

THE KAVERI UNIVERSITY FIRST ORDINANCES, 2024



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THE KAVERI UNIVERSITY FIRST STATUTES, 2024

CHAPTER – I PRELIMINARY

1. Short Title, Extent and Commencement

- (1) This Ordinances shall be called the Kaveri University First Ordinances, 2024.
- (2) This First Ordinances shall come into force with effect from the date of its publication in Telangana Gazette by the Government.

2. Definitions

- (1) In this First Statutes, unless the context otherwise requires:
 - (a) “**First Statutes**” means the Kaveri University First Statutes, 2024, as amended, modified and / or substituted, from time to time;
 - (b) “**First Ordinances**” means the Kaveri University First Ordinances, 2024, as amended, modified and / or substituted, from time to time;
- (2) Words and expressions used and not defined in this First Ordinances but defined in the First Statutes, shall have the meanings assigned to them in the First Statutes. Words and expressions used and not defined in this First Ordinances and the First Statutes but defined in the Act, shall have the meanings assigned to them in the Act.
- (3) Words in the singular include the plural and *vice versa*.
- (4) Words denoting any gender shall include all genders.

CHAPTER – II

ADMISSIONS AND ENROLMENT

3. Admissions

- (1) Students shall be admitted each year to various Programmes / courses / faculties / Colleges / Centers etc., of the University.
- (2) The number of students to be admitted each year in various Programmes / courses / faculties / Colleges / Centers etc., shall be approved by the Academic Council on the recommendation of the Board of Faculties.
- (3) Admission of Students shall be made on all-India basis and open to all classes of persons, subject to the Act., Rules, Statutes, Ordinances or Regulations of the University.
- (4) Admissions of Students shall be made on merit in the common entrance tests / competitive examinations conducted by national bodies, State bodies or the University or any other manner, as Specified or laid down by the Board.
- (5) Applications for admission to various Programmes / courses / faculties / Colleges / Centers etc., shall be received by the University not later than the prescribed date and as per forms approved for the purpose.
- (6) Admission eligibility criteria for admission into Programmes / courses / faculties / Colleges / Centers etc., for various degrees, diplomas, certificates etc., shall be such as laid down by the Academic Council upon recommendation of the Board of Faculties concerned in conformity with the norms of the relevant Regulatory Bodies.
- (7) Foreign/PIO students can take admissions into various programs offered by the University after fulfilling the required eligibility criteria as Specified or laid down by the Board in conformity with the norms of the relevant Regulatory Bodies.
- (8) The Vice-Chancellor shall be the final authority for admission of all the Students, including those pursuing research, into various Programmes / courses / faculties / Colleges / Centers etc., of the University, in accordance with the Act., Rules, Statutes, Ordinances or Regulations of the University.

4. Reservation

The University shall provide for reservations as per the Act, which is currently Twenty five percent of seats for admissions in all the Programmes / courses / faculties / Colleges / Centers etc., of the University shall be exclusively reserved for the students, who studied for at least two years in the State of Telangana. It is clarified that children whose parent / parents born or worked at least for two years in the State of Telangana shall be treated as students of Telangana for this purpose.

5. Eligibility for admission of students

- (1) No student shall be eligible for admission into Programmes / courses / faculties / Colleges / Centers etc., for various degrees, diplomas, certificates etc., unless such student possesses such qualifications as may be prescribed by the University for the same, from

time to time.

(2) Admission and enrolment of students in the University shall be regulated in the manner as below:

- (a) The procedure of admission shall be approved by the Board from time to time and shall be published in the prospectus.
- (b) The University may publish an admission advertisement in national / local newspapers and / or other media and shall upload a detailed admission notification on the University website. The admission notification shall clearly specify the admission/enrolment criteria for each Programmes / courses / faculties / Colleges / Centers etc., as laid down by the University.
- (c) Save as otherwise provided, all the admissions shall be made by the Registrar / an Admission Committee constituted for the said purpose per the eligibility conditions prescribed for the Programmes / courses / faculties / Colleges / Centers etc., offered by the University.
- (d) The candidates seeking admission to a Programme / course / faculty / College / Center etc., of / in the University must fulfil the laid down eligibility criteria in terms of educational qualification, age restrictions or any other conditions as may be prescribed for it, and as published in the prospectus from time to time.
- (e) The maximum number of seats in each Programmes / courses / faculties / Colleges / Centers etc., shall be determined by the Board from time to time.
- (f) No candidate shall be entitled to claim admission as a matter of right.
- (g) At the time of admission, every student shall be required to sign a declaration to the effect that he/she submits himself to the disciplinary jurisdiction and rules of the University.

6. Restrictions for admission

- (1) No student shall be admitted in two regular Programmes concurrently within or outside the University except that a student pursuing a degree program in the University, may be permitted to take admission in a part-time certificate/ diploma/ advanced diploma courses or in a programs/courses under the 'distance learning mode' approved by the UGC; provided further that the student shall have to obtain prior permission of the University for taking admission in the additional programs under the 'distance mode'.
- (2) Unless otherwise provided, a student may join part-time courses provided he/she fulfils the eligibility requirements as per procedure laid down for the purpose.
- (3) A student who has completed a Postgraduate/ Undergraduate / Certificate program / Course shall not be allowed to be admitted again in the same Programmes / courses in the same discipline.
- (4) Anyone who has been suspended, rusticated, debarred, expelled etc. by a competent authority of the University shall be prohibited from claiming admission in any course

whatsoever. Similarly, no person who is under sentence or expulsion or rustication from another institution/university, shall be admitted to any course of study during the period for which the sentence is in operation.

- (5) Admission to any Programme / course / faculty / College / Center etc., of the University can be cancelled, at any time, if any material information furnished by the Student is found to be false / incorrect.
- (6) A Student who has taken admission to any Programme / course / faculty / College / Center etc. as a full-time regular student will forfeit his/her right if he/she becomes an ex-student of the University and will not be allowed to appear at any examination of the University as an ex-student, except in the case of improvement, if the rules so permit.

7. Admission Review Committee

- (1) The case of a candidate seeking admission to a regular Programme / course / faculty / College / Center etc., other than research and part-time courses, who has given up his/her studies for three or more academic years after passing an eligibility degree/ diploma/certificate examination may be considered for admission by the Admission Review Committee.
- (2) The decision of the Admission Review Committee shall be final and binding.
- (3) The Admission Review Committee shall consist of the following members:
 - (a) Vice-Chancellor – Chairman;
 - (b) Registrar-Convenor;
 - (c) Director of Education
 - (d) Dean of the School concerned;
 - (e) Head of the Department concerned.

8. Re-admissions

- (1) A Student of the 1st year/1st term of any Programme / course / faculty / College / Center etc., who is detained due to not meeting the academic requirements, may be allowed to continue with the same as a fresh student as per rules for such programs.
- (2) A Student (not being of 1st year/1st term) of any Programme / course / faculty etc., who has not taken the examination due to shortage of attendance, may be given re-admission in the said class of that Programme / course / faculty etc. in the next consecutive year/term. In case, the Student fails to fulfil the requirement of attendance after being given readmission, his/her admission shall stand cancelled.

9. Enrolment / Registration of Students

- (1) No person shall be admitted to any examination of the University, unless he/she has been duly enrolled / registered as a Student of the University.
- (2) If a Student takes a migration certificate to join another university, his/her enrolment to the University shall lapse until such time as he/she may subsequently return with a migration certificate from that University, to take admission in another program of this

University. Fresh enrolment in such cases shall be necessary.

- (3) The Registrar and/or Controller of Examination shall maintain a record of all enrolled students studying in the various Colleges / Center etc., of the University or carrying on research work in the University.
- (4) Each Student shall be given unique and permanent enrolment number and shall be issued an identity card bearing enrolment number, and same must be quoted by the Student in all communications with the University and in subsequent applications for admission to an examination of the University.
- (5) A Student applying for change of his/her name in the record of Students, shall submit his/her application to the Registrar accompanied by:
 - (a) The prescribed fee;
 - (b) An Affidavit relating to his/her present and proposed name, duly sworn in the presence of a magistrate by himself/herself;
 - (c) A publication from a newspaper in which the proposed change of name has been advertised. However, the provision relating to publication shall not be applicable in case where a woman student wants a change in her name following her marriage, in which case production of marriage certificate indicating the new name shall be valid.

10. Late Admission

Late admissions may be accepted purely at the discretion of the Vice-Chancellor in the manner Prescribed or Specified.

11. Procedure for Withdrawal

Students may withdraw their admission by the date of registrations as specified by the University or before the same. In compliance with instructions of Specified guidelines, the University will refund his/her deposited amount after deducting processing fee, as prescribed from time to time, and which at time of promulgation of the Ordinances is Rs. 1000/- (One thousand only). In case the student registers for the program on the specified dates or later and then withdraws, the refund shall be made after deducting pro-rata monthly charges, provided the seat is filled up, otherwise, the student shall forfeit the entire amount. Further, in case a candidate withdraws after the date of closure of the admission process as specified in the prospectus /admission offer letter, the entire amount deposited by the candidate, except the caution money/security deposit shall be forfeited, in compliance with Specified guidelines.

CHAPTER – III

12. Colleges / Centres / Departments and Programmes / Courses / Faculties offered

(1) The University may have the following Colleges and Centres, in addition to the other Colleges / Centres / departments as may be established in terms of the Act, Rules, Statutes, Ordinances and / or Regulations:

(a) Colleges:

- (i) College of Agriculture
- (ii) College of Horticulture
- (iii) College of Agriculture Engineering & Technology
- (iv) College of Food Science & Technology
- (v) College of Community Science
- (vi) College of Management
- (vii) College of Veterinary Science
- (viii) College of Fisheries Sciences
- (ix) College of Forestry Sciences

(b) Centers of Excellence:

- (i) Centre for Nanotechnology
- (ii) Centre for Food Science and Nutrition
- (iii) Centre for Water Science and Technology
- (iv) Centre for Climate Resilient Agriculture
- (v) Centre for Protected Agriculture
- (vi) Centre for Natural and Organic farming
- (vii) Centre for Post-harvest Technologies
- (viii) Centre for Seed Science and Technology
- (ix) Centre for Emerging Technologies
- (x) Centre for Farm Mechanization
- (xi) Centre for Innovation, Enterprise and Incubation
- (xii) Centre for Languages and Communication
- (xiii) Centre for International Relations
- (xiv) Centre for Faculty Excellence

(2) The University may have the following courses / Programmes / Faculties, in addition to the other courses / Programmes / Faculties as may be established in terms of the Act, Rules, Statutes, Ordinances and / or Regulations:

(a) Undergraduate Programmes: The undergraduate programmes shall start each year in July and shall last four years

- (i) B.Sc (Hons) Agriculture
- (ii) B.Sc (Hons) Horticulture
- (iii) B.Sc (Hons) Community Science
- (iv) B.Sc (Hons) Food Nutrition and Dietetics
- (v) B.Sc (Hons) Sericulture
- (vi) B.Sc (Hons) Forestry
- (vii) B.Sc (Hons) AgriBusiness Management

- (viii) B.Tech Agriculture Engineering & Technology
- (ix) B.Tech Agriculture Information Technology
- (x) B.Tech Food Technology
- (xi) B.Tech Biotechnology
- (xii) B.Tech Bioinformatics
- (xiii) B.V.Sc & AH (Veterinary Science & Animal Husbandry)
- (xiv) B.Tech Dairy Technology
- (xv) B.Tech Poultry Technology
- (xvi) B.F.Sc Fisheries Sciences

- (b) Post Graduate Programmes: The Post Graduate Programmes shall start each year in August, and shall last two years, and consists of research component (conducting relevant research under supervision and writing a thesis) and education component.

Agriculture:

- (i) M.Sc. Ag. (Agrometeorology),
- (ii) M.Sc. Ag. (Agronomy),
- (iii) M.Sc. Ag. (Entomology),
- (iv) M.Sc. Ag. (Agricultural Extension Education),
- (v) M.Sc. Ag. (Genetics & Plant Breeding),
- (vi) M.Sc. Ag. (Plant Pathology),
- (vii) M.Sc. Ag. (Nematology),
- (viii) M.Sc. Ag. (Soil Science & Agricultural Chemistry),
- (ix) M.Sc. Ag. (Agricultural Economics),
- (x) M.Sc. Ag. (Agricultural Statistics),
- (xi) M.Sc. Ag. (Microbiology),
- (xii) M.Sc. Ag. (Plant Physiology),
- (xiii) M.Sc. Ag. (Seed Science & Technology),
- (xiv) M.Sc. Ag. (Organic Farming)
- (xv) M.Sc. Ag. (Nano Science and Technology)
- (xvi) M.Sc. Ag. (Environmental Science)
- (xvii) M.Sc. Ag. (Remote Sensing and Geographic Information System)
- (xviii) M.Sc. Ag. (Bioinformatics)

Horticulture:

- (i) M.Sc. Horticulture (Fruit Science),
- (ii) M.Sc. Horticulture (Vegetable Science),
- (iii) M.Sc. Horticulture (Floriculture and Landscaping),
- (iv) M.Sc. Horticulture (Postharvest Management),
- (v) M.Sc. Horticulture (Plantation, Spices, Medicinal and Aromatic Plants)

Community Science:

- (i) M.Sc. Community Science (Food Science & Nutrition),
- (ii) M.Sc. Community Science (Textiles & Apparel Designing),
- (iii) M.Sc. Community Science (Family Resource Management),
- (iv) M.Sc. Community Science (Human Development and Family Studies),

- (v) M.Sc. Community Science (Extension Education & Community Management)

Agriculture Engineering & Technology:

- (i) M.Tech. (Farm Machinery and Power Engineering),
- (ii) M.Tech. (Soil and Water Conservation Engineering),
- (iii) M.Tech. (Irrigation and Drainage Engineering),
- (iv) M.Tech. (Processing and Food Engineering),
- (v) M.Tech. (Renewable Energy Engineering)

Food Science & Technology:

- (i) M.Tech. (Food Process Technology),
- (ii) M.Tech. (Food Process Engineering),
- (iii) M.Tech. (Food Safety & Quality Assurance)

Sericulture:

M.Sc. (Sericulture)

Forestry:

- (i) M.Sc. Forestry (Silviculture & Agroforestry),
- (ii) M.Sc. Forestry (Forest Biology & Tree Improvement),
- (iii) M.Sc. Forestry (Natural Resource Management),
- (iv) M.Sc. Forestry (Forest Products & Utilisation)
- (v) M.Sc. Forestry (Wildlife Sciences)

Agribusiness Management:

- (i) M.Sc (Agribusiness Management)
- (ii) MBA (Agribusiness Management)

- (c) Doctoral Programmes: The PhD Programme / Doctoral Programme is a three-year programme which consists of research component (conducting relevant research under supervision and writing a thesis) and an education component.

Agriculture:

- (i) Ph.D (Agricultural Meteorology),
- (ii) Ph.D (Agronomy),
- (iii) Ph.D (Entomology),
- (iv) Ph.D (Agricultural Extension Education),
- (v) Ph.D (Genetics & Plant Breeding),
- (vi) Ph.D (Plant Pathology),
- (vii) Ph.D (Nematology),
- (viii) Ph.D (Soil Science & Agriculture Chemistry),
- (ix) Ph.D (Agricultural Economics),
- (x) Ph.D (Agricultural Statistics),
- (xi) Ph.D (Microbiology),

- (xii) Ph.D (Plant Physiology),
- (xiii) Ph.D (Seed Science & Technology)

Horticulture:

- (i) Ph.D (Fruit Science),
- (ii) Ph.D (Vegetable Science),
- (iii) Ph.D (Floriculture and Landscaping),
- (iv) Ph.D (Postharvest Management),
- (v) Ph.D (Plantation, Spices, Medicinal and Aromatic Plants)

Community Science:

- (i) Ph.D (Food Science and Nutrition),
- (ii) Ph.D (Textiles and Apparel Designing),
- (iii) Ph.D (Family Resource Management),
- (iv) Ph.D (Human Development and Family Studies),
- (v) Ph.D Community Science (Extension Education and Community Management)

Agriculture Engineering & Technology:

- (i) Ph.D (Farm Machinery and Power Engineering),
- (ii) Ph.D (Soil and Water Conservation Engineering),
- (iii) Ph.D (Irrigation and Drainage Engineering),
- (iv) Ph.D (Processing and Food Engineering),
- (v) Ph.D (Renewable Energy Engineering)

Food Science & Technology:

- (i) Ph.D (Food Process Technology),
- (ii) Ph.D (Food Process Engineering),
- (iii) Ph.D (Food Safety & Quality Assurance)

Sericulture:

Ph.D (Sericulture)

Forestry:

- (i) Ph.D Forestry (Silviculture & Agroforestry),
- (ii) Ph.D Forestry (Forest Biology & Tree Improvement),
- (iii) Ph.D Forestry (Natural Resource Management),
- (iv) Ph.D Forestry (Forest Products & Utilisation)
- (v) Ph.D Forestry (Wildlife Sciences)

AgriBusiness Management:

Ph.D (AgriBusiness Management)

- (3) There shall be Programmes in the University for Degrees, Diplomas, Certificates etc., in different Colleges/Departments/Centres. The University shall offer such Programmes of such minimum duration as the Board may approve, on the recommendation of the Academic Council either on its own or otherwise.
- (4) While the Programmes / courses are listed above, the Board may exercise powers to introduce, modify or discontinue a Programme / course on recommendations of the Academic Council either on its own or otherwise. The procedure for starting a new Programme / course, temporarily suspending an existing Programme / course or phasing out an existing Programme / course shall be such as may be Specified and approved by the Board.
- (5) Minimum entry qualification for admission to the Programmes / courses shall be such as may be Specified or laid down by the Board. The Degrees/Diplomas/Certificates etc., as referred in the minimum eligibility conditions for admission shall be from those universities/institutions/boards which have been recognized by the University.
- (6) The procedure for the admission shall be such as may be laid down by the Board.
- (7) A Student may be granted such scholarship /assistantship/ stipend/ contingency grant, etc. as may be Specified or as laid down by the Board.
- (8) A Student shall be required normally to attend every lecture, tutorial and practical class. However, for sickness or other such exigencies, absence may be allowed as Specified or provided for in the regulations governing the relevant Programmes / courses and published in the prospectus.
- (9) “Standing Orders for Students” shall be deemed to be a part of the Ordinances. A Student admitted to the Programmes / courses shall abide by the “Standing Orders for Students” issued by the University from time to time. These standing orders shall deal with the discipline of the Students in the Hostels, Colleges and the University premises and outside. The standing orders may also deal with such other matters as are considered necessary for the general conduct of the students’ co-curricular and extracurricular activities.
- (10) Notwithstanding, anything contained in the above Ordinances, no Regulations shall be made in contravention to the decision of the Board in regard to duration, assistantship rules, admission processes, intake of students etc.
- (11) In exceptional circumstances, the Chairman of the Board may, approve amendments, modifications, insertions or deletions of an Ordinance(s) which in his opinion is necessary or expedient for the smooth running of the Programmes / courses.
- (12) The rules governing Programmes / courses to be introduced in subsequent years shall be framed by the Academic Council and approved by the Board.
- (13) **Undergraduate Programmes:**
 - (a) The Ordinances of the University shall take precedence over the rules / regulations for the Undergraduate Programmes (such as B.Sc (Hons), B.Tech, B.V.Sc & A.H. and B.F.Sc Programmes) in the matter of any dispute.

- (b) Notwithstanding anything contained to the contrary, the following Ordinances shall apply to the Undergraduate Programmes (such as B.Sc (Hons), B.Tech, B.V.Sc & A.H. and B.F.Sc Programmes) under the Semester System.
- (c) The University may introduce Undergraduate Programmes (such as B.Sc. (Hons) and B.Tech Programmes) in any of the streams specified under the ICAR Deans Committee guidelines and UGC Act 1956, as approved by the Board.
- (d) The admissions to Undergraduate Programmes (such as B.Sc. (Hons) and B.Tech.), course shall be generally governed by the rules of the ICAR Deans Committee guidelines or any other competent authority and shall be as notified in the admission notification of the respective academic year.
- (e) Minimum qualification for admission to the first year of Undergraduate Programmes (such as B.Sc. (Hons), B.Tech., B.V.Sc & A.H., and B.F.Sc. programmes) shall be qualifying the Senior Secondary School/Intermediate Certificate (10+2) examination. The eligibility examinations should have been passed from any recognized Technical Board/ University. While deciding the admission procedure, the University may lay down compulsory subjects in qualifying examination for admission for various programs.
- (f) The date of initial registration for the Undergraduate Programmes shall normally be the date on which the Student formally registers for the first time. This date shall be construed as the date of joining the Undergraduate Programmes for all intents and purposes.
- (g) All Undergraduate Programme (such as B.Sc. (Hons), B.Tech., B.V.Sc & AH and B.F.Sc) Students will be governed by the rules, regulations and procedures framed by the University regarding this matter, and on matters of general discipline and implemented from time to time.
- (h) Based on the recommendations of the Board of Faculties, the Academic Council shall approve the Regulations for the Undergraduate Programmes (such as B.Sc. (Hons), B.Tech., B.V.Sc & AH and B.F.Sc programmes), which would detail the procedures and rules for the following:
 - (i) Admissions;
 - (ii) Term System, duration, type of courses;
 - (iii) Registration rules;
 - (iv) Examination and evaluation policy/system including exams, credit assignments;
 - (v) Grading system;
 - (vi) Attendance rules;
 - (vii) Rules on monitoring and mentoring progress including detention/promotion to next year;
 - (viii) Academic status and scholastic deficiencies;
 - (ix) Rules on conditions for award of degree;
 - (x) Rules as specified for discipline and avoidance of unfair means;
 - (xi) Standing orders and Hostel rules; and
 - (xii) Any other valid procedures and rules.

(14) Ordinances for Post Graduate Programmes:

- (a) The Ordinances of the University shall take precedence over the rules / regulations for the Post Graduate Programmes (such as M.Sc and M.Tech Programmes) in the matter of any dispute.
- (b) The minimum entry qualifications and procedure for admission to the Post Graduate Programmes (such as M.Sc, and M.Tech programmes) shall be as Specified.
- (c) A Student enrolled for the Post Graduate Programmes (such as M.Sc, and M.Tech programmes) will be considered eligible for registration as a scholar on his / her making an application in the prescribed form, provided he / she has completed the prescribed course work and cleared the requirement of comprehensive examination and fulfilled the requirements as Specified.
- (d) For a Student to become a scholar for award of the degree, he shall have to satisfy the requirements laid down in the Regulations of the Post Graduate Programmes and be accepted by the Vice Chancellor on the recommendation of the respective Colleges/department/centres.
- (e) The award of the M.Sc, and M.Tech Degree to an eligible scholar shall be made in accordance with the Regulations of the University. "The Degree of Master of Science and Master of Technology" may be conferred on a Student subject to the following conditions:
 - (i) Research work has been carried out at the University under the guidance of Supervisor(s).
 - (ii) A scholar registered for the M.Sc, and M.Tech program shall be required to satisfy a minimum residential period.
 - (iii) The thesis submitted by the student is required to be recommended for the award of the M.Sc, and M.Tech degree by two external referees and by the Board of Examiners constituted for the viva-voce examination.
 - (iv) Complete all requirements for award of degree as laid-down in the Regulations.
- (f) A Student/scholar shall be required to earn prescribed minimum credits through courses and/or carry out his research work at the University, under the guidance of approved supervisor(s). In special circumstances, a full-time Student/scholar may be permitted to carry out part of his / her research outside the University.
- (g) The date of initial registration for the Post Graduate Programmes shall normally be the date on which the Student formally registers for the first time in the beginning of a term for the M.Sc, M.Tech and Ph.D. program, which shall also be the date of his joining the Post Graduate Programmes for all intents and purposes.
- (h) The degree of Master of Science, Master of Technology and Doctor of Philosophy shall not be conferred as an *adeundem* degree. However, the University may choose to confer Honorary Degree on men/women of distinction from time to time upon recommendation of an appropriate committee of senior faculty appointed by the Vice-Chancellor for this purpose.

- (i) University Faculty, Research Assistants, Technical Assistants or any other duly approved category of University staff may be registered for the degree of M.Sc, and M.Tech., provided they fulfil the eligibility as laid down in the Regulations.
 - (j) All Post Graduate Programmes (such as M.Sc, and M.Tech) Students will be governed by the rules, regulations and procedures framed by the University regarding this matter, and on matters of general discipline, and implemented from time to time.
 - (k) Based on the recommendations of the Board of Faculties, the Academic Council shall approve the Regulations for the Post Graduate Programmes (such as M.Sc, and M.Tech Programmes), which would detail the procedures and rules for the following:
 - (i) Admission Eligibility;
 - (ii) Short listing and Selection process;
 - (iii) Classifications of students/scholars;
 - (iv) Registration rules;
 - (v) Course work for the students for various programs;
 - (vi) Thesis Supervisor(s), nomination and contingencies;
 - (vii) Comprehensive examination requirement for progression;
 - (viii) Eligibility for Registration as Scholar for the Degree;
 - (ix) Performance monitoring and mentoring;
 - (x) Minimum/Maximum Registration Duration Requirement;
 - (xi) Rules on presentation of synopsis;
 - (xii) Nomination of Board of Examiners;
 - (xiii) Procedure for Thesis Submission;
 - (xiv) Procedure for Thesis Evaluation;
 - (xv) Conduct of Viva-Voce (Open Defence);
 - (xvi) Rules for award of M.Sc, and M.Tech Degree;
 - (xvii) Rules for award of financial assistance/scholarship;
 - (xviii) Leave & Attendance rules;
 - (xix) Conditions for cancellation of registration;
 - (xx) Rules Regarding conduct and discipline;
 - (xxi) Depository with ICAR / UGC;
 - (xxii) Standing Orders; and
 - (xxiii) Any other procedures and rules.
- (15) **Doctoral Programmes:**
- (a) The Ordinances of the University shall take precedence over the rules / regulations for the PhD Programmes in the matter of any dispute.
 - (b) The minimum entry qualifications and procedure for admission to the PhD Programmes shall be as Specified.
 - (c) A Student enrolled for the PhD Programme will be considered eligible for registration as a scholar on his / her making an application in the prescribed form, provided he / she has completed the prescribed course work and cleared the requirement of comprehensive examination and fulfilled the requirements as

Specified.

- (d) For a Student to become a scholar for award of the degree, he shall have to satisfy the requirements laid down in the Regulations of the PhD Programme and be accepted by the Vice-Chancellor on the recommendation of the respective Colleges/department/centres.
- (e) The award of the Ph.D. Degree to an eligible scholar shall be made in accordance with the Regulations of the University. "The Degree of Doctor of Philosophy" may be conferred on a Student subject to the following conditions:
 - (i) Research work has been carried out at the University under the guidance of Supervisor(s).
 - (ii) A scholar registered for the Ph.D. program shall be required to satisfy a minimum registration period.
 - (iii) The thesis submitted by the student is required to be recommended for the award of the Ph.D. degree by two external referees and by the Board of Examiners constituted for the viva-voce examination.
 - (iv) Complete all requirements for award of degree as laid-down in the Regulations.
- (f) A Student/scholar shall be required to earn prescribed minimum credits through courses and/or carry out his research work at the University, under the guidance of approved supervisor(s). In special circumstances, a full-time Student/scholar may be permitted to carry out part of his research outside the University.
- (g) The date of initial registration for PhD Programmes shall normally be the date on which the student formally registers for the first time in the beginning of a term for the PhD Programmes, which shall also be the date of his joining the program for all intents and purposes.
- (h) The degree of PhD shall not be conferred as an *adeundem* degree. However, the University may choose to confer Honorary Degree on men/women of distinction from time to time upon recommendation of an appropriate committee of senior faculty appointed by the Vice-Chancellor for this purpose.
- (i) University Faculty, Research Assistants, Technical Assistants or any other duly approved category of University staff may be registered for the degree of PhD provided they fulfil the eligibility as laid down in the Regulations.
- (j) All Ph.D. students will be governed by the rules, regulations and procedures framed by the University regarding this matter, and on matters of general discipline, and implemented from time to time.
- (k) Based on the recommendations of the Academic Council, the Board shall approve the Regulations for the Ph.D. Programs, which would detail the procedures and rules for the following:
 - (i) Admission Eligibility;
 - (ii) Short listing and Selection process;
 - (iii) Classifications of students/scholars;

- (iv) Registration rules;
- (v) Course work for the students for various programs;
- (vi) Thesis Supervisor(s), nomination and contingencies;
- (vii) Comprehensive examination requirement for progression;
- (viii) Eligibility for Registration as Scholar for the Degree;
- (ix) Performance monitoring and mentoring;
- (x) Minimum/Maximum Registration Duration Requirement;
- (xi) Rules on presentation of synopsis;
- (xii) Nomination of Board of Examiners;
- (xiii) Procedure for Thesis Submission;
- (xiv) Procedure for Thesis Evaluation;
- (xv) Conduct of Viva-Voce (Open Defence);
- (xvi) Rules for award of Ph.D. Degree;
- (xvii) Rules for award of financial assistance/scholarship;
- (xviii) Leave & Attendance rules;
- (xix) Conditions for cancellation of registration;
- (xx) Rules Regarding conduct and discipline;
- (xxi) Depository with UGC;
- (xxii) Standing Orders;
- (xxiii) Any other procedures and rules.

13. Fees

- (1) The University shall charge fees from the Students of different Programmes.
- (2) Students' admitted to various Programmes in the Colleges/Centres shall have to pay the Fees, funds, registration fee, caution money, Hostel charges etc., as may be applicable, as approved by the Board on the recommendations of the Finance Committee, consistent with the policies Prescribed and / or Specified.
- (3) The fee that may be charged shall be ascertained by a Fee Fixation Committee , which shall be constituted by the Board, comprising of the following:
 - (a) Director of Education;
 - (b) Director of Post-Graduate Studies;
 - (c) One member of the Board, nominated by the Board;
 - (d) One member of the Academic Council, nominated by the Vice-Chancellor;
 - (e) Two persons nominated by the Governing Body who shall be eminent people of standing in the field of agricultural education / industry / management / finance / science / technology.
- (4) The University shall have full autonomy, along with full disclosure and transparency, on setting fees for the various programmes that it decides to offer. Fees shall be determined by the University through a Fee Fixation Committee. Recommendations of the Fee Fixation Committee shall be validated by the Finance Committee, Board and Governing Body before being finally notified. The University may also award fee waivers to the students and research scholars in accordance with the decision of the Board.
- (5) The procedure for the deposition of fees, delay fine, entry/deletion of the names from the rolls of the Programmes of the University in case of defaults, and such other matter, may be implemented by the University.

- (6) One or more components of the following may be the fees charged by the University, and more components may be added as may be recommended by the Finance Committee and approved by the Board:
- (a) Registration fees;
 - (b) Admission fees;
 - (c) Tuition fees;
 - (d) Development Fee;
 - (e) Hostel Charges to include Boarding, Lodging and Laundry;
 - (f) Summer /winter vacation Charges, for those who are required to stay in Hostels during vacation with the permission of University;
 - (g) Medical fee;
 - (h) Sports fees;
 - (i) Examination fee;
 - (j) Library Fee;
 - (k) Fees for the Degrees/Diplomas/certificates if awarded and in absentia;
 - (l) Fees for grade card, Transcripts, and other academic certificates including duplicates/attested copies, etc; and
 - (m) Caution Money/Security deposit; the same is refundable after adjustment of relevant dues, if any, within four years of their leaving the University. If no claim for a refund is received within that period, the Caution Money shall be credited into the University Fund. The Vice Chancellor may, for sufficient reasons, investigate and entertain claims for refund of Caution Money after the expiry of that period.
- (7) If a Student fails to deposit the Fees (or any portion thereof) by the dates notified, such Student shall be liable to pay a delay fine as Prescribed and / or Specified. The Student's name may be struck off, after this date, and may be re-admitted on payment of re-admission fee, as Prescribed and / or Specified. The Vice-Chancellor may for sufficient reasons, re-admit any Student whose name has been so struck off the roll-on payment of arrear dues together with fine provided that such readmission is requested before the end of the month in which the name has been struck off. The Vice-Chancellor may waive the recovery of delay fines and readmission fees in deserving cases. The Vice-Chancellor may also delegate this authority to the Deans/ Registrar and prescribe such condition as he/she may consider necessary for the purpose.
- (8) All fees and deposits are required to be paid by bank drafts /online transaction as may be Prescribed and / or Specified or directed by the relevant Authorities. No cash transactions shall be allowed.
- (9) The current fee structure for various programmes offered by the University is as follows:

SL. NO.	PROGRAMME	TOTAL TUITION FEE* (INR)	CAUTION FEE
1.	Undergraduate Programmes		
	B.Sc. (Hons) Agriculture	4,00,000	20,000
	B.Sc. (Hons) Horticulture	4,00,000	20,000
	B.Sc. (Hons) Community Science	2,50,000	20,000
	B.Sc. (Hons) Food Nutrition &	2,50,000	20,000

	Dietetics		
	B.Sc. (Hons.) Sericulture	2,50,000	20,000
	B.Sc. (Hons) Forestry	2,50,000	20,000
	B.Tech. Ag. Engineering & Technology	2,50,000	20,000
	B.Sc. (Hons) Agribusiness Management	4,00,000	20,000
	B.Tech. Agriculture Information Technology	4,00,000	20,000
	B.Tech. Food Technology	2,50,000	20,000
	B.Tech. Biotechnology	2,50,000	20,000
	B.Tech. Bioinformatics	2,50,000	20,000
	B.V.Sc & A.H.	4,00,000	20,000
	B.F.Sc	2,50,000	20,000
2.	Post Graduate Programmes	3,00,000	20,000
3.	Doctoral Programmes	3,00,000	20,000

In addition to the aforesaid, the following fees shall also be charged:

Rs. 5,000/- online admission application fee;

Rs. 1,20,000 (sharing room) to 2,00,000 (no sharing) shall be the Hostel Charges per annum, which shall be inclusive of Boarding, Lodging, Laundry and allied facility charges.

*the said fee mentioned above is as approved by the Governing Body for the year 2024 - 2025.

14. Rules and Procedures for award of Fellowships / Scholarships / Stipend / Medals and Prizes etc.

- (1) The policy on the awards of fellowship/ assistantship/ scholarship/ stipend/ medals/ prizes shall be laid down by the Board and shall form part of University prospectus. Subject to the general conditions applicable to all such awards, the value, duration and conditions of the award shall be such as are laid down by the Board. It may be reviewed from time to time including introduction of new awards /rates of fellowship or deletion of existing awards etc.
- (2) The fellowship/ assistantship/ scholarship/ stipend/ medals/ prizes shall be given to the eligible students within the policy framework at the time of admission and continued thereafter as per the defined policy for continuation. If the policy, so demands then every year at an appropriate time, the University shall invite applications from Students/ Scholars through a notice for the awards to be made.
- (3) All awards of fellowship/ assistantship/ scholarship/ stipend and such other assistance shall be made/ continued on the proposal to be made by the Registrar as per the policy and rules and approved by the Vice-Chancellor.
- (4) The award of fellowship/ assistantship/ scholarship/ stipend shall generally be made subject to the following conditions:
 - (a) research fellowship shall be awarded to research fellows engaged in certain research project sanctioned by a funding agency to carry out research work in the

University. The research assistantship may also be awarded to students enrolled for Ph.D. Programmes in the respective disciplines in the University.

- (b) The terms and conditions for the award and the duration of a research fellowship shall be as per the guidelines of the respective funding agency. In the absence of any guidelines of a funding agency, the University may frame its own guidelines to regulate such fellowships as and when required. Such staff may or may not be registered as a Ph.D. student in the University. However, research staff who is awarded a research fellowship to work in the University has to submit an undertaking that he/she is not registered for Ph.D. degree in any other University.
- (c) The maximum duration of research assistantship can be awarded to any Ph.D. student is 5 (five) years or till the end of the term in which thesis is submitted, whichever is earlier. Continuation of the research assistantship is contingent on satisfactory academic performance and satisfactory performance in the discharge of academic responsibilities like TA-ship assigned under the scheme.
- (d) The fellow/scholar will do whole time research work under an approved investigator/supervisor on a subject approved by the funding agency/ University.
- (e) The fellow/scholar shall not accept or hold any appointment paid or otherwise or receive any emolument, salary, stipend etc., from any other source during the tenure of the award nor shall he/she engage himself/herself in any profession or trade during that period. A full-time Ph.D. scholar may, however, be given teaching/other academic assignment of not more than 8 (eight) hours a week in the particular department/school of the University, where he/she is engaged in research.
- (f) The fellow/scholar shall not join any other course of study or appear in any examination after commencing work under the fellowship/ scholarship. Provided that the Vice-Chancellor may, on the recommendation of the supervisor, permit the fellow/scholar to join an essential subject/ course or a language diploma course and appear in an examination.
- (g) If any information submitted by a fellow/scholar in his application is found to be incorrect, incomplete or misleading, the award may be terminated (by the Academic Council) after giving him an opportunity of being heard.
- (h) If at any time it should appear to the University that the progress or conduct of the fellow/scholar has not been satisfactory, the fellowship/scholarship may be suspended or withdrawn.
- (i) Leave as defined in the rules for the Programme shall only be allowed to the scholar in receipt of fellowship. No other leave with fellowship/scholarship shall be admissible.
- (j) The fellow/scholar may, in a special case, be allowed leave by the University without fellowship/ scholarship for a period defined in the rules of the Programme on the recommendation of the supervisor.
- (k) The fellow/scholar shall be required to pay the fee prescribed by the University

where he works.

(5) Scholarships:

The University may announce scholarship schemes for undergraduate / post graduate Students for the amounts /duration and as per conditions as may be decided and approved by the Board. The University also has the right to discontinue any of the existing scholarships or institute new scholarships as and when required.

(6) Gold Medals:

The University shall award gold medals in all undergraduate/ postgraduate/ diploma Programmes. 'Gold Medals' shall be awarded only to students who have successfully completed the respective programs of study and are merited for such an award as per laid down criteria. Gold Medals may be awarded as below:

- (a) Chancellor's Gold Medal: The Chancellor's Gold Medal will be awarded to an undergraduate student who will secure highest CGPA in the University among all Programmes / courses, branches running in the University (in each College separately), subject to minimum number of students registered for the Programmes / courses.
- (b) Vice-Chancellor's Gold Medal: The Vice-Chancellor's Gold Medal will be awarded to those students who have secured first position in terms of highest CGPA in each Programmes / courses running in the University.
- (c) A committee will be constituted by the Vice-Chancellor to examine the cases of proposed gold medal winners. A brief report will be presented by the Committee with comments on their behaviour, disciplines, CGPA of each Term, completion of Programmes / courses and other requirements for the degree, etc. to the Vice-Chancellor for approval, prior to announcing the award of medals. No student shall however, be eligible for the award of medal in case of ever indulging in an act of indiscipline, having failed in any subject or detained.

15. Conduct of Examinations

- (1) The medium of instruction and examination at all stages of education in all courses in the University shall be English.

(2) **The University Examinations: General Guidelines**

- (a) Examinations of the University shall be open to all the Students subject to their meeting the requirement for taking the said examination. The provisions set out below with regard to examinations shall be applicable to all the Students who are studying in the University in any mode.
- (b) Students shall appear in the examination for the registered subjects only,
- (c) Any person who has been expelled or rusticated from the University or has been debarred from appearing in the University examination for any reason shall not be permitted for any examination during the period for which the sentence is in

operation.

- (d) Notwithstanding anything contained in the Ordinances relating to admission of students to an examination of the University, the Vice-Chancellor may, in special cases in which he/she is satisfied on the cause, may allow the Student to take the examination.
- (e) The permission given to a Student to appear in examination may be withdrawn if it is found that:
 - (i) the hall admit card / information to effect was issued or permission was given through a mistake; or
 - (ii) the Student was not eligible to appear in the examination; or -
 - (iii) any of the particulars given or document submitted by the Student in or with the application for enrolment, admission or admission to an examination is false or incorrect.
- (f) Permission will not be given to a Student to appear in the examination hall unless he/she produces the University identity card before the invigilator or satisfies such Officers that it shall be produced. A student shall produce his/her Identity card whenever required by the Controller of Examination (COE) or the invigilator.
- (g) In the examination hall, the Student shall be under the disciplinary control of the Controller of Examination/invigilator of examination hall and he/she shall obey his/her instructions. In the event of the Student disobeying the instructions, or continues with his/her undisciplined conduct or insolent behaviour towards the Controller of Examination or any invigilator, the Student may be removed from the hall and disallowed the day's examination, and if he/she persists in misbehaviour, he/she may be debarred from appearing in the rest of the examinations after approval from the Vice-Chancellor.
- (h) If a Student acts in a violent manner or uses force or makes a display of force towards the Controller of Examination or any invigilator at the hall / examination room or in its precincts, endangering the personal safety of either of them or acts in a manner threatening the authorities in the discharge of their duties, the Student may be expelled from the hall and if needed police help may be sought.
- (i) If a Student brings any dangerous weapon within the precincts of the examination hall he/she may be expelled from the examination and/or handed over to the police.
- (j) A Student expelled on any of the grounds mentioned above will be debarred from appearing in the subsequent papers.
- (k) In every case where action is taken, a full report shall be sent to the Registrar of the University and the University Disciplinary Committee may according to the gravity of the offence, further punish a student by cancelling his/her examination and/or debarring him/her from appearing at the examination for one or more years after giving the Student an opportunity to show cause and considering any explanation submitted by the student.

- (l) If a Student is found guilty of using or attempting to use or having used unfair means at an examination the actions shall be taken as per procedure defined in the rules / regulations for the respective Programmes and / or as Prescribed / Specified.
- (m) The University Examination Committee may with approval of the Vice- Chancellor cancel the examination of a student and/or debar him/her from appearing in an examination of the University for specified term, if it is discovered afterwards that the student was in any manner guilty of misconduct in connection with his/her examination and/or was instrumental in or had abetted the tampering of the University records including the answer-books, mark-sheets, result-charts, diplomas and the like.
- (n) When the University intends to award any of the aforesaid penalties under clauses as above, it shall give the Student concerned an opportunity to show cause in writing, as to why the proposed penalty may not be imposed on him/her and shall consider the explanation, if any, be filed within the specified time, before awarding the penalty.
- (o) In case of a Student who is unable to appear in the examination due to sickness or other genuine causes, such cases may be treated as special cases after satisfying the genuineness and as per the gravity of the case; the remedial measures may be taken as provided in the rules / regulations for the respective Programmes and / or as Prescribed / Specified, with the approval of Vice-Chancellor.
- (p) An amanuensis shall be allowed in case of blind students or the Students who are disabled due to an accident or disease and unable to write the examination with their own hands.
- (q) The University shall lay down the eligibility conditions for appearing in the examination like minimum attendance in the rules / regulations for the respective Programmes and / or under any Ordinances / Regulations. Students shall have to obey the academic rules and regulations as Prescribed / Specified or as laid down in this regard.
- (r) No regular Student will appear in the examination of the University if he/she:
 - (i) has concealed important information from the University at the time of admission;
 - (ii) has been prosecuted in any indiscipline case and so decided by the Vice-Chancellor;
 - (iii) does not possess the minimum academic qualification to appear in the examination;
 - (iv) does not satisfy all the provisions of this Ordinance and/or any other Ordinances which govern the permission to appear in the examination;
 - (v) has not fulfilled the attendance requirement.

(3) Conduct of Examination

- (a) All arrangements for the conduct of examination to be held by the University shall be made by the Controller of Examination in accordance with such directions as

may be issued by the Vice-Chancellor.

- (b) The Controller of Examination shall prepare and duly publish a date sheet for examinations as per the academic calendar of the Programme.
- (c) The Controller of Examination shall determine the examination rooms for the examinations and shall issue proper instructions and guidelines for utilization of same.
- (d) Controller of Examination shall be personally responsible for the safe custody of question papers and the answer-books sent to him/her.
- (e) The Controller of Examination shall supervise the work of invigilators and shall conduct the examination strictly, according to the instructions issued by the University.
- (f) The Controller of Examination shall wherever necessary, send a confidential report to the Vice-Chancellor about the conduct of examination, mentioning therein the performance of the invigilators and the general behaviour of the examinees. The Controller of Examination shall also prepare a daily report on the number of examinees attending each of the Examinations, absentee numbers and such other information relating to the examinations being held at the different examination halls as may be considered necessary, along with any other matter which he/she thinks fit to be brought to the notice of the Vice-Chancellor.
- (g) Unless otherwise directed/approved by the Vice-Chancellor, only Teachers of the University shall be appointed as invigilators by the Controller of Examination, provided that a teacher of the subject of the written examination at any session shall not generally be an invigilator at such session of the examination but available for any clarification at any location.
- (h) It shall be the duty of invigilators to ensure the correct identity of the Student. For this each Student will carry the University identity card issued to him/her.
- (i) The University may, from time to time, appoint flying squads to see that the conduct of the examination is strictly according to the rules and procedures laid down. In the event of the flying squads points out any serious breach of rules or procedure, the Vice-Chancellor may take such action as may be necessary including postponement or cancellation, wholly or in part, of the said examination.
- (j) The Controller of Examination may, with the approval of the Vice-Chancellor, cancel an examination at all hall/locations if it is satisfied that there has been a leakage of question papers prior to the examination or any other irregularity, which warrants such a step.
- (k) The Controller of Examination may issue such general instructions in consultation with the Vice-Chancellor and the Registrar for the guidance of the examiners, tabulators, collators, as it considers necessary for the proper discharge of their duties.
- (l) Subject to the provisions of this Ordinance, the Controller of Examination, in

consultation with the Academic Council, may from time to time make, alter or modify the rules and procedures about the conduct of examination.

(4) Pre-Preparations for Examination

To conduct the examination smoothly in the University, the following preparatory action will be initiated by the Controller of Examinations:

(a) Process for Appointment of Examiners

- (i) The examiners generally shall be Teachers having taught the course under arrangement of Course Coordinator.
- (ii) Each department will have a paper-moderation committee appointed by the Dean. All question papers of the department will be moderated by the committee, if so required. Vice-Chancellor may however, allow dispensation with this process.

(b) Process for Setting Question Papers

- (i) As per dates specified in academic calendar, all processes and necessary action which shall be taken by the Controller of Examination to conduct the examinations.
- (ii) A brief notice will be issued by the Controller of Examination to all appointed question setters, who would normally be the course coordinator of the concerned course, unless otherwise advised/approved by the Vice- Chancellor, to set the question paper 7-10 days before the date of start of examination, mentioning the important points like due date of submission of question paper, authority to whom the question papers be submitted etc.
- (iii) Format of question paper (header/footer etc) should be the same as defined in the notice by Controller of Examination Office.
- (iv) From the point of view of confidentiality, all question setter(s) will set question papers taking all precautions necessary like disabling Internet connection while making the question paper, and avoid emailing the questions to another colleague(s), etc.
- (v) All appointed examiners shall set question papers in two sets for each course. The set to be used for the examination will be selected by the Dean/ Vice-Chancellor prior to the examination.
- (vi) Before submission of question papers, all examiners must ensure that the question paper is error free and it has been sealed properly for the respective examinations.
- (vii) All question papers shall be submitted to the Controller of Examination by the Course Coordinator.
- (viii) All question papers shall be submitted within due dates duly moderated and authenticated by the Moderation Committee for question papers for each department as constituted by the Vice-Chancellor.
- (ix) All question papers received by the Controller of Examination, shall be kept sealed and in safe custody in the Examination Cell.
- (x) The process for preparation of date sheet/seating plan/invigilation chart/photocopying of question papers (room wise) will be made by the Controller of Examination as under:

- A brief notice with important instructions regarding examination schedule timing, shift, code and conduct of examination will be notified by the Controller of Examination. This shall be an ERP system-based activity.
- After finalization of date sheet of the examination, seating plan for all halls will be prepared as per seating capacity of the rooms. This shall be an ERP system-based activity.
- As per instructions for the Controller of Examination, room-wise invigilation chart will be prepared keeping in account the room capacity and requirement of the number of invigilators therein. This shall be an ERP system-based activity.
- The printing of the question papers as selected by the Dean/ Vice-Chancellor shall be carried out by the examination cell under the supervision of the Controller of Examination or his nominee and all printed question papers shall be sealed in envelopes in accordance with the room's capacity and date sheet.
- Envelopes of question papers shall be kept in safe custody of the Controller of Examination in the examination cell.

(5) Invigilation during Examination and related activities

- (a) The Controller of Examination shall take out invigilation duty chart well in advance of any examination. This shall be an ERP system-based activity. All teachers of the College/Centre / Department and PhD scholars in receipt of Research Assistantship may be nominated for such duties unless otherwise advised/approved by the Vice-Chancellor permitting co-opting of other institute staff. The processes which have to be followed by the invigilator(s) in the examination hall shall be as under:
- (b) The nominated invigilators are required to collect examination material from the examination control room, 20 (twenty) minutes before the commencement of the examination.
- (c) All invigilators are required to reach the examination hall at least fifteen minutes before the start of the examination after collecting the packet of question papers and the examination materials comprising:
- (i) Envelopes of question papers/Bundles of Answer Books;
 - (ii) Attendance sheets of Students;
 - (iii) Absentee proforma/ attendance statement;
 - (iv) Any other material as per the requirement of the paper setter;
 - (v) Answer sheets will be issued 7-10 minutes before examination;
 - (vi) The invigilator should ensure that the seating arrangements have not been disturbed and all seats/desks are in order and the students are seated as per the seating plan;
 - (vii) Before issuing the question papers the nominated hall in charge shall make statutory announcement pointing out:

- Please check that you are not carrying mobile/digital equipment which carries memory or photographs which you are not supposed to carry.
- Please check that you are not carrying any slips of paper/notes/books or any other document whether belonging to same subject or not.
- Please wear your ID card around the neck. In case you do not have ID card, please stand up and we shall take you to Registry and obtain an authorization slip to appear in the examination. If later, it is found that you are not carrying your ID card your examination shall be cancelled.
- Please ensure that you are sitting in the correct hall and in your allotted seat.
- Do not forget to sign on the attendance sheet, which shall be brought to you by the invigilators in due course.
- You will not be allowed to leave the examination hall after commencement of examination before 60 (sixty) minutes have elapsed.
- Question papers will be issued 5 (five) minutes before the start of the examination and students should read the question paper after Invigilator announces time of start.
- Invigilators will ensure that students to keep all study materials relating to the examination and or unauthorized materials at a place designated by the invigilation staff/outside the examination hall.
- Unless otherwise nominated, the senior most Teachers in the examination hall will be in charge of examination in that hall.
- No Student shall be permitted to appear in the examination without the production of University issued identity card.
- Students coming late by more than specified time will not be allowed in the examination hall. The late arriving student will be asked to report to the Controller of Examination, who may allow the student to appear as per his/her discretion but no extra time will be given to such late commers.
- Students are not permitted to borrow pen/pencil/eraser/calculator or any other items from other examinee.
- Programmable calculators are not allowed in the examination hall. Calculator up to fx 100 are only allowed. Calculators will be allowed on the day if there is a requirement for use of the calculator as specified by examiner setting the paper.
- No student is allowed to go out of the examination hall even temporarily, without the permission of the invigilator on duty. Students will not be permitted to leave the examination hall within 15 (fifteen) minutes before the scheduled finish time during which the examinee should remain seated in his/her seat. Invigilators will collect the answer book from the examinee.
- An examinee desirous of leaving the examination hall temporarily shall be permitted to do so for a maximum period of 10 (ten) minutes. The absence shall be recorded and if the examinee fails

to return within this limit of 10 (ten) minutes, he/she shall not be permitted to enter the examination hall unless he/she gives convincing explanation.

- Mobile phones, digital watches or any other electric gadgets except calculators will not be carried by any examinee inside the examination hall.
- Students are advised to write their names/enrolment nos. on the answer book, before they start attempting the question paper. They are also required to write their name/enrolment no. on the question paper. The question papers shall not be circulated.
- Answer books are to be collected immediately after the examination is over, checked with the absentee list, and arranged serially before handing over to the examination control room.
- Any invigilator who is unable to perform invigilation duty should inform the Controller of Examination well before the examination through any means of communication.
- A student found talking during the examination hours shall be warned not to do so. If the student continues talking in spite of the warning by the invigilator, the answer-book of such examinee shall be taken away and a second answer-book be supplied to that examinee and the case will be referred to the Unfair Means Committee.

(viii) If Students are found copying or using any other unfair means in the examination hall/room, the invigilator in charge of an examination hall shall act against the examinee, in the following manner:

- The examinee shall be called upon to surrender all the objectionable material found in his or her possession including the answer-book and a UFM proforma shall be filled with date and time.
- The statement of the examinee and the Invigilator shall be recorded.
- The examinee shall be issued a fresh answer-book marked 'Duplicate-Examinee Using Unfair Means' to attempt answer within the remaining time prescribed for the examination.
- All the material so collected and the entire evidence along with a statement of the examinee and the answer-book duly initialled by the Student shall be submitted to the Controller of Examination by name in a separate confidential sealed packet marked 'Unfair Means'.
- The material so collected from the examinee, together with both the answer-books, viz, the answer-book collected while using unfair means and the other supplied afterwards, will be sent to the Unfair Means Committee for its decision.
- The cases of the use of unfair means at the examination, as reported by the Invigilator along with the report of the unfair means activity, shall be examined by an Unfair Means Committee constituted by the Vice-Chancellor, in which Controller of Examination will be a member. The Committee shall after

examination of all such cases, decide and recommend the action(s) to be taken in each case to the Vice-Chancellor.

(6) Rules on Unfair Means.

The same shall be as laid down in the Regulations.

(7) Evaluation of Answer Scripts and Result compilation/Grading

- (a) The Controller of Examinations shall codify each answer sheet before supplying same to the Course Coordinators for evaluation. This requirement may be dispensed with approval of the Vice-Chancellor.
- (b) Process for evaluation and submission of answer scripts
 - (i) Answer scripts of the respective question papers shall be normally evaluated by faculty members teaching the subject along with the Course Coordinator(s) concerned.
 - (ii) Course Coordinator(s) shall allot specific questions to the faculty members evaluating answer script. The Course Coordinator(s) will be responsible for entry of the marks, grades in the result sheet/ERP system as well as submission of the result to the Controller of Examination.
 - (iii) After evaluation, it is necessary to show the answer scripts to the students concerned at a specified date and time with prior notice for maintaining the transparency before submission to the examination section.
 - (iv) All answer scripts shall be submitted to the (Examination Section) immediately after the declaration of the result/ or as per schedule announced.

(8) Grading of the subject

The grading shall be carried out as per the grading system defined by the University. Grading for each course shall be finalized/ moderated by the grading committee of the department and normalized by the moderation committee.

(9) Approval of Result

All results after departmental moderation shall be sent to the Vice-Chancellor for approval. After approval, it will be published for all the Students concerned

(10) Declaration of Result

Term/Semester wise final result will be announced within 15 (fifteen) days of culmination of end term examination. A notice to this effect will be put in the University website.

16. Award of degrees, diplomas, certificates and any other distinctions & means relating to granting and obtaining the same and convocation

- (1) The conditions for award of degrees, diplomas, certificates and any other distinctions shall be laid down in the respective rules / regulations governing the Academic

Programmes.

(2) Eligibility for a Degree

Every person who has pursued approved Academic Programmes / courses at the University in the manner Specified; and passes an Undergraduate / Post Graduate / Doctoral degree examination of the University shall be eligible for receiving respective Undergraduate / Post-Graduate or Doctoral degree either in person at the convocation or in absentia at his / her option, subject to the payment of the fees as may be Specified.

(3) Authority to confer the Degrees

- (a) The Chancellor shall on the recommendation of the Board upon the persons who have fulfilled the requirements of the Act, Rules, Statutes, Ordinances and Regulations for the time being in force, confer Undergraduate / Post Graduate / Doctoral degree, as the case may be, either in person at a convocation or in absentia.
- (b) The Undergraduate / Post Graduate / Doctoral degree shall bear the seal of the University and the signature of Chancellor, Vice-Chancellor and the Registrar.

(4) Convocation

- (a) Convocation for the purpose of conferring degrees and making awards shall ordinarily be held once every year at the time specified by the University and shall be called Annual Convocation. A special convocation may also be held at such time as may be found necessary and convenient. The actual date of the convocation in each case shall be fixed by the Vice-Chancellor with the approval of the Chancellor.
- (b) Not less than four weeks' notice for the Convocation shall be given to the recipients of the degrees, by the Registrar. This period may however be reduced to ten days in the case of special convocation or in any other case where such an approach is considered expedient by the Chancellor.
- (c) The degrees/diplomas/certificates shall be awarded after the students complete the respective Academic Programmes and fulfil the conditions for the award as laid down in the rules/regulations of respective Academic Programmes.
- (d) The proceedings of convocation for the purpose of conferment of Undergraduate / Post Graduate / Doctoral degrees and other academic distinctions and the titles shall be in English.
- (e) The University shall create the provisions and rules for award of medals to the Students for each year at the time of the Convocation.
- (f) For every Convocation of the University, the Registrar shall send a detailed program and the procedure to be observed during the convocation along with a brief to the Chancellor, the members of the Governing Body, the Board, Vice-Chancellor, the Academic Council, the Directors and Deans of the Colleges. The program shall cover all activities related to the Convocation, including dais seating, the academic procession, student/faculty attire, participants, etc.

- (g) The Student desiring to receive degree in person must apply to the Registrar, seven clear days before the day fixed for the convocation, in a prescribed form, together with the fee as may be prescribed by the University intimating their intention to be present at the convocation, provided that the Vice-Chancellor may in special cases permit the receipt of late applications up-to 4 days before the date of convocation, if such applications are accompanied by a late fee as fixed by the University.
- (h) Such Students who are unable to present themselves in person at the convocation, may apply for receiving their degrees in absentia in the prescribed form, one month after the date of convocation along with a fee as prescribed by the University.
- (i) Every degree shall bear the signature of the Vice-Chancellor and Registrar. The date on the degrees whether to be awarded at the convocation or otherwise will be the same as the date of the declaration of the result of the examination for which the degree is being awarded.
- (j) Dignitaries such as the Chief Guest, the Chancellor, the Vice-Chancellor, the Directors, the Deans, the Registrar and the member of the Governing Body, the Board and the Academic Council shall wear such academic costumes as is approved by the Board.
- (k) All Students at the convocation shall wear the costume as may be prescribed by the University appropriate to their respective degrees. No Student shall be admitted to the convocation, who is not in proper academic costume. The decision of the management in this regard shall be final.
- (l) A rehearsal may be arranged on or before the day of the Convocation, at which students for Degrees must be present. Students not present at the rehearsal run the risk of not being admitted to the Convocation.
- (m) The Academic Procession shall comprise the Chancellor, the Vice- Chancellor, the Directors, the Deans of Schools, the members of the Governing Body, nominees of Board, members of Academic Council and the Registrar. They shall assemble at the place notified at the appointed hour and shall walk in procession in the following order to the convocation hall:
 - (i) The Registrar;
 - (ii) Members of the Academic Council;
 - (iii) Members of the Board of Management;
 - (iv) Members of the Governing Body;
 - (v) Deans;
 - (vi) Directors;
 - (vii) The Vice-Chancellor;
 - (viii) The Chief Guest, if any;
 - (ix) Other nominated Guest(s);
 - (x) The Chancellor.
- (n) The Chancellor shall declare open the convocation.

- (o) The Vice-Chancellor shall present to the Chancellor the person or the persons on whom the honorary degree has to be conferred, and the Chancellor shall then confer the honorary degree.
- (p) The qualified Students shall be presented to the Chancellor by the Director of Education / Director of Post Graduate Studies, and the Chancellor shall then confer the degrees.
- (q) Degrees will be distributed to the Students attending the convocation at the place, time and day specified by notification before or after the convocation as decided by the University. Prizes and Medals, the award of which are instituted by the University shall be presented at the Convocation to the awardees, if they choose to remain present, immediately after the conferment of the degrees. In other cases, the same will be delivered to them through the Dean of the concerned college.
- (r) The following shall be the order of the presentation of degrees:
 - (i) Ph.D Degrees;
 - (ii) Post Graduate Degrees
 - (iii) Undergraduate Degrees;
 - (iv) Diplomas / Certificates;
 - (v) Vice-Chancellor Gold Medal;
 - (vi) Chancellor Gold Medal; and
 - (vii) Any other awards.
- (s) Notwithstanding anything contained in the Ordinances, the Chancellor may suspend holding of the annual convocation or convocations. In such case the degrees will be sent to the students, duly signed, to their address. The Registrar shall notify the suspension of the convocation and invite applications from the students, who desire to take the degree. The degree will be sent to those students, who have applied for obtaining the degrees on payment prescribed by the University.
- (t) A Special Convocation may be held for the purpose of conferring Honorary Degree on a distinguished person. The general procedure shall remain the same as listed above.

17. Issue of academic documents to Students (grade sheets, transcripts, provisional degree certificates and other documents)

- (1) The University shall adopt following system for award of academic documents to the Students. The current charges are mentioned against each. These charges may be renewed by the Board from time to time.
- (2) **Grade Sheets**
 - (a) **Initial**
 - (i) These shall be issued at the end of each term/semester, as per schedule announced by the Registrar's Office.

- (ii) Cost – Nil.
- (iii) Students who fail to collect the grade sheets on specified and also on alternate dates, shall have to pay a fine of Rs. 150/-, if they wish to collect their grade sheets subsequently.
- (iv) The grade sheets shall be issued in person only.

(b) Duplicate

- (i) Student should submit a copy of report lodged with police, mentioning the city of loss of original grade sheet, along with a written application.
- (ii) Cost - Rs. 150/- per grade sheet.
- (iii) Word 'DUPLICATE' shall be endorsed in Red on top of the duplicate grade sheet.
- (iv) The grade sheet may be sent by post to passed out students at the additional cost for Rs. 150/- and also covering the postal charges (National) Rs. 500 and Rs. 2000/- (International).

(3) Transcripts

(a) Interim (Before completing degree requirements)

- (i) Students are required to apply for copy(ies) of transcripts.
- (ii) Cost – Rs. 1000/- per transcript.
- (iii) Application should specify the reasons in support of requirement and also proof of same should be attached e.g. requirement of attaching transcript by a foreign University. In case of requirement by placement cell the application should be approved by I/C placement cell, whether for on/off campus interviews.

(b) Final (After Passing out)

- (i) Cost – Rs. 1000/-.
- (ii) Additional copies @ Rs. 1000/- per copy shall be issued based on the application submitted by the concerned student.

(c) Duplicate

- (i) It shall be issued only on submission of an application along with copy of FIR in the police station indicating the place of loss.
- (ii) Word '**DUPLICATE**' shall be written in red ink on top.
- (iii) The cost of issuing a duplicate Transcript shall be Rs. 2000/-.

(4) Provisional Degree, Migration Certificates and Transfer Certificates

(a) Initial Issue

- (i) Provisional Degree shall be issued to the students on completion of degree requirements at a cost of Rs. 1000/-.
- (ii) Migration certificate shall only be issued, subject to student having submitted his/her original migration certificate at the time of joining the University.

- (iii) The cost for issuing a Migration Certificate shall be Rs. 500/-.
- (iv) Transfer Certificate shall be issued to the students on completion of degree requirements at a cost of Rs. 500/-.

(b) Duplicate Copies of Provisional Degree certificate, Migration Certificate and Transfer Certificates.

- (i) It shall be issued only on submission of an application along with copy of FIR in the police station indicating the place of loss.
- (ii) Word '**DUPLICATE**' shall be written in red ink on top.
- (iii) The cost of issuing a duplicate Provisional Degree certificate shall be Rs. 2000/-.
- (iv) The cost of issuing a duplicate Migration Certificate shall be Rs. 1000/-.
- (v) The cost of issuing a duplicate Transfer Certificate shall be Rs. 1000/-.
- (vi) These may be sent by post at following additional cost, to cover cost of postage: National - Rs. 500/- International - Rs. 2000/-.

(5) Final Degrees

(a) Convocation Fee

- (i) The students will have to pay a convocation fee of Rs. 10000/-.
- (ii) In the event, the student opts to receive their degree in absentia, they shall have to pay a fee of Rs. 12000/-.

(b) Awarded During Convocation

- (i) Cost – Nil.
- (ii) Student should have submitted a 'No Dues Certificate', before being admitted to the Convocation.
- (iii) I Cards.

(c) Duplicate:

- (i) It shall be issued only on submission of an application along with copy of FIR in the police station indicating the place of loss.
- (ii) Word 'Duplicate' shall be written in red ink on top.
- (iii) The degree shall be unsigned, but authenticated by the Registrar.
- (iv) The cost of issuing a duplicate shall be Rs. 1000/- for each of the certificate. These may be sent by post at following additional cost, to cover the cost of postage: National - Rs. 500/- and International - Rs. 2000/-.

(d) Retention of Uncollected Degree Certificates:

In the event that a Student does not collect their final degree certificates, either by attending the Convocation in person or in absentia, the University shall issue the certificates upon application by the Student. This issuance shall be subject to a late fee of Rs. 500/- per year, computed from the date of the Convocation, in addition to the Convocation fee, if not already paid.

(6) Bonafides / conduct certificates

- (a) The University may, on a written request by the students, issue them a bonafide studentship certificate or a conduct certificate as the case may be, at the cost of Rs. 500/- per certificate.
- (b) Duplicate copies of the same may be only on submission of an application along with copy of FIR in the police station indicating the place of loss.
- (c) The cost of replacement shall be Rs. 1000/- per certificate.

(7) Cumulative Grade Point Average Reports

- (a) Cost – Rs. 1000/-.
- (b) A duplicate shall be issued only on submission of an application along with copy of FIR in the police station indicating the place of loss.
- (c) Word ‘Duplicate’ shall be written in red ink on top.
- (d) Cost of issuance of a duplicate shall be Rs. 1500/-.

(8) Booklet on Academic Rules & Standing Orders

- (a) Initial (1st Year) Cost – Nil.
- (b) Additional Copies Cost - Nil.

(9) Attested Copies

University may specify charges for providing attested copies of the documents from time to time.

(10) Certificate Verification Charges

The University shall charge a fee of Rs. 1000/- as Certificate Verification Charges.

CHAPTER – IV

18. Student facilities and services

(1) General

- (a) There shall be Halls of Residence for resident students. Each Hall of Residence may, consist of more than one Hostel, as may be allocated.
- (b) Each of the Hall of Residence and Hostels may be given such names as decided by the Management.
- (c) Students will be admitted to the Halls of Residence/Hostels subject to availability of seats. Students desirous of staying in the campus will be separately accommodated in the Boys' and Girls' Hostel.
- (d) The students residing in the University Hostel shall pay such charges as may be prescribed by the Management from time to time.
- (e) All halls combined shall have a Chief Warden/Chief Coordinator of Students Welfare or some such title who shall be appointed by the Vice-Chancellor for a specified period and on such terms and conditions as may be prescribed by the Management from time to time.
- (f) Each Hostel shall have Warden(s), who shall be appointed by the Vice- Chancellor for a specified period on such terms and conditions as may be prescribed by the Management from time to time.
- (g) The Warden shall ordinarily be required to stay in the Warden's room during the tenure of his office.
- (h) Every Hall of residence shall maintain such register and records, as may be prescribed by the University, and shall furnish such statistical information as the University may require, from time to time.
- (i) Every resident shall have to observe discipline as per the hostel rules and standing orders.
- (j) Duties of a Warden shall be prescribed and may include:
 - (i) supervise the Hostels in his/her hall/Hostel in matters relating to the overall functioning, the resident students' welfare, and discipline;
 - (ii) inspect periodically the Hostels and be in contact with the Wardens, staff and students; be individually and collectively responsible for the smooth functioning of the Hostels;
 - (iii) permit stay of any guest according to the Hostel Rules;
 - (iv) ensure that the resident students in his/her charge observe the rules framed by the University relating to the maintenance of discipline and decorum in the Hostel; and shall promptly report to the Chief Coordinator of Students Welfare all cases of misbehaviour, indiscipline and sickness of the resident students in his/her charge;

- (v) ensure maintenance of discipline and decorum in the premises of the halls of residence; have the power to take disciplinary action, including the ordering of eviction of a resident from the Hostel; take disciplinary action against a resident student for keeping any unauthorized guest, take action for the eviction of resident students in consultation with the Administration;
 - (vi) be responsible for all matters relating to health, hygiene, sickness, food, sanitation and cleanliness of the Hall;
 - (vii) supervise the functioning of the Mess and the working of the Mess Staff if required;
 - (viii) be responsible for the overall security of the Hostels and will coordinate his/her responsibility with the security staff of the University;
 - (ix) have the right to inspect Hostel Rooms at all hours;
 - (x) be responsible for the proper up keep and maintenance of such properties of the, concerned Hostel, as are under his/her charge; periodically verify the furniture and fittings of the Hostel with the assistance of the Caretaker and take appropriate action for their repairs/replacement for obtaining additional furniture.
- (k) When a Warden is on leave, his/her responsibilities and functions will be distributed among other Wardens for the duration of his/her absence as would be decided by the Vice-Chancellor.

(2) Rules and Standing Orders for Hostellers

- (a) At the time of occupying the room, student must check the room furniture, fixtures, electrical fittings etc. and sign receipt. He/she will be charged for any loss, damage done to furniture, fixture, fittings and articles issued to him/her along with the disciplinary action if warranted. Sketching/painting on walls is strictly prohibited. Rooms once allocated are not to be changed without the written permission of Competent Authority.
- (b) Students themselves are responsible for all their belongings. They must ensure all their valuables including laptops are properly locked and not left outside even for a short period. They are advised to use good quality locks.
- (c) Students must show their ID card to the security staff every time they enter/leave Hostel gate.
- (d) Students are required to compulsorily get their rooms cleaned by the house keeping as per announced schedule.
- (e) Smoking, consumption/possession of liquor, intoxicants, drugs, cigarettes, hookah etc inside the Campus is strictly prohibited. Any violation will invoke severe penalty including rustication from the Hostel/ University. Students are expected not to indulge in any of the above-mentioned taboos even outside the campus as any report of same or detection of same on entering the campus shall be dealt equally as if such an offence has taken place inside the Campus.
- (f) Inmates should not indulge in acts such as loud playing of musical instruments or radio or loud singing or dancing etc. which may disturb others at study or work in

the Hostels.

- (g) Students are not permitted to keep fire-arms or any lethal weapon with them in the Hostel premises even though possessing a license for it.
- (h) Students are prohibited from keeping obscene literature/video films/CDs in their possession. Any violation in this regard will result in severe disciplinary action.
- (i) Electrical appliances like electrical irons, heaters, VCD/DVD player, T.V., V.C.P. and V.C.R. etc., are not permitted in hostel rooms.
- (j) Hostel inmates fiddling with the electric connections, computer cabling, outlets, fittings and using additional electrical appliances shall be penalized, and the appliance / gadget will be confiscated.
- (k) Lights, Fans etc. should be switched on only when needed and switched off when not required or when going out of the room. Similarly, water taps must be closed promptly after use. Electricity and water are scarce resource and needed to be conserved.
- (l) Students, unless specially permitted, will be allowed to occupy the rooms allotted to them in their hostel only a day prior to commencement of their academic session. Likewise, they must vacate their rooms, within 3 days (or as specified by the Administration) of the closure of their academic session. They will render themselves liable to disciplinary action and payments at enhanced rates for any unauthorized occupation beyond the stipulated period mentioned above.
- (m) Before proceeding on longer vacation, students must hand over the charge of their rooms, the furniture and the fittings etc. to Hostel warden / Caretaker and get a receipt from him. If a student fails to do so, the Warden / Administrator is authorized to break open a locked room and make an inventory of the articles found therein. The University authorities shall not be responsible for the private belongings of the students found in such rooms.
- (n) The Warden/ Administrator is assisted by a Supervisor/ Caretaker in day- to-day working of the Hostels. The Hostel inmates shall refer their difficulties of whatever nature to the Warden/ Administrator who will take necessary action. Matters related to indiscipline shall be reported to the Warden / Administrator.
- (o) No furniture shall be removed from the room and used elsewhere either inside or outside the Hostel without the permission of or under the orders of the Warden/ Administrator.
- (p) No student is allowed to engage private servant or keep pets.
- (q) Visitors including parents are not allowed to go inside the hostel rooms. Parents/ Guardians can meet their wards in the Visitor's Lounge during the specified visiting hours with the permission of Warden.
- (r) Students can be permitted to visit their Parents, Local guardians, near relatives occasionally. All such visits shall have to be made after due permission from the

authorities.

- (s) Students are prohibited from giving shelters to any other student/ outsider in their rooms. In case of any unauthorized shelter, the student will be liable to disciplinary action. Unauthorized occupation/ shelter to any outsider will be reported to local administration for suitable action.
- (t) All students must be present in their respective hostels as per specified times unless specifically permitted to stay out in the night and for a specific reason in writing by the Warden/Chief Coordinator of Students Welfare.
- (u) Students will be charged for Boarding and Lodging, if allowed to stay, beyond the semester at the rates as decided by the management.
- (v) All students staying in the hostels during summer vacations shall have to abide by the Hostel Rules in vogue.
- (w) Students are required to observe the mess timings religiously. They will not get entry & food beyond the prescribed timings in the mess.
- (x) Provision items of daily use including bread, butter, biscuits etc. are available on payment at the Tuck shop which is open as per times specified.
- (y) Ragging in any form is unlawful and strictly prohibited as per orders of the Honourable Supreme Court. Student found indulged in ragging may be expelled from the Hostel as well as the University. FIR will also be lodged against student indulging in ragging.
- (z) Students not returning back to their hostels within the prescribed time without the permission from the Warden may attract disciplinary action including deduction of disciplinary marks. The student will be expelled from the Hostel in case of repeated offences.
- (aa) All the students are charged Hostel fee for the semester, as such they must completely vacate their rooms within three or as specified number of days of conclusion of the semester. Any stay beyond that without written permission of a competent authority shall attract disciplinary action and payment at enhanced rates or on rates as specified by the authority for both boarding as well as lodging.
- (bb) Students violating any of the above guidelines will face disciplinary action in which case the decision of competent authority is final and binding.
- (cc) Further, the Procedure/Instructions for obtaining out pass shall be as below:
 - (i) Day out pass on working days will be issued by the Warden.
 - (ii) Out pass for overnight/out station leave will be issued by the Chief wardens
 - (iii) In case of grave emergency immediate out pass will be issued by the Registrar/Warden
 - (iv) Girl students wanting overnight out pass/out station leave are required to get written permission of their parents/guardians in writing through an e

mail to the warden from an E mail account which is registered with the University

- (v) Girl students are advised to go outside the campus in groups of minimum three for their own safety.
- (vi) In case of medical evacuation, the patient and attendants can move out on the medical officer's advice.
- (vii) No out pass is required to move out of campus on working days from 05:00 PM to 07:00 PM and on Sunday/Holidays from 09:00 AM to 07:00 PM.
- (viii) All students are required to be back inside the campus by 07:00PM on all days.

19. Maintenance of student discipline

- (1) The welfare and discipline of Students are two integral parts of an institutional behaviour. Student's behaviour and discipline will therefore be assessed and will receive the same attention as the academic work. Discipline includes the observance of good conduct and orderly behaviour by the Students of the University. All Students pursuing a course of studies at the University shall observe a code of conduct and maintain discipline and consider it his/her duty to behave decently at all places. They must follow the rules pertaining to discipline, as may be laid down by the University and also abide by all rules and regulations of the University framed and notified from time to time. Students of the University must study the Standing Orders and Regulations carefully and also make themselves familiar with these instructions, pertaining to their academic, co-curricular and other activities.
- (2) The rules and regulations governing discipline, and procedures relating to discipline shall be as provided for in the regulations for each Programme or as Prescribed / Specified. Any amendment/additions to the Standing Orders will be notified through notices displayed on notice boards and circulated in the usual manner. The plea of ignorance will not be entertained for any breach of orders in force from time to time. Therefore, Students must see the notices on the Notice Boards/Website/Student information system regularly.
- (3) Every Student shall always carry on his/her person the Identity Card issued by the University. Every Student, who has been issued the Identity Card, shall have to produce or surrender the Identity Card, as and when required by the proctorial staff, teaching and library staff and the Officials of the University. The loss of the Identity Card, whenever it occurs, shall immediately be reported in writing to the Registrar.
- (4) Any violation of the code of conduct or breach of any rules or regulations of the University by any student shall constitute an act of indiscipline and shall make him liable for disciplinary action against him.
- (5) The following acts, in particular, shall constitute acts of gross indiscipline and any student indulging in any of them shall render him/herself liable for disciplinary action against him:
 - (a) Disobeying the teacher/officials or misbehaving in the class;
 - (b) Quarrelling or fighting in any University building, hostels or in the campus amongst themselves or indulging in any activity which amounts to ragging and or

- harassment of other students;
- (c) Quarrelling or fighting with a University employee or any employee of the University mess/canteen/cafeteria/security or any other public utility functioning in the campus;
- (d) Behaving in the University campus or outside in a manner which is indecent or which is meant to annoy or harass the students, teacher, officers or employee of the University;
- (e) Visiting socially unacceptable websites, consuming liquor or banned substances like drugs etc;
- (f) Damage to the University property;
- (g) Indulging in acts of theft, stealing and misappropriating;
- (h) Any other activity that defames the University and constitutes indiscipline. It shall also include inciting others to do any of the aforesaid acts;
- (i) Use of mobile in the class/academic area;
- (j) irregularity in attendance, persistent idleness or negligence or indifference towards the work assigned; and / or
- (k) Any other conduct anywhere which is considered to be unbecoming of a Student of the University.

(6) Rules for Students Conduct & Behaviour in Campus and Outside

The rules governing the same shall be as provided for in the Regulations for each Programme and generally are as follows:

- (a) Students of the University must study the Standing Orders carefully and also make themselves familiar with these instructions, pertaining to their academic, co-curricular and other activities.
- (b) Any amendments/additions to these Standing Orders will be notified through notices displayed on notice boards and circulated in the usual manner. The plea of ignorance will not be entertained for any breach of orders in force from time to time. Therefore, students must see the notices on the Notice Boards/ Website/Web Kiosk regularly.
- (c) The Schedules for all academic works and for the Examinations will be notified to the students separately by the Registrar/Academic Departments.
- (d) The Vice Chancellor is the final authority with regard to of the academic activities including attendance and leave of students.
- (e) Student welfare officer will deal with the welfare and discipline of all students in the campus including Hostel and also outside the campus and will ensure maintenance of good conduct. He/ She will be assisted by other members of faculty/ staff/ wardens as nominated.

(7) Conduct and Behavior

- (a) Students should attend all their classes and strictly observe class timings. They should likewise carry out other out-door and extra-curricular duties assigned to them. Their attendance and leave are governed by the regulations pertaining to them.
- (b) Students must give their undivided attention to their academic work and must be respectful to their teachers and supervisors.
- (c) All Students must carry I-cards with them at all times. Identity card can be asked to be shown by the student by any competent authority including security guards

- at the entry gate of the University as well as hostel. I-card is an important document. Loss of I-card may invite monetary fine as decided from time to time.
- (d) Students must conduct themselves with due decorum in the classes, laboratories, Library etc. and move in an orderly and disciplined manner. They must conduct themselves in a manner worthy of great traditions.
 - (e) Students, who fail to make sufficient progress in their studies and also do not maintain the required attendance in the classes, are liable to be debarred from appearing in the final examination and will be awarded Fail grade.
 - (f) If in a particular class/period more than 40% students are absent, it would be regarded as mass absenteeism and an act of indiscipline. Disciplinary action will be taken on the students indulging in mass absenteeism.
 - (g) No Student shall disobey any order issued by the University. Students must behave with due decorum towards their fellow students.
 - (h) Students should not indulge in abusive behavior / violence of any kind with fellow students, teaching faculty and employees of the University within or outside the University. Violence by any Student or group of students will lead to severe disciplinary action.
 - (i) No meeting of the Students other than those organized under the aegis of the various recognized Students' activities shall be called without the prior permission in writing from the student welfare officer.
 - (j) No meeting/function within the University campus to which any outsider is invited shall be organized nor shall any outsider address the students without the prior permission in writing from the Vice Chancellor.
 - (k) No students shall use unfair means at any of the examinations and tests or attempt or threaten the staff to get undue advantage. Disciplinary action shall be taken against defaulters as per the rules of the University.
 - (l) Students must pay all fees and other dues on specified dates. If they do not do so, they render themselves liable to penalties as in force from time to time.
 - (m) Students must take good care of all University property. Any damage to University property shall be viewed as indiscipline. Such Student(s), in addition to facing the disciplinary action, shall have to replace the damaged property and make good the losses caused due to their action.
 - (n) Students must use the furniture and fittings with due care and must not deface campus buildings, roads, furniture and fittings etc. in any manner.
 - (o) Students must handle the laboratory equipment, instrument and machinery that they have to use in course of their work with great care. Any damage or breakage of such equipment etc. due to improper use or negligent handling will have to be replaced by the students concerned at their cost.
 - (p) Ragging in any form is unlawful and strictly prohibited. Students found ragging shall be expelled from the University and FIRs lodged against them as per orders of the Honourable Supreme Court.
 - (q) Mobile cellular phone may be carried by the students. However, they shall be kept in silent mode during the classes. Violation will lead to confiscation of the mobile phone.
 - (r) All the students are required to observe the decorum in the dress code (as laid down by the University) while moving in the Administrative/Academic block including Labs & Library on working days. Students not adhering to the described and notified dress code may be denied entry to the University.
 - (s) Smoking, consumption/possession of liquor, intoxicants, drugs, cigarettes, hookah etc inside or outside the Campus is strictly prohibited. Any violation will invoke severe penalty including rustication from the Hostel/ University.

(8) Rules and Regulation for Library

The rules governing the same shall be as below, and such other rules :

- (a) Students must follow the Library rules for borrowing/using/returning books. They must show their Identity Cards when asked for. The books must be returned on or before the due date of return of the book.
- (b) Library books should be used with great care. Tearing or folding or cutting of Library books or making any mark on them is not permitted and shall lead to disciplinary action. Any defect noticed at the time of borrowing books must be brought to the notice of the Library staff immediately, otherwise the borrower may be required to replace the book by a new copy or pay double the cost of the book.
- (c) In open access Library of the University, replacement or misplacement of books on the shelves by the readers is not desirable. Readers should leave the book on the table after use.
- (d) Library cards are non-transferable and they should be kept securely otherwise the borrower shall be held responsible for the books issued against cards.
- (e) Before leaving the Library, a student should make sure of getting the books properly issued at the counter against the card.
- (f) Personal property or books other than those belonging to the Library must be deposited at the entrance gate.
- (g) The loss of Library books or borrowers' card must be immediately brought to the notice of the Librarian in writing.
- (h) Polite and courteous behaviour inside the Library is expected from all the users and silence must be observed inside the reading rooms.

(9) Anti-Ragging Measures

The University shall have a zero-tolerance policy towards Ragging and shall lay down strict guidelines on the same as per policies of the UGC in vogue and in compliance to directions of Hon'ble Supreme Court as per applicable law.

(10) Policy to prevent Sexual Harassment

The University shall be committed to treating every employee and student with dignity and respect. It shall seek to create a work environment that is free from sexual harassment of any kind, whether verbal, physical or visual. A policy shall be created by the University to provide guidelines for prompt redressal of complaints related to sexual harassment which should be in full compliance with "The Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal)" Act, 2013 (Central Act No.14 of 2013). All references/ complaints pertaining to any matter will be handled within the ambit of the said Act and the Rules framed thereunder. The policy so defined should be communicated to all employees and students and they be made aware of the complaint and redressal mechanism for same.

20. Appointment and emoluments of employees, other than those for whom a provision has been made in the Statutes

- (1) Notwithstanding anything contained in Statutes, the Management may invite a person of high academic distinction and professional attainments to accept a post of Professor or

Associate Professor or any other equivalent academic post in the University on such terms and conditions as it deems fit and, on the person, agreeing to do so appoint him to the academic position:

- (a) Provided that the Management may also create supernumerary post for a specified period for appointment of such persons:
 - (b) Provided further that the number of supernumerary positions so created should not exceed five per cent of the total posts in the University.
 - (c) The Management may appoint a teacher or any other academic staff working in any other University or organisation for undertaking a joint project in accordance with the manner laid down in the Ordinances.
- (2) The Management may appoint a person selected in accordance with the procedure laid down in Statute for a fixed tenure on such terms and conditions as it deems fit.

21. Manner of co-operation and collaboration with other universities and authorities including learned bodies or association

- (1) The University may subject to the provisions of Act and rules defined by UGC, enter into MOUs with other universities including foreign universities and Authorities in such a manner and for such purposes as the University may decide or determine from time to time.
- (2) The MOUs must have clauses and conditions to safe guard the legal aspects of the University and include issues like, areas of cooperation and collaboration, mutual obligations, arrangement for transfer of credits, maintenance of standards, period of contract, consequences of termination of agreement, resolution of disputes, liabilities, financial agreements if any, etc.
- (3) Generally, but not limited to scope defined below, following may be agreed upon:
- (a) Promote Collaboration and partnership between the Universities/ Institutes in the field of higher education;
 - (b) Exchange of Faculties and Researchers;;
 - (c) Exchange of students for a specified duration and courses;
 - (d) Exchange academic materials of mutual interest including scholarly publications, curricula information and pertinent research reports;
 - (e) Invite representatives of each other's academic community to participate in conferences and colloquia;
 - (f) Cooperation in mutual fields of academic interest for purpose of developing specific education and training opportunities and Programs;
 - (g) Academic & organizational development assistance as well as education & training activities in a number of fields and subjects including:
 - (i) Design of curricula for undergraduate and postgraduate studies;
 - (ii) Development of faculty profiles;
 - (iii) Internship opportunities with companies abroad;
 - (iv) Establishment of periodic quality assurance practices and procedures;
 - (v) Distance learning opportunities;
 - (vi) short professional training courses.
 - (h) Contact and collaboration between faculty, staff and students, carry out joint research Programs and exchange experiences in education and research.

Activities may include:

- (i) Joint cooperative research projects;
- (ii) Consultancy work to assist the development of new postgraduate courses;
- (iii) Enter into twinning arrangement(s), if allowed within the rules of the UGC.

22. Other terms and conditions of service of Employees, Teachers and other Staff as are not prescribed by the Statutes

Subject to the conditions laid down in the Act, the terms and conditions of service of the Employees, Teacher and other Staff shall be made in the form of Service Rules and approved by the Board. It should cover all the conditions as would be applicable to an employee, teacher and other staff and would generally include, but not restricted to following:

- (a) Personnel policies;
- (b) Pay & Allowances rules;
- (c) Travelling Rules;
- (d) Leave Rules;
- (e) Policy covering health and wellbeing/medical/Insurance;
- (f) Policy on Advances;
- (g) Honorarium and Schedule of payment;
- (h) Dependent Policy;
- (i) Appraisal and Career progression;
- (j) Recruitment norms;
- (k) Ethics Policy and code of conduct;
- (l) Policy on Sponsored Projects and Consultancy;
- (m) Policy on Dealing with Sexual Harassment at work places;
- (n) Discipline Policy;
- (o) Gratuity, Provident fund.