ID-CC-207

L	T/P	S/D	Credits
1	0	4	3

Objectives & Pre-requisites:

To familiarize the students of Interior Design on material and construction methodology. Designing of Steel & R.C.C. Structure. Understanding the basic components of the buildings envelope for small buildings.

UNIT-I

1. Basic Building Components: Foundation till super structure
2. Stone and Brick Masonary: Types of Bonds
3. Different types of Stone Masonary

UNIT-II:

Openings:

1. Types of Arches & Lintels
2. Types of Doors & Windows
3. Types of Roofs.

UNIT III:

Introduction to Structure:

1. RCC, Structural Elements
2. RCC Beams
3. Reinforced Beams
4. Slabs
5. Columns

UNIT IV:

1. Steel structure elements - Comparison of steel and RCC structure in building
2. Introduction to seismic zone considerations on high rise structures.
3. Introduction to design implications to disasters.

UNITV:

1. Ingredients of concrete, properties of concrete, various finishes types of concrete such as Lime concrete, cement concrete, etc., their uses and applications in various finishes, etc.
2. Properties of various types of cement and their application.

NOTE:

1. There will be written and drawing examination for Unit I & Unit II, and Unit III & IV will be theory based: Internal assessment will be based upon the drawings, drawings sheets and written assignments.
2. Drawings sheets should be prepared on each topic mentioned above

Text Book(s):

[T1] Sushil Kumar, "Building Construction"

[T2] S.C.Rangwala, "Engineering Materials", Charotar Publishing, Anand

Reference Book(s):

[R1] W.B. Meckay, "Building Construction", Vol. 1, 2, 3, 4

[R2] Francis D. K. Ching, "Building Construction Illustrated", VNR, 1975.

OPEN ELECTIVE -II

WORKSHOP (WOOD & METAL) - II

L	T/P	S/D	Credits
0	2	0	2

**Paper Code: ID-
EC-201**

Objectives & Pre-requisites: Objective is to have general skills and knowhow of painting, polishing and metal works.

Outcomes: Students gets the knowledge how the raw materials can be finished, joints and used for the different work in furniture etc.

UNIT-I:

Painting and Polishing Workshop

1. Introduction to painting materials for wood and metals
2. Exercises on the following:
 - Painting on metal and wood
 - Polishing on wall surfaces
 - Polishing of all mediums on woods

UNIT-II:

1. Preparation of various surfaces of furniture's for lacquer, matt, and melamine finish.
2. Polishing of glass and finishing treatment of plastered surfaces.

UNIT-II:

Metal Workshop

1. Introduction of the tools and equipment's used in fitting and welding shop
2. Simple exercises on filing, drilling and tapping

UNIT-IV:

1. Exercises of joining with the help of electric and welding and gas welding for making simple joints in metal industry.
2. Simple exercises on glass fixing.

UNIT-V:

1. Demonstration – plumbing tools, symbols and joints
Joining GI pipes by threading, PVC pipes by gluing and cementing.

Text Book(s):

[T1] Workshop Practice by Swaran
Singh [T2] Workshop Technology by
Gupta

[T3] Workshop Technology by Hazra & Chowdhary

OPEN ELECTIVE -II

TRADE ENQUIRY (MARKET SURVEY) -

II

Paper Code: ID-EC-202

L	T/P	S/D	Credits
0	2	0	2

Objectives & Pre-requisites: *To familiarize the students about the various materials and new materials available in the market so that they are able to give the material specifications.*

Outcomes: *Students gets the knowledge how the raw materials can be finished, joints and used for the different work in furniture etc.*

UNIT-I: Floor Finishes

- Types of Floor- Hard floor, Soft Floor finishing materials, rates.

UNIT-II:

Wood & Wood based Products:

- Types of woods in markets, Rates & collection of samples
- Laminates, Veneer, Plywood, Board etc.

UNIT - III:

Upholstery Material and Tapestry:

- Types of fabric used for different types of furniture, and window treatment.
- Rates, Collection of Samples.

UNIT - IV:

Electrical Fitting and Fixtures:

- Collection of samples for lights fittings, Fans, Air Conditioning, switch boards.
- Rates and the company dealing.

UNIT-V:

Tender, contract, Billing, certificates of payments, clerk of works. Quantity survey, Rate analysis

Note: - Student have to prepare a project file along with the samples, rates other information's

**3rd SEMESTER to 4th SEMESTER
BACHELOR OF VOCATION
(INTERIOR DESIGN)
THIRD SEMESTER EXAMINATION**

Paper Code	Paper ID	Paper	L	T/P	S/D	Credits
THEORY PAPERS						
ID-CC-301		Business Management	3	0	0	3
PRACTICAL / VIVA VOCE / STUDIO						
ID-CC-302		Interior Design & Landscape - I	1	0	4	3
ID-CC-303		Display Design - II	1	0	4	3
ID-CC-304		Furniture Design Workshop -III	1	0	4	3
ID-CC-305		Interior Services - I	1	0	4	3
ID-CC-306		Interior Materials and Construction Technique –II	1	0	4	3
ID-CC-307		AutoCAD – I	1	0	4	3
ID-CC-308		Interior Project - II	0	1	8	5
ID-CC-309		Site Visits	0	0	0	2
ID-CC-310		Summer Project - I	0	0	0	2
TOTAL			09	01	32	30

NOTE: The above subjects require site visits, market survey, visit to various malls, exhibitions, art galleries & museums, etc.

Training/ Interior Design Project-III The students are required to undergo two weeks training during winter break and should submit project work for evaluation immediately thereafter for the declaration of result.

**BACHELOR OF VOCATION
(INTERIOR DESIGN)
FOURTH SEMESTER EXAMINATION**

Paper Code	Paper ID	Paper	L	T/P	S/D	Credits
THEORY PAPERS						
ID-CC-401		Life Skills	3	0	0	3
PRACTICAL / VIVA VOCE / STUDIO						
ID-CC-402		Interior Design & Landscape - II	1	0	4	3
ID-CC-403		Display Design - III	1	0	4	3
ID-CC-404		Furniture Design Workshop -IV	1	0	4	3
ID-CC-405		Interior Services - II	1	0	4	3
ID-CC-406		Interior Materials and Construction Technique –III	1	0	4	3
ID-CC-407		AutoCAD – II	1	0	4	3
ID-CC-408		Interior Project - III	0	1	8	5
ID-CC-409		Site Visits	0	0	0	2
ID-CC-410		Winter Project - II	0	0	0	2
TOTAL			09	01	32	30

NOTE: The above subjects require site visits, market survey, visit to various malls, exhibitions, art galleries & museums, etc.

Training/ Interior Design Project-IV The students are required to undergo two weeks training during winter break and should submit project work for evaluation immediately thereafter for the declaration of result.

BUSINESS MANAGEMENT

Paper Code:ID-CC-301

L	T/P	S/D	Credits
3	0	0	3

Objectives: *This course is designed to expose the students to fundamental concepts of management, its processes and behavioural dynamics in organizations.*

Learning Outcomes: *The students will be in a position to understand the concepts of Management and apply the same at the time of managing the organization in globally competitive world*

UNIT-I

Introduction to Management: Meaning and Nature of Management, Basic Concepts of Management Definition, Need and scope.

UNIT-II

Different schools of management - Behavioural, Scientific, Systems, Contingency, Management by Objectives, Management and Society: The External Environment, Social Responsibility, and Ethics: An Overview.

UNIT-III

Management theories - F.W. Taylor - Henry Fayol - Elton Mayo, Evolution of Management (in India and Abroad), Levels of management, Process of Management: Managerial Skills, Tasks and Responsibilities of a Professional Manager.

UNIT-IV

Planning-Process and Techniques, Organizing- Definition, Process and Organizational Structure, Nature, Importance, principles, centralization - de centralization Organization. structures - Line & staff, functional, product, matrix, geographical, customer, virtual, boundary less. Staffing - Definition, Nature, Importance & steps.

UNIT-V

Directing-Principles and Process, Controlling-Process and Techniques, Problem Solving and Decision Making - Definition, Nature, Importance, steps; Controlling - Techniques & Steps, Leading - Nature and scope. Contemporary issues in Management.

Text Books:

[T1] Stoner, R. James A.F., Edward Freeman Daniel R Gilbert Jr., Management 6th Ed. Prentice-Hall of India

[T2] Essentials of management by Koontz H and Weitrich, Tata, McGraw-Hill Education, Delhi.

Reference Books:

[R1] Principles & Practice Of Management (Paper Back), Author: T.N.Chhabra, Publisher: Dhanpat Rai & Co (P) Ltd, Delhi

[R2] Management by James A.F.Stoner, Philip.W.Yetton, Jane F.Craig, Kim D.Johnston, Second Edition. Prentice Hall of India, Delhi.

INTERIOR DESIGN & LANDSCAPE – I

Paper Code: ID-CC-302

L	T/P	S/D	Credits
1	0	4	3

Objective & Pre-requisite: Use of Interior and Exterior Spaces awareness of Different types of plants - Indoor & Outdoor Plants. Designing of different Interior spaces.

UNIT-I

Design small apartment like 2 BHK/ 3 BHK with complete furniture Layout, Drawing - Plan, Elevation 3D view/Perspective View, Furniture detailing, using Colour schemes, Accessories, and Electrical Layout Plan etc.

UNIT-II

Design commercial space like small store or Petrol Pumps convince store complete furniture Layout, Drawing - Plan, Elevation 3D view/Perspective View, Furniture detailing, using Colour schemes, Accessories and Electrical layout.

UNIT-III

FOR LAND ESCAPE

Relation between Outdoor and Indoor Spaces.

How to relate interior & Exterior Spaces?

Type of land escape - Hard and soft landscape & its use in Interiors.

Use of materials - Constriction, ground modelling, ground cover, laying of grass, stone path ways.

UNIT-IV

Potted plants, hanging baskets, shrubs, creepers, Hedges Fences, Tree Guards, Trills, water bodies, Fountain, Sculpture, Artificial pools and different types of lights used in Exteriors and their uses.

UNIT-V

Project on land escape Balcony area/Private gardens with layout, and a Colored perspective

Note: Design to be made by students under the guidance of faculty.

Text Books:

[T1] Indoor Plants by Xania Field

[T2] World Architecture (With Introduction to landscape Architecture) by G.K. Hiraskar

[T3] World of house plants by JOHANS

[T4] Indoor garden by HUNTER

[T5] Indoor gardening by READER DIGEST ASSOCIATION (LONDON)

[T6] Japanese homes and gardens by Marcus G. Sims

Reference Book(s):

[R1] Interior Decoration by Satish Chandra Agarwala

DISPLAY DESIGN - II

Paper Code: ID-CC-303

L	T/P	S/D	Credits
1	0	4	3

Objective & Pre -requisite: To make schemes for different types of displays

UNIT-I

Window Display for sales promotion of different types of products/ commodities

Use of different devices like blocks, stands, panels

Use of different types of lights and colours

For shops like Gift Gallery, Leather Goods like Bags, Shoes, Pottery and Kitchenware, Apparel for kids, ladies and gents (Branded Stores)

UNIT-II

Planning designing and 3D views in colour using props for expressing 'Theme' or 'Message' in display

UNIT-III

Use of lettering and designing of logo and trade mark as an exercise on paper

UNIT-IV

COUNTER DISPLAYS

Types and use of counters in store display

Importance of Counter Display

Planning and designing the counter display for Jewellery, spectacles/ shades, cosmetic goods and precious goods like Ivory items, precious stones, and sandal wood items using theme for display.

All of the above to be carried out in lecture studio class

UNIT-V

Visits to various stores, malls and exhibitions and compare the rates and designs

Note: Demonstration and visit to various malls, stores, exhibition and workshops.

Practical: Sketching existing display and making sketch files on various topics.

FURNITURE DESIGN WORKSHOP – III

Paper Code: ID-CC-304

L	T/P	S/D	Credits
1	0	4	3

Objective & Pre-requisite: To familiarize the student about the knowledge of furniture design and various aspects of furniture for different spaces. Objective of this course is to develop competency to design and manufacture furniture in relation to human forms and use it for different types of Interiors

UNIT-I

Introduction to Furniture Period. Oriental furniture Period, Period Furniture - Oriental furniture, Historic & Period Furniture, History of furniture is Ancient World - Ancient Egypt, Greece, Rome, and Byzantine

UNIT-II

History of Furniture in Middle Age early mediaeval 500-1000, Romomanesque, Gothic - 1200-1300, Furniture Development in Italy - Pre-Renaissance (1100-140), Quattrocento (1400-1500), Cinquecento (1500-1600), Baroque (1560-1700), Classical Revival (1750-1800), Italian Directoire (1795-1799), Italian Empire (1800-1815)
Furniture Development in France -Early Renaissance (1515-1547), High Renaissance (1560-1610), Baroque (1643-1745), Rococo (1725-1774)

UNIT-III

Neo-Classicism (1774-1793), Directorie (1795-1799), Empire (1800-1815), Art Nouvea (1870-1909), French provincial,
Furniture Development in England Tudor/ Elizabethan, Restoration (1600-1685), William & Mary (1689-1702), Queer Anne (1702-1714), Early George (1714-1760)

UNIT-IV

Age of the great Designers (1725-1800), Thomas Chippendale (1718-1779), Robert Adam (1728-1792), George Happlewhite (1786), Thomas Sheraton (1751-1806)

UNIT-V

History of the 20th Century Furniture - Furniture Development in Germany, France, England, Italy, Scandinavia & USA

Note:

1. There will be written and drawing examination on the above: Internal assessment will be based upon the drawings, drawings sheets and written assignments.
2. Drawing sheets should be prepared on each topic mentioned above

Text Book(s):

[T1] Interior Design - Ahmed Kasu

[T2] World Furniture Edited by Helena Hayward

Reference Book

R1] English Furniture Styles (1500 - 18) by Ralph ETime Saver Standard for Interior Design and Space Planning - Mcgraw Hill New York

[R2] Antique Furniture by David P. Lindquist and Carlone C. Warren

INTERIOR SERVICES – I

L	T/P	S/D	Credits
1	0	4	3

Objective & Pre -requisite: This course aims at imparting knowledge in the area of interior services and their application like Water supply, lighting etc.

UNIT-I

Water Supply

- (a) Hot and cold water supply system
- (b) Types and sizes of pipes

UNIT-II

Water supply fitting to -

- (i) Bathroom (ii) Water closet (iii) Sink (iv) Bath tub (v) Wash Basin (vi) Bidets (vii) Showers (viii) Urinals

UNIT-III

Drainage

- (a) Principles of Drainage
- (b) Materials for drains
- (c) Traps - types, sizes, function and usage
- (d) Pipes sizes and shapes Sanitary fixtures - WC, washbasins, bath tubs, sinks (Sizes and types)
- (e) Septic Tank

Note: Simple exercises on preparation of layout plans for toilet, kitchen; both public and residential

UNIT-IV

Lighting

- (a) Different systems of lighting - (i) natural (ii) artificial
- (b) Units for measuring light

UNIT-V

Electrical layout

- (a) Planning - using electrical symbols
- (b) Selection of fitting for different work areas as - drawing room, bedroom, study room, bath, kitchen, etc.
- (c) Public places like offices, Malls, Hospitals

Note: Include basic knowledge of material finishes and maintenance

Text Book(s):

- [T1] Building Construction by B.C. Punmia
- [T2] Building Construction by Sushil Kumar
- [T3] Materials by RANGWALA
- [T4] Sanitary engineering by RS DESHPANDEY
- [T5] Water supply and sanitation by CHARANJIT SHAH
- [T6] A-Z of practical building constructions & its management by SANDEEP MANTRI
- [T7] Electrical engineering by O.P. SHUKLA
- [T8] Water supply and sanitation engineering by P.K. UPADHYAY

Reference Book(s):

- [R1] Sanitary Engineering by R.S. Deshpandey
- [R2] Water supply & Drainage Gurcharan Singh

INTERIOR MATERIALS AND CONSTRUCTION TECHNIQUES – II

L	T/P	S/D	Credits
1	0	4	3

Objective & Pre-requisite: Subject is used for understanding the structure to support Renovation/ Refurnishing / Designing of any Interior

UNIT-I:

- (a) Definition of Renovation/ Refurnishing
- (b) Difference between Renovation/ Refurnishing

**UNIT-II
FLOORS**

- (a) Ground and upper floor
- (b) Different types of flooring materials, laying details

**UNIT-III
ROOFS**

- (a) Pitched - different types,
- (b) Trusses - types and parts in sketches

**UNIT-IV
DOORS (WITH MECHANICAL DEVICES)**

- (a) Aluminium and steel doors
- (b) Types of door closing devices
- (c) Sliding doors
- (d) Sliding and folding doors
- (e) Revolving doors
- (f) Swing doors
- (g) Shop window front

**UNIT-V
WINDOWS**

- (a) Aluminium and steel windows
- (b) Different types - Bay, Bow, Corner, Dormer, Sky light, Louvered (French),
- (c) Casement, clerestory, Pivoted, Sliding, Ventilators.

Text Book(s):

- [T1] Building Construction by B.C.Punmia
- [T2] Building Construction by Sushil Kumar

Reference Book(s):

- [R1] Building Construction by W.B. McKay

AUTO CAD - I

Paper Code: D-CC-307

L	T/P	S/D	Credits
1	0	4	3

Objective & Pre-requisite: *The objective of AutoCAD is to enable students to create 2D and 3D drawing in AutoCAD.*

UNIT-I

A look at CAD industry, working of a CAD system
CAD and interior design
Components of CAD system

UNIT II

Introduction to Hardware and Software of CAD
Hardware software overview, CAD hardware, CAD software, CAD user interface
Drawing with a computer. CAD software in the future

UNIT-III

Introduction to AutoCAD
Advantages of CAD
Business applications for CAD
Building Information Modelling, wrapping it up
Interior designing using AutoCAD

UNIT-IV- CAD DRAWINGS

A prototype CAD drawing
Limit setups for drawings
Understanding scale concept and limits in AutoCAD
Drawing tools, modify tools

UNIT-V- COLOURS AND LINE TYPES

Line type, line type scale, line weights
How to create a custom simple line type?
AutoCAD command list

Text Book(s)

[T1] Mastering AutoCAD by George Omura (BPP Publications)

Reference Book(s)

[R1] Joseph A. Fiorello, CAD for interior basics, John Wiley & Sons [R2] Timothy J. Barnes, Electronic CAD frame works, Springer [R3] Schoon Maker, Ebook Corporation, Marcel Dekker [R4] The CAD Guidebook: a basic manual for understanding and improving Computer-Aided Design, CRC Press

INTERIOR PROJECT - II

Paper Code: ID-CC-308

L	T/P	S/D	Credits
0	0	8	5

Objective & Pre -requisite: Objective of project is to develop the aesthetics and abilities to design commercial interiors with the help of Principles and Elements of design.

Restaurants: Any type Indian

Any state with special effects of decor

- Chinese
- Japanese

Requirements: layout plan, furniture to match the theme wall, floor, ceiling finishes and specific use of lights.

Importance of Furniture and its design to justify the type of restaurants students wants to design.

Role of upholstery wall finishes

Paints

Wallpapers

Wall panelling, etc.

Furniture sketches with dimensions and material details.

3D views in color

Role of art work and elements used in, to enhance the theme of Restaurants may be justified in the views.

Beauty Parlour: Requirements for drawing are the same.

LIFE SKILLS

Paper Code: ID-CC-401

L	T/P	S/D	Credits
1	0	4	3

Objectives and Pre-requisites: Students should have studied subjects such as General languages, social studies and Moral education at school level. The objective of this subject is to prepare the students to become a good citizen and a professional useful to the society.

Learning Outcomes: The knowledge of this subject will give the student a value system which will help him in taking decisions in professional and social life for the benefit of society at large.

UNIT-I

Introduction: Definition and importance of Life Skills, Livelihood Skills, Survival Skills, Life Skills Approach, Life Skills based education, Life Skills Training- Implementation Models

UNIT-II

Learning and Performance, Cognitive Development, Maturation, Adult Learning, Approaches to Learning Pillars of Education and Life Skills- Four Pillars: Learning to Know, learning to Do, learning to Live Together, learning to be learning throughout Life

UNIT-III

Social Skills and Negotiation Skills: Self Awareness, Empathy, Effective Communication, Interpersonal Relationships

UNIT-IV

Thinking Skills: Nature, Element of Thought, Types, Concept Formation, Reasoning, Creative and Critical Thinking

UNIT-V

Coping Skills: Coping with Emotions, coping with Stress, Integrated use of thinking skills, social skills and coping skills

Text Book(s):

[T1] Rajasenan, N.V. (2010). Life Skills, Personality and Leadership, Rajiv Gandhi National Institute of Youth Development, Tamil Nadu

[T2] Duffy, Grover, K., Eastwood, A. (2008). Psychology for Living-Adjustment, Growth and Behaviour Today, Pearson Education

Reference Book(s):

[R1] Debra McGregor, (2007), "Developing Thinking; Developing Learning - A Guide to Skills in Education", Open University Press, New York, USA

[R2] Singh Madhu, (2003). "Understanding Life Skills, Background paper prepared for Education for All: The Leap to Equality"

[R3] Nair. A. Radhakrishnan, (2010). "Life Skills Training for Positive Behaviour", Rajiv Gandhi National Institute of Youth Development, Tamil Nadu.

[R4] Dahama O.P., Bhatnagar O.P, (2005). "Education and Communication for Development, (2nd Ed.)", Oxford& IBH Publishing Co. Pvt. Ltd. New Delhi

INTERIOR DESIGN & LANDSCAPE – II

Paper Code:ID-CC-402

L	T/P	S/D	Credits
1	0	4	3

Objective & Pre-requisite: To make Interior schemes of different types of interiors and use of landscape in interior & exterior

UNIT-I

Preparing Interior Scheme for

- (a) Office Area for Architects or Interior Designers, Any Office
- (b) Office Private individual office

UNIT-II

Commercials office containing Reception Area chairman's chamber, Directors Room, Staff area with open cubicles, pantry & Toilet /Washroom area, conference hall & common staff area and drawing required as layout plans, elevation and perspective Views of different area in color with use of proper accessories, plants and flower arrangement for various areas of office

UNIT-III

Fast Food Restaurant: - Existing Restaurant in neighbourhood with layout plan and perspective view in the form of free hand sketches.

UNIT-IV

Public Park of your own colony/ area or specified park by the faculty Create space for public function stage and gazebo etc.

UNIT-V

Terrace garden to be designed, laying of grass on terrace, potted plants, hanging baskets use of lights and making sitting areas for small family get-togethers.

Drawing required: -

Layout plan, Elevations, and Perspective view of different areas in colour with use of proper Accessories, plants and flower arrangements for various areas in office.

NOTE: - Design to be made by students under the guidance of faculty, lecture, demo visit of various malls/ shopping area for restaurants/ fast food visit, visit of nursery for the knowledge of plants and sculptures.

Text Book(s):

- [T1] Indoor Plants by Xania Field
- [T2] World Architecture (With Introduction to landscape Architecture) by G.K. Hiraskar
- [T3] World of house plants by JOHANS
- [T4] Indoor garden by HUNTER
- [T5] Indoor gardening by READER DIGEST ASSOCIATION (LONDON)
- [T6] Japanese homes and gardens by Marcus G. Sims

Reference Book(s):

- [R1] Interior Decoration by Satish Chandra Agarwala

DISPLAY DESIGN - III

Paper Code: ID-CC-403

L	T/P	S/D	Credits
1	0	4	3

Objective: *To make schemes for different types of displays*

UNIT-I

Island display, Use and importance of island display.

Special equipment's and display aids

Electronic and mechanical devices to create movement in display

Display of handicraft and handlooms of different states

UNIT II

Display of electronic goods using proper theme

Furniture of different types (Residential, offices, etc)

UNIT-III

Preparation of plans, elevations, and 3D views in colour showing proper use of lights, colours, lettering and props

UNIT-IV

Wall-cum-island display

Furnishing store, toy shop, sports goods, etc

UNIT-V

Preparing plans, elevation and view at least two different types of projects to be done in each semester.

For understanding lectures demonstration in studio classes, visits to various showrooms, emporia, malls, exhibitions, etc.

Brief reports of the visits to be submitted

Note: Demonstration and visit to various malls, stores, exhibition and workshops.

Practical: Sketching existing display and making sketch files on various topics.

FURNITURE DESIGN WORKSHOP - IV

Paper Code:ID-CC-404

L	T/P	S/D	Credits
1	0	4	3

Objective & Pre-requisite: *To teach furniture design, joinery for furniture manufacturing in relation to specific interiors, drawing of different furniture pieces based on the above.*

UNIT-I

Introduction & Study of the space saving furniture, Residential & Commercial area

UNIT-II

Different material used for making furniture like cane, Bamboo, Wood, Glam, Metal, PVC.

UNIT-III

Types of Wood Joints and their purposes

UNIT-IV

Concept of folding & Knock Down furniture, Movable, Modular furniture

UNIT-IV

Different finishes used on furniture according to the climatic Conditions of different Countries.

UNIT V

Demonstration of handling softwares to simulate designing furnitures and their design

Note:

1. Furniture to be designed freehand sketch files to be made topic wise.
2. Visit to various furniture workshop exhibitions and showrooms for demonstrations and information from time to time

Text Book(s):

[T1] The Encyclopaedia of Furniture, Joseph Aronson, Crown Publishers, New York

[T2] Time Saver Standards for Interior Design, Joseph De Chiara, McGraw Hill, New York [T3]

Portable Furniture by Vicki Brooks

[T4] Shelves and Cabinets by Alexandria, Virginia

Reference Book(s):

[R1] Interior Design, Francis D.K. Ching, John Wiley & Sons, New York

[R2] Office Furniture, Susan S.Szenasy, Facts on file Inc, New York

INTERIOR SERVICES – II

Paper Code: ID-CC-405

L	T/P	S/D	Credits
1	0	4	3

Objective & Pre-requisite: This course aims at imparting knowledge in the area of interior services and their application like Air Conditioning, Sound insulation.

UNIT-I

SOUND AND THERMAL INSULATION

Behaviour of heat and sound propagation
Acoustical defects such as echo, reverberation, sound foci
Methods of correcting
Sound absorbing materials
Use of sound insulating materials in interiors like auditorium conference hall typing room

UNIT-II

FIRE SAFETY SYSTEMS

Causes of fire
Fire proof (Resistant) material
Application of fire proof (Resistant) material
Survey - Firefighting equipment's

UNIT-III

VENTILATION

Ventilation (i) Natural (ii) Artificial or Mechanical
Requirement of ventilations system
Artificial (mechanical) Ventilation systems - Extraction, Plenum, Extraction-Plenum, Air Conditioning

UNIT-IV

AIR CONDITIONING

Definition, Essentials of comfort Air Conditioning
Types - Unit A/C, Central A/C, Split A/C, Package Unit, Central and Direct Expansion & Chilled water system (Indirect)
Essentials of Air conditioning - Filtration, heating and cooling, humidification or dehumidification, air Circulation or distribution
Latent heat, ton of air conditioning, refrigeration etc.

UNIT V

Floor safety during interior, Different measures of floor safety indoor/outdoor, selection

Note: Case study of Analysis of existing building

Text Book(s):

- [T1] Building Construction by B.C.Punmia
- [T2] Building Construction by Sushil Kumar
- [T3] Materials by RANGWALA
- [T4] Sanitary engineering by RS DESHPANDEY
- [T5] Water supply and sanitation by CHARANJIT SHAH
- [T6] A-Z of practical building constructions & its management By SANDEEP MANTRI
- [T7] Electrical engineering by O.P. SHUKLA
- [T8] Water supply and sanitation engineering by P.K. UPADHYAY

Reference:

- [R1] Fire Fighting by S. Shah
- [R2] Ready Reckoner by Charan Jeet S. Shah

INTERIOR MATERIALS CONSTRUCTION TECHNIQUE – III

L	T/P	S/D	Credits
1	0	4	3

Objective & Pre -requisite: *The objective is to refurnish different types of interior.*

UNIT-I

PANELING

Design and fixing details of panelling,

Materials used for panelling in interior

Panelling in plywood

UNIT-II

PARTITIONS (SPACE DIVIDERS- FULL OR HALF PARTITIONS)

Types

Simple partitions in wood, glass and metal

Movable partitions

Sound proof partition

Various modern materials available in markets

UNIT-III

PARTITION design of living dinning,

Partition designs for kitchen

Partition design for offices

UNIT-IV

FALSE CEILING (TIMBER)

Purpose

Materials used for fixing and finishing.

Design and details of false ceiling in timber

UNIT-V

FALSE CEILING (OTHER MATERIALS)

Role of glass, gypsum, POP in false ceiling

Fixing of Plaster of Paris in false ceiling

Text Book(s)

[T1] Building Construction by Sushil Kumar

Reference Book(s)

[R1] Building Constructions by W. B. McKay, V.P. Sikka, B.C. Punmia, ARORA AND BIRDI

AUTO CAD – II

Paper Code: ID-CC-407

L	T/P	S/D	Credits
1	0	4	3

Objective & Pre -requisite: The objective of AutoCAD is to enable students to create 2D and 3D drawing in AutoCAD.

UNIT-I

Introduction to working in AutoCAD and layers
Introduction: the x, y co-ordinate system
Working with layers

UNIT-II

Drawing insertion, Insert command
Object snap, Snap in AutoCAD

UNIT III

Building Information Modelling, wrapping it up
Zooming and panning, freehand sketch, editing and drawing

UNIT-IV PLAN AND 3D VIEW DRAWING

Introduction
3D CAD Terminology
Isometric Drawing
The 3D co-ordinate system
3D rotation
Viewing in 3 -D objects
Wire frame Drawing Techniques
Line thickness Drawing Techniques
Regions and 3-D faces

UNIT-V ENHANCED 3-D

Extruding and lofting
Revolving objects
AutoCAD 3-D modeling -3D views

Text Book(s)

[T1] Mastering AutoCAD by George Omura (BPB Publications)

Reference Book(s)

[R1] Joseph A. Fiorello, CAD for interior: Beyond the basics John Wiley & Sons
[R2] John K. Krouse, what every engineer should know about CAD & computer aided manufacturing: the CAD/CAM revolution, M. Dekker
[R3] Dinesh Maidasani, straight to the point- AutoCAD, Laxmi Publications, ltd.

INTERIOR PROJECT – III

Paper Code: ID-CC-408

L	T/P	S/D	Credits
0	1	8	5

Objective & Pre -requisite: *Objective of the project is to develop the skill and ability to design versatile commercial interior design. Students to the best of their ability and aesthetics develop the project.*

Nursery school-cum-day boarding and activities school study at least two schools in the neighbourhood. Submit the report before initiating the project.

Drawings required are-

Layout plan of different areas and small open activity area

Furniture and special furniture for day boarders

The overall ambience with effective designs and landscape

Creative Art Centre: - For the age group of 12 onwards to learn dance, drama, music, drawing, painting, etc. Required drawings are the same as above (nursery school project).

BACHELOR OF VOCATION**In****INTERIOR DESIGN****5th SEMESTER to 6th SEMESTER****BACHELOR OF VOCATION****INTERIOR DESIGN****FIFTH SEMESTER EXAMINATION**

Paper Code	Paper ID	Paper	L	T/P	S/D	Credits
THEORY PAPERS						
ID-CC-501		Technical English	3	0	0	3
ID-CC-502		Legal Ethics & Professional Practice	3	0	0	3
PRACTICAL/VIVA VOCE / STUDIO						
ID-CC-503		Interior Design - I	1	0	4	3
ID-CC-504		Visual Merchandising - I	1	1	4	4
ID-CC-505		Product Design - I	1	1	4	4
ID-CC-506		Interior Materials Construction technique - V	1	0	4	3
ID-CC-507		Interior Project - IV (Minor Project)	1	0	8	5
DHSID-508		Site Visits	0	0	0	2
DHSID-509		Summer Project - II	0	0	0	2
GENERAL ELECTIVE - II (Select any one)						
ID-EC-501		NSS	0	2	0	1
ID-EC-502		Sports	0	2	0	1
ID-EC-503		ECO Club	0	2	0	1
TOTAL			11	04	24	30

There are five industrial trainings to be carried out by the student(s) in B.Voc course. Industrial Trainings I, III and V will be with weightage of two credits each. These trainings are to be carried out during winter vacations for the duration of two weeks. Industrial Trainings II and IV will be with weightage of four credits each. These trainings are to be carried out during summer vacations for the duration of four to six weeks. These training may be done from industry/Skill Knowledge Providers (SKPs) /Sector Skill Councils (SSCs)/ Training Centers/ Institutes. Student should submit training report during evaluation. Industrial Training done at the end of the semester will be evaluated in the subsequent semester

Note: The above subjects require site visits, market survey, visit to various malls, exhibition, art galleries & museum etc.

Training/Interior Design Project-I The student are advised to undergo two weeks in- house training during winter break and should submit project work for evaluation during the sixth semester

*Non University Examination System (NUES)

**BACHELOR OF VOCATION
INTERIOR DESIGN
SIXTH SEMESTER EXAMINATION**

Paper Code	Paper ID	Paper	L	T/P	S/D	Credits
THEORY PAPERS						
DHSID-601		Entrepreneurship & Project Management	3	1	0	4
PRACTICAL/VIVA VOCE / STUDIO						
DHSID-602		Interior Design - II	1	0	4	3
DHSID-603		Visual Merchandising - II	1	1	4	4
DHSID-604		Product Design - II	1	1	4	4
DHSID-605		Interior Budgeting & Estimation	1	0	4	3
DHSID-606		Interior Project - V (Major Project)**	0	0	12	6
DHSID-607		Exhibition and Portfolio	0	0	0	4
DHSID-608		Winter Project – III	0	0	0	2
TOTAL			07	03	28	30

NOTE:

There are five industrial trainings to be carried out by the student(s) in B.Voc course. Industrial Trainings I, III and V will be with weightage of two credits each. These trainings are to be carried out during winter vacations for the duration of two weeks. Industrial Trainings II and IV will be with weightage of four credits each. These trainings are to be carried out during summer vacations for the duration of four to six weeks. These training may be done from industry/Skill Knowledge Providers (SKPs) /Sector Skill Councils (SSCs)/ Training Centers/ Institutes. Student should submit training report during evaluation. Industrial Training done at the end of the semester will be evaluated in the subsequent semester

Note: 04 hrs per week are kept for outdoor visits as per the requirement of the above subject which will include site visits, market survey, and visit to various malls. Exhibitions art galleries and museums etc. the same shall be reflected in the time table.

**The student will submit a synopsis at the beginning of the semester for approval from the departmental committee in a specified format, thereafter he/she will have to present the progress of the work through seminars and progress reports. Seminar related to major project should be delivered one month after starting of Semester. The progress will be monitored through seminars and progress reports.

The students may be allowed to do Industrial Major Project on-site during 5 days in a week and class work should be completed in 2 working days in the respective institution. If in case, the classes are held during Saturday /Sunday then faculty should be given off in lieu of Saturday/Sunday.

For Award of Diploma:

1. The total number of the credits of the Diploma (Interior Design) Programme = 60
2. Student shall be required to appear in examinations of all courses. However, to award the Diploma (Interior Design) a student shall be required to earn a minimum of 58 credits.

For Award of Advanced Diploma:

1. The total number of the credits of the Advance Diploma (Interior Design) Programme = 120
2. Student shall be required to appear in examinations of all courses. However, to award the Advanced

Diploma (Interior Design) a student shall be required to earn a minimum of 116 credits.

For Award of B. Voc Degree:

1. The total number of the credits of the B. Voc. (Interior Design) Programme = 180
2. Student shall be required to appear in examinations of all courses. However, to award the B. Voc. (Interior Design) degree, a student shall be required to earn a minimum of 168 credits.

TECHNICAL ENGLISH

Paper Code: ID-CC-501

L	T/P	S/D	Credits
3	0	0	3

Objectives:

To equip students to recognize, explain, and use the rhetorical strategies and the formal elements of specific genres of technical communication, such as technical abstracts, data based research reports, instructional manuals, technical descriptions etc.

To help students understand the process of collection, analysis, documentation, and reporting of research clearly, concisely, logically, and ethically and understand the standards for legitimate interpretations of research data within scientific and technical communities.

To initiate students into critical and creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information towards meaningful and effective communication

To help students understand ethical considerations in technical and professional writing realizing the consequences of various communication acts.

Learning Outcomes: *Upon successful completion of the course the student shall be able to:*

Understand and demonstrate composing processes through invention, organization, drafting, revision, editing, and presentation as evidenced in satisfactory completion of all the written, visual, web-based, and oral discourses to be submitted in this course.

To recognize and use the rhetorical and stylistic elements necessary for the successful practice of scientific and technical communication;

Create various products most frequently used in scientific and technical communication.

Develop ethical problem-solving communication skills in professional situations.

UNIT-I

Technical Writing: Definition, Purpose and Characteristics of Technical Writing.

Technical Writing Skills: Methods and means of the Pre-writing stage, the Writing Stage and the Post-Writing Stage.

UNIT-II

Formal Formatting: Arrangement of Formal Elements, Front Material, Format Devices in the Body of Formal Report-Heading, Pagination, End Material - Citations, References and Bibliography, Appendix.

UNIT-III

Writing and Designing for Electronic Media: Use of Internet as a Writing tool; designing and writing for multimedia applications and the World Wide Web.

UNIT-IV

Research and Writing Ethics: Explaining Forms and Consequences of Plagiarism, Introduction to Intellectual Property Right and Copy Right Laws.

UNIT-V

Technical Writing: Formal and informal writings; formal writings/reports, handbooks, manuals, letters, memorandum, notices, agenda, minutes; common errors to be avoided

Text Book(s):

[T1] Sides, Charles H., "How to Write and Present Technical Information", Cambridge Univ. Press, 1999.

[T2] Basu, B. N., "Technical Writing", PHI Learning Pvt. Ltd., 2007.

Reference Book(s):

- [R1] Beer, David F. and David A. McMurrey, "A Guide to Writing as an Engineer", New York: Wiley, 2005.
- [R2] Gibaldi, Joseph, and Walter S. Achtert, "MLA Handbook for Writers of Research Papers, Thesis, and Dissertations", Modern Language Association, 1980.
- [R3] Rubens, Philip, "Science and Technical Writing: A Manual of Style", Routledge, 2002. [R4] Anderson, Marilyn, Pramod K. Nayar, and Madhucchandra Sen, "Critical Thinking, Academic Writing and Presentation Skills", Pearson. 2010

LEGAL ETHICS & PROFESSIONAL PRACTICE

Paper Code: ID-CC-502

L	T/P	S/D	Credits
3	0	0	3

Objectives & Pre-requisites: To acquaint the students with role of an interior designer in society, scale of Charges conduct in the practice.

UNIT-I

Introduction - Contract Document

- Contract and conditions of engagement of interior projects
- Responsibilities, liabilities and duties of interior designer
- Terms and conditions for entering into Contact, Scale of charges and mode of payment for the professional services to be offered
- Duties and liabilities as per the Architect Act, 1972
- Contractor's and Owner's (Employer's) Duties and liabilities.

UNIT-II

Professional Procedures:

- Procedure from date of enquiry, keeping of cost, job records, modifications, alteration to estimates, Preparation of schedules and progress charts, Supervision of sub-trades and sub-contractors.

UNIT III

Code of Practice

- Confidential information for client's employer, Encroachment on existing project of another designer in direct competition, Fees, scale of change, commission and discount, retaining fees, rejection.
- Advertising, press display, classified columns, announcement of change of address, size of name plate etc.
- Conditions of agreements and terms of contracts alternatives agreements, out of pocket expenses, stages of payment, settlement of disputes and arbitration

UNIT IV

Job Procedures

- Regulations & restrictions on various types of new & old work, Local by-laws pertaining to interiors & renovation of buildings, Storage & maintenance of plants & materials, Liabilities, Local tradesmen working conditions & practices.

UNIT V

Professional practice covering the respective roles of the various stakeholders in the profession of interior designing and the factors governing the same; Professional ethics; Various aspects of contracts relating to construction and management of contracts; types of contractual and other disputes in the profession and methods of dispute resolution; legal aspects relating to employment and service conditions of labour; intellectual property rights and their legal framework

Text Book(s):

[T1] Professional Practice by Dr. Roshan H. Namavati

[T2] Metric Handbook (Planning & Design Data) 2nd Ed. Edited by, David Adler

Reference Book(s):

[R1] Professional Practice by Krishnamurthy K.G

[R2] The Construction of Building by R. Barry.

INTERIOR DESIGN - I

Paper Code: ID-CC-503

L	T/P	S/D	Credits
1	0	4	3

Objectives: Objective of this subject is to develop the ability to design commercial interiors of various types. The exercise base of commercial interiors in this semester must be handled keeping aesthetics in mind and special effects to justify the design.

UNIT-I

Green Architecture - Construction Techniques & usages of building materials - efficient, earth friendly or recycled for the creation of eco-friendly & intelligent interiors.

Fire Safety - Introduction to fire safety and causes of death in fire, Responsibility of Designer's towards fire safety.

Disaster Management - Understanding Disasters, Geological and Mountain Area Disasters, Wind and Water Related Natural Disaster, Man Made Disasters

UNIT-II

Perspective in all mediums

Eating house: Cuisine based restaurants and fine dining areas. Bed and Breakfast or Guest House Project with dining area which could be used for small events like Birthday Parties, weddings, functions (like Mehendi, Sangeet, etc.) or for exhibitions, etc.

UNIT-III

Wash room -Perspective in all mediums.

Residential area with all latest equipment's

Commercial washroom; Either of 5 Star Hotel or a Mall.

UNIT-IV

Perspective in all mediums

A retail out let like Reliance Fresh, Big Apple, Save Max, Big Bazar, etc

Layout plan, elevation with special stacking racks, special effects of light in displays areas of goods, 3D view in color.

UNIT- V

Design Standardization:

Standardization of various interior elements i.e. windows and doors- sizes, standards and locations. Counters (kitchen, reception, banks etc.), lighting fixtures and air-conditioning gadgets, Toilet fixtures, office automation system. Furniture standards (sizes of domestic and public furniture); Toilet and Kitchen equipment - sizes and standards; Vehicles in motion: parking along with turning radii for two-wheelers and cars (various segments; as per their sizes)

In all projects drawings required would be: Plan, light/ electrical plan, elevations, 3Dviews, sketches of special related services and areas too.

Text Book(s):

[T1] Color dictionary by Brasi& Workman

[T2] Indian history by Goyal

[T3] Building Services, Anthony Rowley

[T4] Fire Fightings, S. Shah

[T5] Great interiors by Grant

[T6] Central Water Commission, 1989, Manual of Flood Forecasting, New Delhi.

Reference Book(s):

[R1] Interior design by Ahmed A. Kasu

[R2] Landscape Detailing Surfaces- Michael Littlewood

VISUAL MERCHANDISING – I

Paper Code: ID-CC-504

L	T/P	S/D	Credits
3	0	0	3

Objectives: Since the background of Display is there in Visual Merchandising, students are given knowledge of promoting sales of products. Students take up assignments as Display on lists or exhibition designer.

UNIT-I

Atrium/ Foyer Display

- What is atrium or foyer display?
- Its importance and how to present the same?
- Scope of atrium display
- Planning and colored view for approval on sheet/ drawings.

UNIT-II

- Automobile

-Car

-Two Wheeler

- Cold drinks or new juice introduction in the atrium

UNIT-III Mobile displays

- Its importance and use
- Introducing new products with the help of publicity material like placard, hoarding, leaflet/flyers

UNIT-IV

- Exercises on cosmetic display, landscape, plants and landscape accessories display

UNIT-V

How to define your Brand, and design a store environment that becomes a Brand Experience. Space plan a store that is efficient, engaging, and easy to shop. Select display fixtures.

Signage and Graphics program.

Window Displays that are dramatic, powerful, and engaging, efficient lighting program, Color and Materials selections, design a logo, mark, and tagline that are memorable.

NOTE: Students must visit malls, shopping areas, exhibitions for the understanding the same.

Text Book(s):

[T1] Image India by Dhamija

[T2] Indian folk art and craft by Dhamija

[T3] Indian cultures through the ages by Vidyarthi

PRODUCT DESIGN – I

Paper Code: ID-CC-505

L	T/P	S/D	Credits
1	1	4	4

Objectives: Students must learn the techniques of design the product first and production of the same in any medium, they select.

UNIT-I:

- Section of material, understand the properties of material
- Material to work on unit I is PAPER
- Products which can be made are: Pen stand, tissue paper box, gift box, wedding card box, sweets or chocolate box. The drawing with complete size and details must be made.

UNIT-II:

Material: - Mount board, choksi board

Products: - Photo frame, table calendar, wall clock, wall hanging, etc. With proper design and drawing on sheet with details.

UNIT-III:

Material: - Thermocol

Products: - Accessories/ props for Birthday Party for theme oriented, etc.

All these accessories must be drawn on paper with complete details and color schemes

Prepare: Masks for different occasions, Candles, Diyas, Flowers, etc. to orient he theme

UNIT-IV:

Material: - Cloth, wire, ribbon, wool, sutli, etc.

Products: - Wind chimes, decorative balance, flowers with cloth, ribbon and wool, etc. All designs to be made on drawing sheets

UNIT-V:

Definition – Estimation of Manufacturing cost – reducing the component costs and assembly costs

– Minimize system complexity – Prototype basics – principles of prototyping – planning for prototypes

– Economic Analysis – Understanding and representing tasks – baseline project planning – accelerating the project – project execution

TOOLS/ EQUIPMENTS REQUIRED FOR HOLDING PRODUCT DESIGN WORKSHOP:

Scissors, paper cutters, pliers, small hammers

These are required for cutting the edges of material smoother and turning and twisting of wire, or other materials for better and firm joints.

Text Book(s):

[T1] Wood bonding handbook by Stevens & Turner

[T2] Indian decorative design by Aryan

[T3] Furniture in color by Synge

[T4] Furniture making by Collisehon

Reference Book(s):

[R1] Furniture face lifts by Wagstaff & Thurgood

INTERIOR MATERIALS CONSTRUCTION TECHNIQUE – II

Paper Code: ID-CC-506

L	T/P	S/D	Credits
1	1	4	4

Objectives: *The objective is to refurnished different types of interiors.*

UNIT-I

TECHNICAL TERMS - e.g. Tread, riser, flight, landing, nosing, Scotia, soffit, newel post, balusters, headroom, handrail, balustrade, etc.

REQUIREMENTS OF GOOD STAIRS:

- Location
- Width of stair
- Length of flight
- Pitch of stair
- Headroom
- Balustrade
- Step dimensions
- Material of construction

UNIT-II

- Calculation of step size
- Types of steps-
- Round ended
- Bull nose step
- Flier
- Splayed step
- Commode step
- Dancing step

UNIT-III CLASSIFICATION OF STAIRCASE

- Straight
- Turning stairs- quarter turn
- Half turn (dog legged, open newel, geometrical)
- 3-quarter turn
- Bifurcated
- Continuous stair (circular, spiral, helical) inn different materials like Timber, Metal, Stone, Brick, RCC etc.

UNIT-IV CLADDING, CEILING MATERIALS, FINISHES & its APPLICATIONs Define Cladding

Stone, Timber, Weather Board, Fiber Cement, Brick

- RCC, Vinyl, Metal, etc

TYPES OF FALSE CEILING:

- Gypsum, Plaster of Paris, Wooden, Glass, Metal,
- Synthetic Leather or Cloth Ceiling.

UNIT-V

TYPES OF FALSE CEILING:

- Gypsum, Plaster of Paris, Wooden, Glass, Metal,
- Synthetic Leather or Cloth Ceiling.

Text Book(s):

[T1] The Construction of Buildings - Barry
[T2] Building Construction VOL. 1, 2, 3, 4 BY W.B. Meckay

[T3] Interior Construction & Detailing - David Kent Ballast.

Reference Book(s): [R1] Building Construction by B.C. Punmia [R2] Building Construction By Sanjay Mahajan

INTERIOR PROJECT - IV
(Minor Project)

Paper Code: ID-CC-507

L	T/P	S/D	Credits
1	1	4	4

Objectives: To make the students understand the working of various commercial spaces and importance of areas and space allotment for each working area.

Handling of different types of projects with proper space allotment Project which can be undertaken (any one) in Bank, Library or Airlines office.

First, they must study the existing office by the visiting and understanding the work of the project, minimum space requirement and division of work stations.

Submit a report of their visit with some existing areas. Drawings requires in the form of sketches.

Give a presentation on the same in the class.

The project will be given by the teacher.

Drawing required:

Number of people working

Work stations

Furniture layout plan with amenities required

Finishes: wall, floor and ceiling

Light/ electric plan

Elevation of all existing areas

3D views with color

Sample chart-

1) Wall finishes like paint or any other finish

2) Floor finish samples, ceiling finishes with samples

3) Furnishing samples with all rates and fixing expenditure, etc. which would give the approx. expenditure to be incurred in the project.

VIVA on the project with internal and external exams to be held after the submission of the project using AutoCAD.

Text Book(s):

[T1] Color dictionary by Brasi & Workman

[T2] Indian history by Goyal

[T3] Floor design by Sareen

[T4] Ideal home book of kitchen

[T5] Great interiors by Grant

[T6] Interior design principles by M. Pratap Rao

Reference Book(s):

[R1] Interior design by Ahmed A. Kasu

[R2] Encyclopedia for color theory

[R3] Illustrated history of Interior Decoration by Praz

(General Elective - II)
NSS/ SPORTS/ ECO CLUB

Paper Code: ID-EC-501/ 502/ 503

L	T/P	S/D	Credits
0	2	0	1

Students should actively participate in either of the above activities of the institute during academic session. Credits shall be awarded accordingly based on final assessment by internal institute committee constituted by the Principal/Director of the respective institutes. Students are encouraged organize events and awards if any shall be distributed to students during annual day/ specific function day accordingly.

ENTREPRENEURSHIP & PROJECT MANAGEMENT

Paper Code: ID-CC-601

UNIT-I
ENTREPRENEUR

L	T/P	S/D	Credits
3	1	0	4

- Concept and nature, scope and philosophy of entrepreneurship
- Distinction between self-employment and entrepreneurship
- Importance of entrepreneurship and self-employment in our country
- Entrepreneurial traits
- Different forms of business organizations (sole proprietorship, partnership, co-operative societies, public and private undertakings)

UNIT-II
ENTREPRENEURIAL SUPPORT SYSTEM

- Introduction
- Sources of information
- Market survey and opportunity identification

UNIT-III
ELEMENTS OF MANAGEMENT

- Principles of management and managerial functions like planning, organizing, staffing, directing and controlling, industrial management
- Value of human relations in management

UNIT-IV
PROJECT MANAGEMENT

- Introduction to project management
- Time of progress chart, bar chart, Gantt chart, CPM & PERT
- Planning of activities
- Allocation of time to various activities
- Personal management and industrial relations- recruitments, selection, training, wage and salary administration related to small industries
- Costing- methods and techniques of minimizing cost
- Marketing- concept and functions, marketing mix, product planning, salesmanship and its principles
- Sources of finance
- Setting up of small scale industry with proper knowledge of Government Policies for financial

resources (like banks and other financial bodies.

UNIT V

- Creativity and entrepreneurship
- Steps in Creativity 3.3 Innovation and inventions
- Using left brain skills to harvest right brain ideas
- Legal Protection of innovation
- Skills of an entrepreneur
- Decision making and Problem Solving (steps indecision making)

Text Book(s):

[T1] Entrepreneurship development and management by R. K. Singhal

[T2] Strategic Entrepreneurship by P. K. Gupta

Reference Book(s):

[R1] Construction management and accounts by V. N. Vazirani & S. P. Chandola

[R2] Principles of management by Y. K. Bhushan

[R3] Entrepreneurship and project management by Jasmer Singh Saini

INTERIOR DESIGN –II

Paper code: ID-CC-602

L	T/P	S/D	Credits
1	0	4	3

Objectives: The objective is to make the students understand and enable them to execute commercial interiors with theme of style. Perspective in all medium.

UNIT-I

- Introduction to Climatology, Climate & Role of Interior Designer.
- Design for Hot, Dry & Humid Climate. Implementing in different Designs.
- Surveying - Definition, Objective & it's types.

UNIT-II

Coffee bar with book magazines and gift stalls, special souvenir walls of their brand **Drawings required:**

- Plan, elevations, light/ electric plan, special effect of walls, ceiling and exclusive furniture 3D views with vibrant color schemes.
- Coffee shop 24 hrs at 5-star hotel with Breakfast Island, lunch buffet, at night sweet & salad bar for minimum covers of 80-100.

Drawings required:

- Plan, elevations, light/ electric plan, special effects of different display of meals (breakfast, lunch dinner, etc.), 3Dviews in color creating an ambience to attract all age groups.

UNIT-III

- Unisex beauty parlour with chai/ coffee bar area with listed eats
- The parlour must have latest equipment's

Drawings required:

- Layout plan, special light required for treatment
- 3Dviews with color and special furniture required for parlour

UNIT-IV

- Apparel and accessories studio for all (kids, men and women) all age group with special brand like ZARA, BENETTON, etc. with window display in front of the shop. Special display counter for display of apparel and racks for stacking

Drawings required:

- Plan, elevation with special wall treatment, 3D views in color and highlight the display areas.

UNIT-V

Planning of commercial small Offices (Architect's office, Doctor's clinic, lawyer's chamber, etc.), study of use of space, circulation, system of storages, filing, etc. Maximum area to be designed 100 Sq. mts.

Text Book(s):

- [T1] Color dictionary by Brasi & Workman
- [T2] Indian history by Goyal
- [T3] Floor design by Sareen
- [T4] Ideal home book of kitchen
- [T5] Encyclopedia for color theory
- [T6] Illustrated history of Interior Decoration by Praz

Reference Book(s):

[R1] Great interiors by Grant

[R2] Interior design by Ahmed A. Kasu

[R3] Surveying Vol. I, II and III by Dr. B.C. Punamia

VISUAL MERCHANDISING - II

Paper Code: ID-CC-603

L	T/P	S/D	Credits
1	0	4	3

Objectives: Since the background of Display is there in Visual Merchandising, students are given knowledge of promoting sales of products. Students take up assignments as Display on lists or exhibition designer.

UNIT-I

- Design a mela/carnival
- Difference between the two, importance of exhibition Ex- project on mela (Suraj Kund or Diwali mela)

UNIT-II

- EX- Carnival in school or colonies
- Christmas or New Year
- Design with accessories and props- the project planning and 3Dviews in color

UNIT-III

- Exhibition private (of an individual)
 - Group of artists to participate under one roof.
 - Interior designer, furniture designer, accessories designer, light designer new material introduction
- Ex- Planning and 3D views in color

UNIT-IV

Exhibition like trade fair, weekend one-day show of different states and countries, studio project with planning and colored views as presentation.

UNIT-V

Developing a visual literacy about our surroundings. To identify various types of timbers such as: Teak, Sal, Chir, Shisham, Deodar, Kail&Hollock by visual examination only. Learning and Writing various Font Styles in an effective manner. Develop a sense of Co-relation between Actual size and the Drawn sketch.

- Students must visit exhibition at trade fair ground and at various malls, etc.
- Students after learning the designing of exhibition can work as visual merchandise designer and can take up independent projects.

Text Book(s):

[T1] Image India by Dhamija

[T2] Indian folk art and craft by Dhamija

[T3] Indian cultures through the ages by Vidyarthi

PRODUCT DESIGN - II

Paper Code: ID-CC-604

L	T/P	S/D	Credits
1	1	4	4

Objectives: *Students to understand the, how to construct the different types of products with different types of materials like metal, wood, clay, plastic, etc.*

UNIT I: Design and make any one product in metal sheet foil or out of waste cans or bottles (glass, plastic, tin) which can be easily cut with scissors or cutters.

UNIT II: Material- clay/ terracotta/ tiles Design, draw and create masks, door handles, knobs of clay hand work. Terracotta- tiles and work on them with ethnic motives create wall murals, table tops, planters, etc.

UNIT III: Design on sheets different types of furniture items like different types of tables, chairs, beds and some small items like racks, shelves, bench, planters, etc.

UNIT IV: One furniture (with joinery details) to be constructed in workshop, polish, painting, for the purpose of learning the finishes on furniture.

UNIT V: Preparation of product design using computer software and preparing a small scale model with appropriate Material

Text Book(s):

[T1] Wood bonding handbook by Stevens & Turner [T2] Indian decorative design by Aryan [T3] Furniture in color by Synge [T4] How to make your own furniture

Reference Book(s):

[R1] Furniture making by Collisehon
[R2] Furniture face lifts by Wagstaff & Thurgood

INTERIOR BUDGETING & ESTIMATION

Paper Code: ID-CC-605

L	T/P	S/D	Credits
1	0	4	3

Objectives: *Basic understanding of quantities, cost & methods to make estimates. The students should be able to make estimate of interior schemes. Proposed for the client*

UNIT-I

Estimate:

- Different Types
- General Principles of approximate methods of costing for various interior works for all types of old & new works.

UNIT-II

Specification:

- Definition.
- Principles of specification
- Types of specification
- Partition
- Partition walls commercial Plywood, block board Laminated Sheet, glass etc.
- Plastering with cement mortar.
- Flooring -Cement conc., marble, mosaic
- Distempering & Colors washing.
- Wood work: - Doors, window, partition, cabinet sets, false ceiling, furniture wall Partitions, Wall paneling, table, chair etc.
- Water supply & Sanitary Fitting etc.

UNIT-III

Taking out Quantities:

- Units of measurement -cubic meter, square meter, running meter.
- General rules for measurements.
- Quantity Survey: Spot item
- > Prime cost
- > Provisional sums
- > Costing of work

UNIT IV

- Data collection & keeping information of market prices of materials
- Exercises on preparation & calling of Tenders.
- Estimation & Schedule of Quantities for furniture pieces
- Estimation of one complete project of interior
- Preparation of above estimates using computer software

UNIT V

Types of Estimates: Preliminary estimates - Plinth area estimate - Cubic rate estimate - Estimate per unit base, Detailed estimates - Definition - Stages of preparation - details of measurement and calculation of quantities and abstract Methods of preparing estimates, Preparing bills of quantities from drawings and pricing Preparing estimates from bills of quantities.

Text Book(s):

- [T1] A Text Book of Estimation, Costing and Valuation by Gurcharan Singh and Jagdish Singh
- [T2] Budgeting & Estimation by B. N. Dutta

Reference Book(s):

- [R1] Civil Estimating & Costing by Amarjit Agarwal and A. K. Upadhya.
- [R2] Professional Practice by Dr. Roshan H. Namavati

INTERIOR PROJECT - V
(Major Project)

Paper Code: ID-CC-606

L	T/P	S/D	Credits
0	0	12	6

Objectives: *Students must be able to handle the complete project and must understand how and from where to require the required material and get the work executed as an independent entrepreneur. Any one project to be taken up and completed within the given time*

Projects: Mall, Medical interior (nursing home, poly clinic, E.N.T. or dental clinic)

The student must study any one given project by visiting the existing sites; understand the working and requirement of the existing interior of the same.

An independent presentation by the student in class thereafter the project will be given by teacher to students.

Drawing required:

Layout plan & electric plan, special furniture requirements creating proper ambience to make the area comply with bylaws.

The standards and norms, elevations of existing areas with all types of finishes, 3D views in color and all interior Drawings to be made in AutoCAD & 3Ds MAX.

After completing the project students must submit the necessary drawings, documentation and presentation of high professional standards and the entire design process and methodology must be meticulously documented.

Text Book(s):

[T1] Color dictionary by Brasi & Workman

[T2] Indian history by Goyal

[T3] Floor design by Sareen

[T4] Ideal home book of kitchen

[T5] Great interiors by Grant

[T6] Interior design principles by M. Pratap Rao

Reference Book(s):

[R1] Interior design by Ahmed A. Kasu

[R2] Encyclopedia for color theory

[R3] Illustrated history of Interior Decoration by Praz

***Approved by the Executive Council in its 28th Meeting held on 14 November 2022.**

Ordinance-65* **Alumni Association**

(Under Statute 35 of the Statutes contained in Second Schedule of the Central Universities Act, 2009)

- 1: Name of the Association:** Dr. Harisingh Gour Vishwavidyalaya Alumni Association, Sagar
- 2: Registered Office:** Dr. Harisingh Gour Vishwavidyalaya, Campus, Sagar (M.P.) 470003
- 3. Nature of Association:** The Association shall be an autonomous body to be registered under the Madhya Pradesh Society Registration Act, 1973

4. Definitions:

- a. **“The Association”** means the Alumni Association of the Dr. Harisingh Gour Vishwavidyalaya, Sagar (M.P.) India
- b. **The University** means Dr. Harisingh Gour Vishwavidyalaya, Sagar (M.P.) India
- c. The **“General Body”** means the General Body of the Alumni Association.
- d. The **“Executive Committee”** means the Executive Committee of the Association.
- e. **“Alumnus”** means an ex- students of the University, who obtained any degree/ diploma from Dr. Harisingh Gour Vishwavidyalaya, Sagar (M.P.)
- f. An **“Honorary Member”** means any person other than an Alumnus, who has been nominated by the General Body of the Association.
- g. The financial year of the Alumni Association shall be reckoned every year from 1st April to 31st March of the following year.

5. Aims and Objectives of the Association:

- (i) To promote and foster mutually beneficial interaction between the Alumni and the present students.
- (ii) To encourage the Alumni to take an active and abiding interest in academic and developmental progress and contribute towards enhancement of the social utility of their Alma mater.
- (iii) To establish scholarship and other support funds to help the needy and deserving students.
- (iv) To institute prizes and awards for outstanding project work, research papers and other academic and professional achievements of the students of the institute;
- (v) To contribute through support in the activities of research, startup, incubation, funding and other mentoring for shaping the career of the students.
- (vi) To help in organizing the activities of civic and charitable nature for value addition in the economic and social development of the country.
- (vii) To encourage the formation of Chapters across the country and abroad as a means to increase participation of Alumni.
- (viii) To provide the research infrastructure and guest house facility during the alumni's visit at Sagar as decided by the University with the coordination with Association.

RULES & REGULATION

Following are the rules & regulations of the Association:

6. Definitions:

- a. **“The Association”** means the Alumni Association of the Dr. Harisingh Gour Vishwavidyalaya, Sagar (M.P.) India
- b. **The University** means Dr. Harisingh Gour Vishwavidyalaya, Sagar (M.P.) India
- c. **The ‘Member’** means the registered member of the Association
- d. **The” General Body”** means the General Body of the Alumni Association.
- e. The **“Executive Committee”** means the Executive Committee of the Association.
- f. **“Alumnus”** means an ex- student of the University, who has obtained a degree/ diploma/Certificate from Dr. Harisingh Gour Vishwavidyalaya, Sagar (M.P.) since its establishment including the degree from affiliated colleges.
- g. **“Contribution”** means financial and other support extended by the alumnus other than membership fee.
- h. An **“Honorary Member”** means any person other than an Alumnus, who has been nominated by the General Body of the Association.
- i. The financial year of the Alumni Association shall be reckoned every year from 1st April to 31st March of the following year.

7. Patrons:

- a. The Vice-Chancellor of the University shall be an ex-officio Patron of the Alumni Association.

8. Membership:

- a. Any student who successfully obtains any degree/ diploma/ Certificate from Dr. Harisingh Gour Vishwavidyalaya, Sagar (M.) is entitled to become a member of the Association from the date of issue of the Result/ Notification granting the said degree/ diploma or certificate.
- b. All the eligible students can become a registered members of the Association by filling online / offline registration form by paying the prescribed membership fee under following categories of membership :
 1. Annual Membership Rs.200=00
 2. Life Member (the year in which he was awarded the Degree) Rs. 1000=00
 3. Life Member (For Others)Rs.2000=00

Note; The Association will have every right to revise or restructure the above mentioned membership fee from time to time after passing a resolution in the General Body Meeting.

Honorary Member:

The Association in the General Body meeting may nominate any person as Honorary Member on the recommendation of the Executive Committee for two years who is connected with the University or the Association and is likely to promote and fulfill the aims and objectives of the Association.

9. **Rights of the Members:**

All members including honorary members are entitled to receive all announcements through registered mail ID and official webpage of the University website. Other social media platforms will also be used to disseminate the information. All the registered members will also be entitled to get benefits of the facilities provided by the University to the Association.

10. **Organization:**

- (i) The General Body
- (ii) The Executive Committee

(i) The General Body:

- a. The General Body shall consist of all the registered members of the Alumni Association as defined in Clause 8 (b);
- b. There shall be at least one General Body meeting in a year. This meeting will be referred as Annual General Meeting of the Association. Following matters shall be presented in the Annual General Meeting for approval:
 - (i) Approval of Annual Report of the Year
 - (ii) Approval of Annual Account of the Year
 - (iii) Approval of activities of the Association
 - (iv) Approval of Budget for next year
 - (v) Introduction of new office bearers
 - (vi) Election of the members of the Executive Committee
 - (vii) Appointment or continuation of Auditors of the Association
 - (viii) Appointment of legal advisors, if any.
 - (ix) Any other matter relevant to growth & development of the Association
- c. The notice of the Annual General Meeting should be sent at-least 15 days before the meeting.
- d. All the information shall be sent through email and simultaneously through social media platform.
- e. The honorary members of the Association can also participate in any of the meeting of the Association but in case of voting for any proposal; the honorary member shall not have any voting right.
- f. The Association can call extraordinary meeting of the General Body to resolve any critical issue that arises before the Association. This meeting can be called either by the Executive Committee or at least 25 members of the Association.
- g. The quorum for the General Body shall be 50 members present in person. In case the quorum is not complete, the Chairman shall adjourn the meeting and reconvene it after 30 minutes, at which time, the members present will constitute the quorum and there will be no minimum requirement. In adjourn meetings “Agenda only” will be decided.
- h. All the resolutions put to vote at the General Body shall be decided by a majority vote (unless otherwise provided) on a show of hands. In case of equality of votes, the “Presiding

Officer “shall have the casting vote.

- i. In case the Executive Committee is of the opinion that a member/ honorary member has been working against the interest of Association, the committee may recommend the termination of the membership of the concerned member/ honorary member and place before the General Body for approval as the Executive Committee shall have no powers to terminate the membership of an alumnus.
- j. There shall be an Executive Committee comprising of 21 elected members. The Members of the Executive Committee shall be elected in the General Body meeting i.e. Annual General Meeting. The term of this Executive Committee shall be 3 years.

(ii) The Executive Committee:

The Executive Committee shall have 21 elected members who shall be elected in Annual General Body meeting for 3 years. The functioning of the Executive Committee is described as follows:

1. The Executive Committee shall be the Executive Authority of the Association. It shall have every authority to collect membership and other funds for Association and will be responsible for use of the collected fund for general and specific purposes and activities conducted under Association.

2. The Executive Committee shall meet at least four times in a year. The Secretary of the Association shall issue the notice and the agenda of the meeting at least a week before the date fixed for the meeting. However, in case of urgent business, the meeting may be called at a shorter notice.

3. The Executive Committee (21 members) which shall consist of the following members:

- (i) The Patron & Chairman :Vice-Chancellor of Dr. Harisingh Gour Vishwavidyalaya, Sagar (M.P.)
- (ii) The President, elected by General Body
- (iii) The Vice- President, elected by General Body
- (iv) Secretary, elected by General Body
- (v) Joint Secretary, elected by General Body
- (vi) Treasurer, elected by General Body
- (vii) Seven alumni to be elected by the General Body
- (viii) The immediate Past President,
- (ix) The immediate Past Secretary,
- (x) The immediate Past Treasurer
- (xi) Two Senior Professors of the University to be nominated by the Chairman
- (xii) Three Associate Professors or Assistant Professors who are the alumnus of the University.

- The Executive Committee shall have the right to co-opt members and/ or appoint sub – committees from amongst the General Body from time to time for an execution of specific assignment as required.
- Any Casual vacancy amongst the members of the Executive Committee arising from death, resignation, and removal or otherwise may be filled by co-option by the Executive Committee and the member so co-opted shall hold office for the residual term of the member being replaced. Such co-opted member shall be treated at par and have all the rights as enjoyed by the elected members.

- The Executive Committee shall have the power to appoint from amongst the members of the General Body or from amongst its own members as Editor and other staff for the printing and publication of Brochures, Newsletters, Annual magazine and day to day working of the Association. The remuneration (if any) of such staff will be decided by the General Body of the Association.
- The quorum of the meeting of the Executive Committee shall be seven members personally present in the meeting.
- The Executive Committee shall manage the affairs of the Association by majority vote in the Committee Meeting provided that in case of equality of votes, the President shall have the casting vote.
- The Property, movable and immovable, belonging to the Association shall be vested with the Executive Committee.
- a. On or before the fourteenth Day succeeding the day on which the Annual General Meeting of the General Body is held, a list shall be filed with the Registrar of Societies Sagar, M.P. of the names, address and occupations of the members of the Executive Committee.

The Executive Committee may terminate the membership of any of its members, in case he/she fails to attend two consecutive meetings of the said Committee without the grant of leave of absence. However, the President may grant leave of absence to any member.

Appointment/ Election of the office bearers and their roles:

- a. **Chairman & Patron:** The Vice- Chancellor of the Dr. Harisingh Gour Vishwavidyalaya, Sagar (M.P.), India will be the ex-officio Chairman & Patron of the Association. The Chairman will have overall control on all policy matters of the Association. The routine activities and the general administration of Association will be performed by the Executive Committee of the Association..
- b. **President:** The Executive Committee will appoint a distinguished Alumnus, who should be an eminent personality in the field of teaching or research, as a President. The President will have no administrative responsibility but will function/ serve as a Ambassador –at- large for the Alumni Association and the University in professional Association and others where he is active.
- c. **Vice- President:** The Executive Committee will appoint /nominate one or two Vice President from the Executive Committee for a period of three year. They will preside over general body meetings in the absence of President.
- d. **Secretary :** The Executive Committee will appoint /nominate one Secretary from the Executive Committee for a period of three years .He will look after the official work of Alumni Association on behalf of the university under the guidance of the Vice- Chancellor of Dr. Harisingh Gour Vishwavidyalaya, Sagar (M.P.), and President of the Association.

The Secretary shall perform the following duties:

- To call the meetings of different bodies of the Association as per norms of the Association, keep the minutes of all meetings and place them before the General Body and Executive Committee.

- To carry out the directions of the General Body and the Executive Committee.
 - To execute all correspondence on behalf of the Association.
 - To issue notice of all the meetings of the General Body and Executive Committee.
 - To submit all the necessary records before Registrar, Firms & Society, Govt. of Madhya Pradesh.
- e. **Joint Secretary:** The Executive Committee will appoint /nominate one or two Joint-Secretaries from the Executive Committee for a period of three years. He will perform all the duties of the Secretary in the absence of the Secretary.
- f. **Treasurer:** The Executive Committee will appoint /nominate one treasurer from the Executive Committee for a period of three year. He will process and maintain the record of all the financial transaction on the recommendation of the Executive Committee.

11. Financial Management of the Association

- All amounts received on behalf of the Association shall be placed in the name of Dr. Harisingh Gour Vishwavidyalaya, Sagar Alumni Association in an account to be maintained in a bank to be approved by the Executive Committee.
- The Annual Budget of the Association shall be approved in the General Body Meeting;
- The approval and payment process of the expenditure will be as follows:
 1. Payment up to Rs.1000=00 -----No approval is required
 2. Payment from Rs.1001=00 to 100000=00, approval of Executive Committee is required. It may be through budget or through special approval from Executive Committee.
 3. Payment from Rs.100001=00 to Rs. 10,00,000=00, the approval of the Vice- Chancellor is required. The Vice- Chancellor shall approve the expenditure on the Recommendation of the Executive Committee.
- All the payments more than Rs. 2000/- will be made online or through cheques. Cheques upto Rs. 1,00,000/- will signed by any two office bearers i.e. President, Secretary and Treasurer. Cheques more than Rs. 1,00,000/- will signed by all three office bearers i.e. President, Secretary and Treasurer. Out of any two signatures, one shall be the treasurer.
- The Treasurer will maintain all the accounts of the Association and these accounts will be audited by the Chartered Accountant appointed by the Association in General Body Meeting preferably an alumnus of the University.
- The Association's financial year shall end on 31st March. The Executive Committee shall audit the accounts at least once a year by the auditor appointed by the General Body at the Annual General Meeting.

12. Amendments:

Any provision/ requirement of this constitution may be amended by a two-third majority of those alumni members present and voting in the General Body meeting. The quorum for such a meeting will be fifty members. The proposal to amend the Constitution shall be processed in the General Body meeting on the signed requisition submitted by at least forty members of the Association.

Notice of the proposed amendments shall be furnished to the Secretary at least 40 days before the date on which it is proposed to consider the amendments. Such a notice will contain details of the Rule(s) desired to be amended. Upon the receipt of a requisition for amendment, the Secretary shall issue notice to every alumni member for such meeting at –least 20 days before the scheduled date.

Amendments to the memorandum shall be made as per MP Societies Registration Act, 1973 will be followed.

13. Dissolution:

In the event of dissolution of the Association, the procedure laid down in the MP Societies Registration Act, 1973.

14. Chapters:

(i) Regional Chapters:

The Executive Committee may recognize a Chapter of the Association in any city / region India provided it has twenty-five members enrolled. The expenses of the Chapter will be managed by the respective Chapter.

(ii) Overseas Chapter:

The Executive Committee may recognize Overseas Chapter of the Association provided it has a minimum of ten members enrolled. The membership fee will be TwoHundred US Dollars or equivalent.

***Approved by the Executive Council in its 29th Meeting held on 20 December 2022.**