

VIT BHOPAL UNIVERSITY
KOTHRI KALAN, SEHORE, MADHYA PRADESH - 466114

PREAMBLE:

In accordance with the provisions contained in the Section 28 of the Act (No:17 of 2007) the First Ordinances of the VIT Bhopal University, Kothri Kalan, Sehore, Madhya Pradesh are framed in sequence of the various provisions of Section 28.

ORDINANCE - 01

SHORT TITLE, SCOPE AND COMMENCEMENT:

1. The "Ordinances" means the Ordinances of VIT Bhopal University, Kothri Kalan, Sehore, Madhya Pradesh hereinafter referred to as "The University".
2. These Ordinances shall come into force with effect from the date of the notification in the State Gazette by State Government of Madhya Pradesh.
3. The Ordinances are in conjunction with the provisions of the Madhya Pradesh Niji Vishwavidyalay (Sthapna Avam Sanchalan) Adhinyam 2007 (No. 17 of 2007). If there be any difference in the provisions of the Act or the Rules and the Ordinances, the provisions of the Act or the rules shall prevail.
4. Nothing in these Ordinances shall be deemed to debar the University from amending the Ordinances subsequently according to the provision of Section 29 of the Act, and the amended Ordinances, if any shall be applicable with immediate or retrospective or prospective effect, from such a date as prescribed in the notification.

ORDINANCE - 02**FACULTIES, DEPARTMENTS AND COURSES OFFERED IN THE UNIVERSITY:**

1. The University shall have the following faculties mentioned in column (2), Schools / Departments as mentioned in column (3) and name of courses / subject offered as mentioned in column (4).

S.No (1)	Faculty (2)	School / Department (3)	Name of the course(s)/ Subjects offered (4)
1	Faculty of Engineering and Technology	School of Computer Science & Information Technology	Diploma / B.Tech / M.Tech / Integrated Post Graduate / Ph.D i) Computer Science & Engineering ii) Information Technology
		School of Electrical Engineering	Diploma / B.Tech / M.Tech / Integrated Post Graduate / Ph.D i) Electrical & Electronics Engineering ii) Electrical Engineering
		School of Electronics Engineering	Diploma / B.Tech / M.Tech / Integrated Post Graduate / Ph.D i) Electronics and Communication Engineering ii) Electronics and Computer Engineering iii) Electronics & Instrumentation Engineering
		School of Mechanical Engineering	Diploma / B.Tech / M.Tech / Integrated Post Graduate / Ph.D i) Mechanical Engineering ii) Automobile Engineering iii) Aeronautical Engineering
		School of Civil Engineering	Diploma / B.Tech / M.Tech / Integrated Post Graduate / Ph.D i) Civil Engineering ii) Structural Engineering iii) CTM
		School of Chemical Engineering	Diploma / B.Tech / M.Tech / Integrated Post Graduate / Ph.D

		School of Space Studies	Diploma / B.Tech / M.Tech / Integrated Post Graduate / Ph.D i) Aerospace Engineering ii) Avionics Engineering iii) Remote Sensing iv) Meteorology v) Climate Studies
		School of Fashion Technology	B.Tech / M.Tech / Integrated Post Graduate / Ph.D
		School of Bio-Technology	B.Tech / M.Tech / Integrated Post Graduate / Ph.D
		School of Bio-Medical Engineering	B.Tech / M.Tech / Integrated Post Graduate / Ph.D
		School Food Science and Technology	Diploma / UG / PG / Ph.D
		School of Aviation & Training Institute	Diploma / UG / PG / Ph.D
2	Faculty of Science	School of Chemistry	Bachelor of Science / Master of Science / M.Phil / Ph.D. (Chemistry)
		School of Mathematics	Bachelor of Science / Master of Science / M.Phil / Ph.D. (Statistics)
		School of Bio-Science School of Bio-Medical Science School of Biotechnology School of Microbiology School of Biochemistry School of Environmental Science	Bachelor of Science / Master of Science / M.Phil / Ph.D. i) Bio-Science / Life Science ii) Bio-Medical Science iii) Bio-Technology iv) Microbiology v) Biochemistry vi) Environmental Science
		School of Physics	Bachelor of Science / Master of Science / M.Phil / Ph.D. (Statistics)
3	Faculty of Education & Training	School of Education	Diploma in Education / Bachelor of Education / Master of Education / M.Phil / Ph.D.
		School of Physical Education	Bachelor of Physical Education / Master of Physical Education / M.Phil / Ph.D
4	Faculty of Commerce	School of Commerce	Bachelor of Commerce / Master of Commerce / Commerce M.Phil / Ph.D
5	Faculty of Management	School of Management	Bachelor of Business Administration / Master of Business Administration /

			Master of Applied Management / PGDBM / Ph.D
		School of Hotel Management	Bachelor of Hotel Management & Catering Technology / Post Graduate Diploma DT & HM / Ph.D
6	Faculty of Arts	School of Social Science	Bachelor of Arts / Master of Arts / M.Phil / Ph.D i) Economics ii) Political Science iii) Social Work iv) Sociology v) Psychology vi) History and Culture vii) Military Science
		School of Arts	Bachelor of Arts / Master of Arts / M.Phil / Ph.D i) English and other European Languages ii) Hindi iii) Foreign Languages iv) Library Science v) Journalism & Mass Communication vi) Economics vii) Political Science viii) Sociology ix) Psychology x) History and Culture xi) Military Science
7	Faculty of Law	School of Law	BA.LLB/ BBA. LLB / LLM / Integrated Five Year Law / M.Phil / Ph.D
8	Faculty of Dental Sciences	School of Dental	Bachelor of Dental Surgery / Master of Dental Surgery / Ph.D
9	Faculty of Medical Sciences	School of Nursing	B.Sc (N), M.Sc (N) / P.B.B.Sc(N) / GNM / Ph.D
		School of Medical	Bachelor of Medicine and Bachelor of Surgery (MBBS)
		School of Para Medical sciences	Diploma X-Ray Technician / Radiographer Diploma ECG Technician Diploma in Dialysis Technician BMLT DMLT PB Diploma in Ortho & Rehabilitation (N) PB Diploma in Neonatal

			Nursing PB Diploma in Operation Room (N) Optometry Physiotherapy
10	Faculty of Ayush & Allied Sciences	School of Ayurveda	Bachelor of Ayurvedic Medicine and Surgery (BAMS) / MD (Ayurveda) / Ph.D.
		School of Homeopathy	Bachelor of Homeopathic Medicine and Surgery (BHMS) / MD (Hom.) / Ph.D.
11	Faculty of Pharmacy	School of Pharmacy	D.Pharmacy / B.Pharmacy / M.Pharmacy / Ph.D
12	Faculty of Architecture & Planning	School of Architecture	B.Arch / M.Arch / Integrated Post Graduate Program / Ph.D
13	Faculty of Agriculture	School of Agriculture	B.Sc / M.Sc. / Ph.D
14	Faculty of Veterinary & Animal Sciences	School of Veterinary & Animal Sciences	Diploma / UG / PG / Ph.D
15	Faculty of Culinary & Tourism	School of Culinary & Tourism	Diploma / UG / PG / Ph.D
16	Faculty of Music	School of Music	B.A. / M.A. / M.Phil / Ph.D
17	Faculty of Fine Arts	School of Visual Communication	B.Sc / M.Sc. / M.Phil / Ph.D

Other faculties, Department, Courses shall be made as per the Decision of the Academic Council and after approval of the Sponsoring body of the University, subject to approval of the Regulatory Commission.

List of Vocational Certificate & Diploma Vocational Course

S.No.	Course	Duration	Eligibility for Candidates
(1)	(2)	(3)	(4)
Faculty of Science			
1	Diploma in Analytical Chemistry	1 Year	B.Sc
2	Diploma in Biotechnology	1 Year	12 th Pass with Maths
3	Diploma in Computation Mathematics	1 Year	12 th Pass with Maths
Faculty of Home Science			
1	Certificate in Cutting, Tailoring And Dress Marking (CCTDM)	3 Months	10 th pass
2	Certificate in Fashion Designing	3 Months	10 th Pass
3	Diploma in Interior Decoration	1 Year	12 th Pass
Faculty of Education			
1	Certification in Early Childhood and Education.	6 Months	10 th pass
2	Diploma in Nursery (Primary) Teaching X Training (NTT)	1 Year	10 th pass
3	Certification in Primary Teaching (CPT)	6 Months	12 th pass
4	Certificate in Primary Curriculum and Certificate in Primary Teaching (CPT) or Equivalent	6 Months	12 th pass
Faculty of Commerce			
1	Diploma in Accounting & Auditing	1 Year	12 th pass with Commerce / Maths
2	Diploma in Banking	1 Year	12 th pass with Commerce / Maths
3	Diploma in Banking & Finance	1 Year	12 th pass with Commerce / Maths
4	Diploma in Export Procedure & Documentation	1 Year	12 th pass with Commerce / Maths
5	Diploma in Financial Accounting (DFA)	1 Year	12 th Pass
6	Diploma in Import-Export Management	1 Year	12 th Pass
7	Diploma in Taxation	1 Year	12 th Pass
			Eligibility

S.No.	Course	Duration	Eligibility for Candidates
(1)	(2)	(3)	(4)
Faculty of Management			
1	Diploma in Hospitality Management	1 Year	10 th Pass
2	Diploma in Human Resource Management	1 Year	Graduate
3	Diploma in Personal Secretary ship	1 Year	10 th Pass
4	Diploma in Retail Management	1 Year	12 th Pass
5	Diploma in Security Guards Management	1 Year	12 th Pass
6	Diploma in Entrepreneurship Development	1 Year	12 th Pass
7	Diploma in Statistical Quality Control	1 Year	12 th Pass
Faculty of Engineering & Technology			
1	Diploma in Auto CAD	6 Months	Diploma in Engg./ Graduate in any Subject
2	Diploma in Diesel Engine Repairing (DDER)	6 Months	10 th Pass
3	Diploma in Electrical Technician (DET)	6 Months	12 th Pass
4	Diploma in Electronic Equipment Maintenance	6 Months	12 th Pass
5	Diploma in Hi-Tech Welding Technology	6 Months	10 th Pass
6	Diploma in Industrial Safety	6 Months	10 th Pass
7	Diploma in Industrial Safety & ISO 14000 Series	1 Year	10 th Pass
8	Diploma in Inverter & UPS Repairing	6 Months	10 th Pass
9	Diploma in Mobile & Telephony	6 Months	10 th Pass
10	Diploma in Mobile and Telephone Instruments and Repairing (DMTIR)	6 Months	10 th Pass
11	Diploma in motor & Transformer Winding	6 Months	10 th Pass
12	Diploma in Radio and TV Technician (DRTT)	6 Months	12 th Pass
13	Diploma in Refrigeration and Air- Conditioning	6 Months	12 th Pass
14	Diploma in Stenography (Hindi/English)	6 Months	10 th Pass
15	Diploma in Stereo & CD player Repairing	6 Months	12 th Pass
Faculty of Computer Science & Application			
1	Certificate in "C" Programming	3 Months	10 th Pass
2	Certificate in Computer Application	3 Months	10 th Pass
3	Certificate in "C++" Programming	3 Months	10 th Pass
4	Certificate in Client Server Technology (CCST)	3 Months	10 th Pass
5	Certificate in Computer Networking (CCN)	3 Months	10 th Pass
6	Certificate in Computer Hardware & Networking	3 Months	12 th Pass
7	Certificate in Computer Programming	3 Months	10 th Pass

S.No.	Course	Duration	Eligibility for Candidates
(1)	(2)	(3)	(4)
8	Certificate in Computerized Fashion Designing (CCFD)	6 Months	10 th Pass
9	Certificate in Computerized Financial Accounting	3 Months	10 th Pass
10	certificate in Desk Top Publishing (CDTP)	3 Months	10 th Pass
11	Certificate in DTP with Computerized Design	3 Months	10 th Pass
12	Certificate in Java Programming (CJP)	3 Months	12 th Pass
13	Certificate in Laptop Repairing (CLR)	3 Months	12 th Pass
14	Certificate in Library Automation	3 Months	12 th Pass
15	Certificate in Ms Office (CMO)	3 Months	10 th Pass
16	Certificate in Multipurpose Computer Technician	3 Months	10 th Pass
17	Certificate in Multipurpose Electronics Technician	6 Months	10 th Pass
18	Certificate in Object Oriented Programming Language	3 Months	10 th Pass
19	Certificate in Office Automation & Internet.	3 Months	10 th Pass
20	Certificate in Software Testing	6 Months	12 th Pass
21	Certificate in Web Design, Animation & Advertisement	6 Months	12 th Pass
22	Certificate in Word Processing (Hindi/English)	6 Months	10 th Pass
23	Certificate in Web Designing	6 Months	10 th Pass
24	Certificate in Web Design	6 Months	10 th Pass
25	Certificate in Cloud Computer	6 Months	10 th Pass
Faculty of Media Studies			
1	Diploma in Television Video Production	1 Year	12 th Pass
Faculty of Social Science			
1	Certificate in Human Rights	6 Months	Graduate
Faculty of Humanities and Language			
1	Certificate in Communicative & Competitive Skills.	6 Months	12 th Pass
2	Certificate in Communicative English	6 Months	12 th Pass
3	Certificate in Spoken English	6 Months	12 th Pass
Faculty of Agriculture			
1	Certificate in Horticulture	6 Months	10 th Pass
Faculty of Medical Science			
1	Diploma in Physiotherapy (DPT)	1 Year	12 th Pass
2	Diploma in Public Health and Hygiene	1 Year	10 th Pass
3	Diploma in Yoga	1 Year	12 th Pass

ORDINANCE - 03**ADMISSION, ENROLLMENT AND MIGRATION OF STUDENTS:**

DEFINITION: In this ordinance unless there is anything repugnant in the subject or context

1. **"Equivalent"** examinations mean an examination which has been conducted by;
 - Any recognized Board of Higher Secondary Education or
 - Any Indian University / Board other than this University incorporated by any law in force for the time being, and recognized by this University as equivalent to its corresponding examination.
 - Any other foreign qualifications considered equivalent by appropriate authority.
2. **"Qualifying examination"** means an examination the passing of which makes a student eligible for admission to a particular year in Course of study leading to Bachelor's or post-graduate degree or diploma or certificate of VIT Bhopal University.

ADMISSION PROCEDURE:

3. Admission of students to various programmes shall be made strictly on the basis of merit.
4. The application for admission shall, among others, be accompanied by
 - i. The School /College Leaving Certificate/Transfer Certificate signed by the Head of the Institution last attended by the student,
 - ii. True copy of the statement of marks showing that the applicant has passed the qualifying examination, and in the case of a student, who passed the examination as a private candidate, a certificate signed by two responsible persons certifying to the good character of the applicant.
 - iii. If an applicant for admission, as aforesaid, has passed the qualifying examination from a Board other than the Board of Secondary Education, Madhya Pradesh, or a University other than this University, he shall submit in addition to the School / College Leaving Certificate or Transfer Certificate, an Eligibility or a Migration Certificate from the Secretary, or Registrar of such Board or University as the case may be together with immigration fee as prescribed.

Any other document as required by Concerned Institution.

Provided that, if it does not become possible for the applicant to obtain a Migration Certificate in time for making the application, he may make the application in time stating that the certificate shall be produced as soon as it is received and for that purpose he may be allowed such time as the University may specify but not more than thirty days from the last date of the application.

5. VIT Bhopal University shall conduct Entrance Examination, Competitive Examination, Group discussion, Personal Interview etc., depending on the programme need. Admission to various degree and diploma programme shall be through VIT Entrance Examinations conducted every year.
 - a) Candidates applying various programmes should have secured an aggregate of marks as prescribed by the University. A relaxation of 5% will be given for the Candidates belonging to SC/ST category.
 - b) The Candidates hailing from Jammu and Kashmir and the North Eastern states of Arunachal Pradesh, Assam, Manipur, Meghalaya, Mizoram, Nagaland, Sikkim and Tripura should produce Certificate of Nativity at the time of counselling, failing which they will not be considered for admission.
6. Fees structure for all the courses offered by the University shall be decided by the University from time to time.

Admission to various degree/diploma programmes

In general,

- a) Candidates who have studied in Regular, Full time and Formal Education are alone eligible to apply.
 - b) Candidates should have secured an aggregate of certain minimum percentage of marks and above in their qualifying examination to be eligible to apply.
 - c) Candidates appearing for their final degree exam / final semester exam in the current year are also eligible to apply.
 - d) Candidates should have completed their final Semester / year exams before the selection interview at VIT University.
7. For other courses involving admissions based on the marks obtained in the qualifying examinations, the merit for admission shall be determined either on

the basis of ranked marks or grade in the qualifying examinations or on the basis of marks or grade obtained in the Entrance Examination conducted at the University/State level as per the norms of Regulatory bodies.

8. If an application for admission, as aforesaid has passed the qualifying examination from a Board other than the Board of Secondary Education, Madhya Pradesh, or a University other than this University, he shall submit in addition to the School/ College Leaving Certificate or Transfer Certificate, an Eligibility or a Migration Certificate from the Secretary or Registrar of such Board or University as the case may be together with immigration fee as prescribed.
9. The University may introduce Under Graduate, Post Graduate and Diploma Programmes in a phased manner subject to the approval of various bodies.

TRANSFER OF STUDENT:

- i. No student shall be allowed to migrate from one institution to another under the jurisdiction of this University without a Transfer Certificate. No such transfer shall in any case be permitted after the date on which the application of a student for admission to the ensuing examination has been forwarded to the University.
- ii. Subject to the provision contained in para (1) above a student, who during an academic session desires to leave the constituent institution of which he has become a member shall give notice in writing to the Head of the Institution of his intention to leave stating reasons thereof and further stating the name of the institution if any, which he wished to join.
- iii. If the change is to another Institution, the Head of the Institution shall consider the reasons given to justify such a change. If they are strong enough to justify such a change, he may pass order accordingly. On such orders being passed, the student in question shall:
 - a. Make payment of all fees due to the Institution up to the month of the application for the transfer certificate; and
 - b. Refund whatever, if any, scholarship or studentship has been paid to him from the funds of the Institution, if required by the Head of the Institution to do so.
- iv. When the student has made all the aforesaid payments, the Head of the Institution shall issue a Transfer Certificate.

- v. A student seeking transfer from one Institution to another under the jurisdiction of this University shall not be required to pay such instalment of Tuition fees as he has already paid in the Institution from which he is transferring.

MIGRATION:

- vi. Migration of students from the University to another may be granted on any genuine grounds such as completion of studies, death of parents / near relative or on medical grounds.
- vii. However, the migration in professional colleges will be governed by Rules/Regulation of Statutory Bodies, such as MCI, DCI, INC, IPC & AICTE.

CONSIDERATION FOR SPECIAL CATEGORIES:

- viii. Seats for admission and fees in any course of study for the persons belonging to special categories shall be regulated in accordance with the norms/guidelines prescribed by the UGC & other concerned Statutory Bodies/ policy of State Government, or applicable extant instructions applicable from time to time.

DISCIPLINE:

- i. Every student in the University shall all times be of good behaviour, show diligence in student, maintain decorum and dignity, take proper interest in co-curricular activities and observe all rules of discipline of the Institution of which he is a student and of the University.
- ii. When a student has been found guilty of breach of discipline within or outside the precincts of the University or an Institution, or persistent absenteeism, the Head of the Institution with the approval of Vice Chancellor may, according to the nature and gravity of the offence:
- a. Suspend such a student from attending classes for not more than a week at a time; or
- b. Expel such a student from the institution; or
- c. Disqualify such a student from appearing at the next ensuing examination, or
- d. Rusticate such a student.

Before inflicting any punishment as aforesaid, the Head of the Institution shall give the student concerned an opportunity of personal hearing and record the reasons of inflicting the punishment in writing.

- iii. The Head of the Institution concerned shall have power to suspend, for such time as may be necessary, a student temporarily from the Institution pending inquiry into his conduct in connection with an alleged offence.
- iv. The period, during which a student remains suspended for completion of an inquiry, shall be reckoned in the calculation of his attendance for appearing at an examination provided he is found innocent.
- v. A student who has been rusticated shall not be admitted to another Institution within the jurisdiction of this University. Ordinarily, the period of rustication shall not exceed two years. Other Universities shall be informed of the fact of the rustication.
- vi. The rustication of a student from an Institution shall entail the removal of his name from the Register of Enrolled Students.

ORDINANCE - 04

REGISTRATION OF COURSES OF STUDY AND TEACHING METHODOLOGY

1. Admission

All students seeking admission to various degree programmes need to undertake national level computer based competitive examinations/ Institutional level examinations conducted by the University once /twice a year, the dates of which are announced separately through media/University website. Selected students will be admitted into various programmes through counseling. For all other programmes, students will be admitted based on their merit in addition to satisfying specific admission criteria of the programme. The minimum qualifications essential for admission to various programmes of the University will be stipulated and indicated in the Admissions brochure released before the commencement of admission to various programmes every year.

2. Academic System

2.1 Semester

All programmes under Fully Flexible Credit System (FFCS™) shall adopt a Semester system. There will be two semesters in an academic year. Normally the Fall Semester will be from June/July to November and Winter Semester from December/January to April/May.

2.2 Curriculum

Each programme contains a prescribed list of courses in a specific format, which is generally called "Curriculum". Curriculum of a programme contains list of courses grouped under various heads of courses as applicable to the programme. The Board of Studies as appointed by the Vice Chancellor will approve the curriculum and syllabi presented by the Chairman, which will be presented before the Academic Council appointed by the Chancellor for approval and subsequent implementation. A student is considered to have completed the degree programme, if and only if, he has successfully cleared/completed all the necessary courses prescribed in his/her programme curriculum. Each programme Curriculum shall have a version number tagged to the Academic Year to which it is applicable and subsequent changes in the Curriculum shall be indicated by a change in curriculum version number appropriately. Students admitted into a programme shall adopt a curriculum specified by the Academic Council for that academic year. Unless otherwise stated explicitly by the Academic Council, any changes in curriculum will be applicable to the students admitted in the subsequent year and the existing batches continue to follow the curriculum prescribed at the time of their joining the programme. Any change in the Curriculum should be recommended by the Board of Studies of the programme concerned and submitted to the Academic Council by the Chairperson of the Board of Studies concerned for approval.

2.3 Syllabus

A course syllabus is a document that explains what a student is going to learn in that course. Each course shall have a course code, course title, Course Type, Syllabus Revision Number (Version), Course Prerequisites/ Co-Requisites/ Anti-Requisites (if any), Course Objectives, Student Outcomes (SOs), modules with topic names, brief description of the topics, expected duration needed to cover each module, SOs expected to be covered under each module, the typical assessment and evaluation modes, list of text and reference books, the date on which the Board of Studies has recommended the syllabus and the date on which it was approved by the Academic Council. Student Learning Outcomes (SOs) for each module shall be mapped to indicate which SOs are being met. Once approved by the Academic Council, it is mandatory for the course teacher to teach the course as specified in the syllabus in total. Any subsequent modifications carried out with the approval of the Academic Council will be indicated by a change in the syllabus version number. An increment by one indicates a major change and minor changes shall be indicated by a change in the number after the decimal.

2.4 Course Plan

A course plan consists of a list of lectures/tutorials/experiments/clinical practices etc carried out in each class by the course teacher with details such as the mode of delivery, reference material used, and others. For instance, a one credit course will have 15 lecture, 15 tutorial hours or a minimum of 30 hours of laboratory work, within the regular semester period, as specified in the Academic Calendar of the University.

2.5 Course Types and Course Codes:

The courses can be of various types as necessitated by the particular programme and as approved by the regulatory bodies such as BCI, MCI, etc.

Each course will be identified normally by a unique Course Code of seven alpha-numerals (three alphabets followed by 4 digits). The alphabets reflect the discipline to which the course belongs. The first numeral (after the alphabet) indicates the cognitive level of the course, and the rest of the numerals indicate a running serial number. Each course also has its version to track the revisions carried out in its syllabus over the years.

3. Programme Duration

The minimum duration that the students are generally expected to take to meet various requirements of programmes offered by the University is as specified by the UGC regulations and/or as specified by other regulatory bodies.

4. Course and Credit requirements

Various programmes will necessitate meeting the minimum credit requirements under various course heads of each of those programmes.

4.1 Course Credits

A course credit is a measurement of duration that the course is offered as an 'instruction' to students. All courses are considered to be offered for the entire

duration of a semester. A semester is deemed to have 15 instructional (non-exam) weeks.

4.2 Minimum Credit Requirement of a Programme

The minimum credit requirement for the completion of a programme for students admitted is clearly specified in the programme curriculum. Further, the student has to meet the course and credit distribution also as specified in his curriculum, to become eligible for the degree. The curriculum will consist of appropriate credit distribution across various disciplines of study the student need to undergo as per the regulatory norms.

Credit Distribution – Discipline Wise

5. Course Registration

It is mandatory for all students to register every semester till their end of study, for courses that they are going to study in the semester through a Course Registration process. The Course Registration will be carried out on specific day(s) as declared by the University in advance. Generally students will be offered more courses than what a normal student is expected to take. Depending on the requirements or from a 'wish list' collected from students, Schools decide the courses to be offered in each semester. Students shall register courses offered in each semester and clear them, subject to various conditions as prescribed in this Regulation. The list of courses offered by each programme will be announced prior to the registration. Students will get a chance to make their own plan of study by changing the pace with which they study (fast/slow). Since slot timetable is adopted, students can choose their own slots from multiple slots offered for the same course.

6. Registering for Backlog Courses

A course having an 'F' grade will be considered as a backlog and it has to be re-registered in the subsequent semesters, when it is offered. If a student opts for Grade Improvement then the course has to be re-registered.

A student can add or drop from the registered courses within the first 3 instructional days from the commencement of a regular semester, subject to the availability of resources and the minimum/ maximum number of credits required to be registered in a semester Only those courses that stand registered at the end of Add/Drop process will be considered as final for that semester. The courses thus dropped will not appear in the semester Grade Sheet of the student.

7. Course Withdrawal

If a student feels that his performance in the first continuous assessment of a registered course is not satisfactory, the student can withdraw his Course Registration from the course. The University will announce suitable days for carrying out Course Withdrawal. Course Withdrawal will be open to students for three instructional days.

8. Course Prerequisites

Some courses may have specific prerequisites to be met before a student can register for the course. Generally the student is expected to have cleared all the prerequisite courses at the time of Course Registration.

9. Faculty Advisor

Upon joining the University, each undergraduate student will be assigned a Faculty Advisor by the School concerned. The Faculty Advisor will discuss with the student on his academic performance in previous semester(s) and suggest the number and nature of courses to be registered in the ensuing semester, within the framework of that programme curriculum.

Average number of credits the students of various programmes are expected to register in each semester so that they complete the programme within the specified duration of the programme. However, a student can register for a maximum / minimum credits in a semester as prescribed. Under no circumstances a student, neither irregular nor timed-out, will be permitted to cross these limits.

ORDINANCE - 05**CONDUCT OF EXAMINATION AND OTHER RELATED MATTERS:****1. General:**

- i. Controller of Examinations (COE) shall be principal authority of the University, bestowed with the full responsibilities of arranging and conducting the University examinations, fair and free from any malpractice and within the prescribed time schedule.
- ii. All arrangements for the conduct of examinations to be held by the University shall be made by the Controller of Examination, in accordance with Rules and regulations framed by the University from time to time.
- iii. He shall prepare the examination schedules of all the courses for the whole academic year in advance as per the guidelines set by Board of Studies and Academic Council.
- iv. He shall be responsible for maintaining total Confidentiality in the discharge of duties by himself/herself and their staff.
- v. He shall take utmost care to complete the task of conducting the examination and declaration of results within stipulated time frame work.

The University shall follow Fully Flexible Credit System (FFCS) as a Teaching Methodology as prescribed in the Ordinances and the general conditions for the examination shall be as follows:

2. Attendance:

A student is expected to maintain 100% attendance in all courses. Considering the fact that a student may need leave due to ill-health or to attend some family emergency, a student is permitted to maintain an attendance of 75% (i.e. absent for 25% of instructional hours) in each course, without producing any proof for the absence. This

25% absence may include medical, personnel, casual, official leave of absence for organizing events/ seminars/ workshops/ technical/ cultural festivals/competitions/ participation in co-curricular/ extra-curricular events/ NSS & NCC camps, any other (valid or otherwise) reason.

Computerized attendance monitoring system is adopted for posting the attendance by the faculty. The attendance percentage will be calculated from the 'date of registration' into a course to one day before the start of the exam component.

Students who are absent due to prolonged illness or any other valid reason from the classes beyond the 25% absence shall be advised to request for 'Break of Study' on medical grounds for a semester. This may result in extension of minimum time period of completion of the programme.

The University declares sectional holidays as per the regional practices as approved by the State Government. The students who are availing such sectional holidays which have been declared as instructional days by the University, can submit their requests to the Programme Chair through the Faculty Advisor for consideration of attendance.

3. Continuous Assessment and Term End Evaluation

The performance of a student in a course shall be assessed through a series of Continuous Assessment components and Final Evaluation Examination, as per the requirements and nature of the individual courses. The assessment and evaluation components may consist of closed book or open book examinations, quizzes, student's portfolio generation and assessment, and any other innovative assessment practices followed by faculty, in addition to the Continuous Assessment Tests and Term End Examinations (TEE).

All examinations other than the TEE will be conducted by the programme School concerned or a centralized arrangement among Schools. TEEs will be conducted centrally by the Controller of Examinations.

Assessment being an integral part of the teaching and learning process, and since the assessment results need to be part of everyday processes, the timing and scope of

efforts are made logical and appropriate to individual courses. All examinations other than the TEE will be conducted by the programme School concerned or a centralized arrangement among Schools. TEEs will be conducted centrally by the Controller of Examinations.

4. Assessment Modes

The assessment is incorporated into daily practice and programmes use creative ways to incorporate it into curriculum and instruction. The course coordinator with the support of other faculty who offer the course decides on the collection, interpretation, and the use of assessed data. The student learning outcomes, which play a major role in this exercise, indicate comprehensively and in detail what students must learn as a result of their experience, viz., knowledge, skills, and attitudes that are specific to the programme.

5. Eligibility for Examinations

All students who have registered for a particular course are eligible to write the CAT and TEE of that course, provided he is not debarred from writing the exam due to one or more of reasons listed below.

1. Shortage of attendance
2. Acts of indiscipline
3. Withdrawal of a registered course

6. Grading System

For every course registered by a student, at the end of the semester, he is assigned a 'Letter Grade' based on his cumulative performance over the semester in that course. The letter grade and its 'Grade Point' indicate the results of both qualitative and quantitative assessment of student's performance in a course.

Students who fail to meet the pass criteria are awarded an 'F' grade. The letter grades and their corresponding grade points are given below. The remarks column describes the circumstance under which the specific grade is offered. The student registration

details in FFCS will reflect the status of currently registered and yet to be completed course components as 'Y'.

A student is declared to have passed/ cleared a course, if he/she has earned any one of the following grades: 'S, A, B, C, D, E or P, called the 'Performance Grades' as per the University norms.

The letter grade 'F' will be awarded under the following circumstances.

- i. Students who fail to clear a course due to their poor performance during the semester (in continuous assessment tests) in a particular course which reflects on the total marks
- ii. Students who are debarred in writing TEE due to lack of attendance.
- iii. Students who are identified for malpractice in exams or any acts of indiscipline

To clear an 'F' grade, students should re-register the course in the subsequent semester(s).

The letter grade 'N' will be awarded under the following circumstances.

- i. Students who have not cleared one or more component(s) of a Theory Component.
- ii. Students who are absent during TEE, due to the reasons, namely, the demise of a family member or valid medical reasons.

To clear an 'N' grade, the student is permitted to avail one chance of supplementary Term End Examination in the failed component. Letter grade 'F' carries 'Zero' grade point and to clear the course, the student has to register the course again in a subsequent semester and complete the same with a performance grade.

7. Absolute and Relative Grading

The letter grade awarded to a student for his/her performance in a course can be based on either the Absolute Grading or the Relative Grading concept.

The 'Relative Grading' concept indicates the academic standing of a student in his class. All the theory component of the courses, with the class strength is more than 10, shall follow class-wise relative grading concept as indicated below.

Relative Grading - Letter Grade and its range

Relative Grading formula	Letter Grade
Total Marks \geq (Mean + 1.5 σ) with a minimum of 90% total	S
Total Marks \geq (Mean + 0.5 σ) and Total Marks $<$ (Mean +	A
Total Marks \geq (Mean - 0.5 σ) and Total Marks $<$ (Mean + 0.5 σ)	B
Total Marks \geq (Mean - 1.0 σ) and Total Marks $<$ (Mean -	C
Total Marks \geq (Mean - 1.5 σ) and Total Marks $<$ (Mean - 1.0 σ)	D
Total Marks \geq (Mean - 2.0 σ) and Total Marks $<$ (Mean - 1.5 σ)	E
Total Marks $<$ (Mean - 2.0 σ)	F

If the class strength is less than or equal to 10 in a theory or lab embedded theory course. However, absolute grading shall be adopted instead of the class-wise relative grading. All the laboratory and the project component of the courses shall adopt absolute grading method only, irrespective of the class strength.

Absolute Grading – Letter Grade and its range

Letter Grad	Marks range (max. of 100)
S	≥ 90
A	≥ 80 but < 90
B	≥ 70 but < 80
C	≥ 60 but < 70
D	≥ 55 but < 60
E	≥ 50 but < 55
F	< 50

8. Evaluation Methodologies for Courses

Individual courses will be identified for the appropriate evaluation methodology and the division of marks for each component by the course coordination teams of individual schools for various programmes.

9. Continuous Assessment

After valuation of CAT, the answer scripts, will be handed over to students. Any discrepancy in the evaluation will be corrected in person immediately. However, after the completion of the TEE, the marks entered by the faculty online will be made visible to the students as per the schedule announced by the University. Subsequently, students desirous of seeing their TEE answer scripts have to apply for the same within the time period specified and by paying the prescribed fee. The student can apply for revaluation within the time frame specified by the University. The student is also given with option to apply for an 'Examination Appellate Committee' when he is not satisfied with the revaluation.

10. Calculation of Grade Point Average

The Grade Point Average (GPA) earned by a student is a quantitative indication of his/her performance in a semester. GPA is the weighted average of the grade points obtained in all the courses registered (after add/drop/ withdrawal) by the student during the semester. For each course registered, the grade points earned is multiplied by the credits for that course. The sum of all such grade point-credits product is divided by the total credits registered in that semester to get the GPA of that semester.

The Cumulative Grade Point Average (CGPA), which indicates the overall performance of a student from the time he/she joined the University to a specific semester, is obtained by calculating the weighted average of the grade points obtained in all the courses registered by the student since the first semester. Both GPA and CGPA are calculated as follows at the end of every semester and indicated in the Grade Sheet.

$$CGPA = \frac{\sum_i (C_i * GP)}{\sum_i C_i}$$

where C_i is the number of credits for the i^{th} course, and GP is the grade points earned for that course. i includes all the courses registered in all semesters including those in which the student has an 'F' or 'N' grade.

11. Absence from an Exam

If a student fails to write any continuous assessment test, the student will lose the percentage weightage given to that exam. No Re-CAT will be conducted again to compensate the loss. Under extraordinary conditions, if a student is not able to appear for the Term End Examination (TEE) of a theory/Student Project (final viva voce exam), due to hospitalization (in-patient treatment) for more than a week duration or death of a family member, the student may apply to the Vice Chancellor by submitting an application through the School Dean, Program Chair and the Faculty Advisor, supported by adequate evidence or proper medical certificate duly authenticated by the Chief Medical Officer of the University, as the case may be, within 14 calendar days after the completion of the TEE. Such applications will be scrutinized by a special committee constituted by the Vice Chancellor and if necessary, the student may be asked to appear before the Committee for presenting the case.

12. Semester Grade Sheet and Consolidated Grade Sheet

At the end of each semester, all students will be issued a Grade Sheet. This Grade Sheet will be an accurate log of course activity of a student in each semester and hence all courses registered (including those courses that are awarded F, N, W, U, P, substituted, re-registered, audited, grade improvement courses) will be listed semester-wise along with the grade points earned (performance and others grades), course credits, GPA, CGPA, etc. This will reflect the performance of a student during the specific semester.

The overall performance of a student in all semesters since joining the programme will be shown in a Consolidated Grade Sheet. A Consolidated Grade Sheet will be issued to a student upon his successful completion of the programme or along with the Degree Certificate. Consolidated Grade Sheet will indicate only the CGPA, and not semester wise GPA.

13. Academic Malpractice

Academic malpractice shall be viewed seriously and punished appropriately in order to discourage students from indulging in such activities. Each case shall be enquired by a

'Malpractice Committee' constituted by the University and appropriate punishment will be given, if the malpractice is proven.

14. Additional Learning

Opportunities exist for students to complement and enhance their learning experience by crediting additional courses in diverse areas. Students who are academically sound can devote their extra time in each semester by taking additional course loads as permissible for each programme.

15. Grade Improvement

Students who wish to improve their grades will be permitted to register the same course again during a subsequent Course Registration.

16. Credit Transfer

Within the University, when a student move from one programme to another relevant program, wherever possible and applicable in the University, or get re-admitted into the same programme again, Credit Transfer is possible for the courses and the credits completed by the student can be transferred to the new program, subject to the other parameters such as course contents and credits etc.

A similar procedure shall be adopted during the time of admission of candidates from other Universities into various eligible programmes of the University, subject to the condition that those Universities are recognized and approved for credit transfer by VIT University.

17. Time Limit for Programme Completion

For various programmes, the 'minimum period of study' (n) a student is expected to study to complete his course stipulated by the University. However, if a student has few backlog courses yet to be cleared even after the completion of the above said time

limit, the student will be permitted to complete all the course and credit requirements specified in the curriculum, with an additional grace period of three years from the year of joining the University under that programme ('n+3'). Under no circumstances, the period of study shall be extended beyond (n+3) period and thereafter his/her studentship stands cancelled automatically. No separate intimation in this regard will be sent to the student.

18. Award of Degree

After successful completion of the course and credit requirements as specified in the programme curriculum and upon meeting the minimum credit requirement, a Provisional Certificate will be issued to eligible students by the Controller of Examinations. The degree will be conferred on the student during the subsequent Convocation. The degree certificate will indicate the relevant branch, and specializations if any, in which the student has graduated along with Minor/ Honors if earned by the student.

19. Modification in Regulations

The Academic Council headed by the Vice Chancellor of the University has the right to add, delete or modify these regulations from time to time. In case of any dispute arising in interpreting the rules, only the interpretation given by the Academic Council will be considered as final and binding.

ORDINANCE - 06**CONDITIONS FOR AWARD OF FELLOWSHIPS, SCHOLARSHIPS, STIPENDS, MEDALS AND PRIZES:**

1. The University shall offer to a selected few under privileged students who cannot afford higher education under **Education for All** initiative. The "**Support the Advancement of the Rural Students**" (STARS) programme support rural students who had secured high marks in the Board Exam but could not pursue higher education owing to economic reasons. In addition, distribution of scholarships may be provided to a percentage of students on the basis of academic merit and economical background. These scholarships shall be provided to the needy students belonging to the Scheduled Caste (SC) and Scheduled Tribe (ST) to ensure that education is not denied due to the poor financial condition of their families and to empower the under-privileged in the society.
2. The awards of Fellowships, Research and other Scholarships, Stipends etc., shall be made by the Governing Body on the recommendation of a Committee consisting of:
 - a. The Vice Chancellor, as Chairperson
 - b. Chancellor's Nominee.
 - c. Two Deans of Faculties.
 - d. One Chairperson of Board of Studies to be nominated by Academic Council for two years in rotation.
 - e. Controller of Examination.
 - f. Chief Finance & Accounts Officer.
 - g. The Registrar as Member Secretary.
3. Deans will be nominated by Vice Chancellor for a period of two years by rotation.
4. Subject to the general conditions applicable to all Fellowships and Scholarships as laid down in sub-section 6 below, the value, duration and conditions of award shall be such as are laid down by the University from time-to-time.

5. The value and duration of Research or other Scholarships Instituted by the University shall be laid down by the Board of Management in consultation with the Academic Council.
6. The award of fellowships, research and other scholarships shall be made subject to the following conditions.
 - i. The fellow/scholar will do whole time research work under an approved guide on a subject approved by the Committee.
 - ii. The fellow/scholar shall not accept or hold any appointment paid or otherwise or receive any emoluments, salary, stipend, etc., from any other source during the tenure of the award nor shall he engage himself in any profession or trade during that period. He may, however, undertake teaching assignment of not more than nine hours a week in the Institution, where he will work at the stipend as decided-in-rules.
 - iii. The fellow/scholar shall not join any other course of study or appear in any examination after commencing work under the fellowship/scholarship programme.
 - iv. Unless permitted by the guide to work for a specified period at some other place, the fellow/scholar shall be required to attend the Institution where he/she is to work, on all working days.
 - v. If any information submitted by the fellow/scholar in his application is found to be incorrect, incomplete or misleading, the award may be terminated by the Board of Management after giving him an opportunity of being heard.
 - vi. If at any time it should appear to the Vice Chancellor that the progress or conduct of the fellow/scholar has not been satisfactory, the fellowship/scholarship may be suspended or withdrawn.
 - vii. The fellow/scholar shall be required to pay the fees prescribed by the Institution where he works.
7. Post-graduate scholarship Instituted by the University shall ordinarily be tenable for two academic sessions i.e. twelve months in the first year and 10 months in the

- second year on condition that the scholarship holder produces a certificate of efficiency in studies from the Head of the Department in the subject of study or the Head of the Institution.
8. The scholarship shall be tenable from the 1st July if the scholarship-holder join the college within one month of the date of the opening of the college after the summer vacation and pays the tuition fee from the commencement of the session. In any other case, it shall be tenable from the date on which the candidate joins the college.
 9. The payment of scholarship shall be made only on receipt of scholar's receipted bills duly countersigned by the Head of the Institution where the candidate studies.- No scholarship shall be drawn for a month unless the scholarship holder has attended the Institution regularly in that month.
 10. The award of scholarship shall be done in accordance with the procedure that may be laid down by the Academic Council.
 11. A scholarship-holder shall not combine any other course of study with the course for which the award is made.
 12. A scholarship shall be cancelled in the Final Year if the scholarship-holder fails to secure above 80% marks in the Previous Examinations.
 13. If a scholarship-holder is unable to appear at the previous examination on account of sickness or any other reasonable cause, the scholarship for the months of March and April of each year shall be paid only if the Head of the Institution certifies that the scholar diligently studied for the examination but was unable to take the examination for reasons beyond control. Such a scholar shall not receive scholarship during the next session, but shall be entitled to the scholarship during the studies for the Final Examination, if the scholar passes the previous examination with the requisite standard in the succeeding year in the first attempt.
 14. A scholarship-holder shall at all times be of good behaviour and observe all rules of discipline.

15. A scholarship shall be liable to termination, if:

- (i) The scholarship-holder discontinues studies during the middle of a session;
or
- (ii) The scholarship-holder, after he has been given a reasonable Opportunity to explain his conduct, is in the opinion of the Board of Management guilty of a breach of this Ordinance; and if the Board of Management so directs, the Scholarship-holder shall also be liable to refund the amount of scholarship drawn by him.

16. The order of termination shall be passed by the Vice Chancellor and shall be final.

Award of University Medals and Prizes

17. The University shall award with a view to augmenting academic interest and activities among the students. Gold and silver medals every year on the basis of results of annual examinations, subject to the provisions hereinafter appearing.

- a. The quantum of Gold or Silver as the case may be, to be used for a medal shall be such as are approved by the Governing Body.
- b. The expenditure on the preparation and award of medals shall be met from the Fund of the University for which necessary provision shall be made in the annual budget or from endowment fund created for this purpose.
- c. If in a year the actual cost of the award of Medals exceeds the budgetary provision, the Governing Body shall lay down the manner in which the excess expenditure is to be met.
- d. University Gold & Silver medals shall be awarded only on the basis of the results at University examinations.
- e. Only such successful examinees of the year shall be eligible in accordance with the provisions of paragraph 06 following as have secured (i) First division in the case of a Bachelor's degree examination and (ii) First division in the case of a Master's degree examination, for award of Gold and Silver medals.
- f. A gold and a silver medal shall be awarded for each of the following examinations in all branches to successful candidates as mentioned below:-
 - i. A gold medal and a silver medal to the two successful candidates who have been placed in First division and have secured respectively highest and second highest percentage of marks from among the candidates appeared at the Undergraduate courses run being by University. However,

the candidate must have passed all semester examinations of the consecutive years in single and first attempt. To decide the Gold Medal marks obtained by the candidates from the first University to final University examination will be computed.

- ii. A gold medal and a silver medal to the two candidates who have placed in First division and have secured respectively, highest and second highest percentage of marks from among the successful candidates of degree of postgraduate courses being run by University. Provided that the candidate must have passed all University/semester examinations of the consecutive years in single and first attempt.
- iii. The Committee comprising of the following shall select the candidates for the awards of medals and prizes;-
 - o The Vice Chancellor (Chairman)
 - o Chancellor's Nominee.
 - o Three Deans of Faculties to be nominated by the Vice Chancellor in rotation.
 - o Two Chairpersons of Board of Studies to be nominated by Academic Council.
 - o Registrar.

18. University shall institute medals and prizes through endowment and donations received from individuals and trusts as may be approved by the Governing Body from time-to-time.
19. Notwithstanding anything contained in the foregoing paragraphs, award of University Medal for anyone or all of the Examinations mentioned in para 06 may be withheld, suspended or cancelled :-
 - a. If, in respect of a year no candidate is found eligible for the award under the provision of para 06 above.
 - b. If the Vice Chancellor finds, after considering a report of the Head of the Institution, that the eligible student concerned is not worthy to receive the award on account of a serious charge against him/her, like gross misconduct etc. (c) if the Governing Body is satisfied that the conduct of the examination concerned at one or more of the centers was not proper.
20. The inscriptions on the medals shall be as prescribed by the University.

ORDINANCE - 07**DISCIPLINARY ACTION AGAINST THE STUDENTS**

1. Every student in the University shall at all times be of good behavior, show diligence in studies, maintain decorum and dignity, take proper interest in co-curricular activities and observe all rules of discipline of the institutions of which he is a student and of the University.
2. When a student has been guilty of breach of discipline within or outside the premises of University or an institution, on persistent idleness or has guilty of misconduct, the head of the institution at which such student is studying should inform the Vice-Chancellor/Registrar. The Vice Chancellor, depending upon the nature of gravity of the offence student may.
 - a) Suspend such a student from attending classes for more than a week at a time, or expel such a student from the University.
 - b) Disqualify such a student from appearing at the next ensuing examination: or Rusticate such a student
 - c) Before inflicting any punishment as aforesaid, the Registrar shall give the student concerned an opportunity of personal hearing and record the reason of inflicting the punishment in writing.
 - d) The Registrar concerned shall have power to suspend for such time as may be necessary a student temporarily from the University pending inquiry into his conduct in connection with an alleged offence.
 - e) The period during which a student remains suspended for completion of an enquiry shall be reckoned in the calculation of his attendance for appearing at an examination provided he is found innocent.
 - f) The rustication of a student from the University shall entail the removal of his name from register of enrolled student.
3. All students pursuing a course of student at the University teaching department shall observe a code of conduct as may be laid down by the Board of Management and also abide by all rule and regulations of the University framed and notified from to time-to-time.
4. Any violation of the code of conduct of breach of any rule or regulation of the University by any student shall constitute an act of indiscipline and shall make him liable for disciplinary action against him.
5. The following acts in particular shall constitute acts of gross indiscipline and any student indulging in any of them shall be liable for disciplinary action against him.
 - i. Disobeying the teacher or misbehaving in the class:
 - ii. Quarrelling or fighting in any University building or in the campus among them:

- iii. Quarreling or fighting with a University employee or any employee of the University canteen, mess or any other public utility functioning in the campus.
 - iv. Stirring or writing or slogans or any material, making of skeletons of figures on any wall or portion of any building within the campus which is not authorized by the University administration.
 - v. Behaving in the University campus or outside in a manner which is indecent or which is meant to annoy or hurt the teacher officers or employees of the University.
 - vi. Any other act which the discipline committee may determine and Vice Chancellor may accept as an act of gross indiscipline.
 - vii. However, all cases of indiscipline within hostel premises shall be dealt by the warden concerned. To deal with such incident the warden shall have all the powers prescribed for the proctor in this ordinance.
6. There shall be a Proctorial Board consisting of members as indicated in the Statute-18 and the decisions of the Proctorial Board shall be approved by the Board of Management from time-to-time.
 7. The Faculty Advisor shall be appointed by Vice Chancellor from amongst the teachers of the University ordinarily for a period not exceeding two years at a time.

POWER AND DUTIES OF FACULTY ADVISOR

8. The Faculty Advisor shall take action in all matters which are referred to him for disciplinary action by any responsible person or constituted authority of the University, he may also take action in matters which come to him knowledge and which in his opinion call for disciplinary action.
9. In the absence of Faculty Advisor, another Faculty Advisor shall act as Faculty Advisor with the consent of the Vice Chancellor and shall have all such powers to Faculty Advisor.
10. In the opinion of Faculty Advisor, the act of indiscipline required action and if it is not of a serious nature, he may hold a summary inquiry and impose the penalties.
11. If in the opinion of Faculty Advisor, the breach of discipline is of a serious nature he may refer the case for investigation to the Proctorial Board, Chief Faculty Advisor and Joint Faculty Advisor or any two joint Faculty Advisors shall constitute the quorum for sitting of such investigation.
12. There shall be a Discipline Committee consisting of the following
 - (i) Chief Faculty Advisor – convener
 - (ii) Director, student welfare
 - (iii) Faculty Advisors from the Concerned Departments
 - (iv) Warden of the Hostels
 - (v) Two other students nominated by the Vice Chancellor

13. All punishment awarded to the students shall be recorded in a register to be maintain by the proctor. The register shall be permanent record of the University and shall contain such details as may be prescribed and prospered by Board of Management.
14. Certificate regarding character and conduct of student of University teaching department may be issued to him by the Faculty Advisor. However, in the case of a student who has been award punishment 3 or more times by the Faculty Advisors himself or on the recommendation of the proctor, the fact that he was so penalized shall be mentioned in the certificate of character and conduct to be issued by the proctor. The certificate of character and conduct issued by the Faculty Advisor, counter signed by the Registrar shall be the only valid certificate of the University in the regard.
15. If the Faculty Advisor finds that in any incident of disturbance or breach of peace certain persons who are not in the roles of the University are involved or are likely to be involved he may send to the Vice Chancellor that the University campus be declared out of bounds for such persons. If the recommendation is accepted by the Vice Chancellor a notification shall be sent to the District Magistrate and the other administrative authorities as the Vice Chancellor may deem fit. The notification issued under this paragraph shall enforce the entry into the campus of a person debarred from entering the campus and it shall be an act of criminal offence and shall be dealt with accordingly.
16. The discipline committee shall ordinarily be convened in an academic year and it shall review general situation regarding discipline in the University and make suggestion in this regard. Any specific case of indiscipline may also be referred to the discipline committee for giving its opinion regarding the further action to be taken.
17. Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of difference of interpretation, the vice-chancellor may take a decision after obtaining, if necessary, the opinion/ advice of the Enquiry Committee consisting of Deans or Directors of the Schools. The decision of the Vice Chancellor shall be final.

18. ANTI RAGGING COMMITTEE AND OTHER DISCIPLINARY COMMITTEE

As per the UGC norms, the University shall set up an Anti-ragging and Disciplinary Committee with the following members:

- (i) Course In-charge
- (ii) Faculty Advisor
- (iii) Wardens
- (iv) Students Representative

This Committee will frequently monitor, promote and regulate healthy interaction with the Fresher's, Junior Students and Senior Students.

ORDINANCE - 08**CONDITIONS OF RESIDENCE OF THE STUDENTS**

The Rules may be called as the Rules for Hostel facility for students in VIT Bhopal University. These rules shall be applicable to all the Hostels of the University.

ADMISSION TO HOSTEL

1. Application for admission to hostel shall be made on the prescribed form available at hostel office/office of the Chief Warden on payment of fees as prescribed. The duly filled application form should reach chief Warden's office before the prescribed date.
2. Incomplete or wrongly filled application form shall not be considered.
3. Such application for admission shall furnish a character certificate from the Head of the institute last attended along with application.
4. After an application has been admitted or readmitted he/she may be allotted a bed in a room by the warden.
5. Old hostellers seeking readmission must also apply for admission ensuring clearance of No Dues of previous year of any, than deposit their readmission dues.
6. No. student who has failed or dropped out in the examination or warned for any action shall be readmitted to the hotel.
7. The parents of the student shall submit a pass-port size colored photograph of the local guardian, duly signed by both (parents and guardian), to the hostel warden at the beginning of the semester/admission to the hostel to enable the hostel warden to identify the person when he comes to meet the ward in the hostel, or makes a request for taking the ward home.
8. No student shall be allowed to reside in any hostel after completion of his/her degree for which he/she was admitted. In the event to taking admission in other course in the University his/her admission in the hostel shall be considered afresh.
9. Initially a bonafide student may be considered for admission for one session only and in case of unsatisfactory conduct re-admission in the University shall not be considered.
10. Hostel rooms shall have to be vacated during summer vacation for maintenance. In exceptional cases student may be permitted to stay on payment of special charges to be decided by the Hostel Management Committee/

11. Students shall not be allowed to keep any furniture other than those provided by the hostel in their rooms without prior permission of the warden.
12. Music systems/radio/TV are not allowed in the rooms.
13. Students shall cooperate in keeping the hostels and their surroundings clean by not disposing of garbage and waste materials here and there but in dustbins at designated places.
14. Hostellers shall be responsible for the security of their own property. They must not leave their room/ box unlocked in their absence. Luxury items are strongly discouraged and the management is not responsible for security/ safety problems arising out of this.
15. In case of any emergency during the night, the hostellers shall contact the hostel warden for help Girls may contact the warden through, the ayah/ chowkidar of the hostel. Local guardians/ parents of girls' hostellers may telephone the hostel warden and not the girls directly after 7:00 pm in case of emergency.

FEES, RENTS & OTHER CHARGES

16. Hostellers shall pay a monthly rent as prescribed by the University for the terms for which they have been admitted or readmitted. In addition to the above every student readmitted shall pay admission fee. Late fees shall be charged after the date fixed to deposit the fees notified by the University. A student, if admitted after beginning of the session, shall pay the admission fee and University dues and room rent from the commencement of academic year up to and including the fee for the month in which he has been admitted (not less than six month).
17. Every students admitted or readmitted to the hostel shall pay caution money refundable at the time of leaving the hostel on completion of the course/ degree.
18. In case, the study course is not completed within the stipulated period and the hosteller is required to extend his/ her stay in the hostel for completing the course he/ she may be allowed to continue his/ her stay in the hostel on the recommendation of the course coordinator and concerned warden with payment of hostel in multiples of a semester. This facility however shall not be providing to the students who are required to prolong their stay on account of repeat examination.

CANTEEN

19. The facility of mess/ canteen shall be provided by the University on payment basis, cooking is strictly prohibited in the hostel.
20. Every hosteller shall be required to pay monthly mess charges in advance as notified by the hostel committee.

HOSTEL ROOM AND ALLOTMENT

21. The following priority is fixed for providing accommodation in the University hostel.
- (i) Undergraduate boys/ girls and whose parents are residing in rural areas and students belonging to economically weaker sections of the society shall be given preference over other boys/ girls.
 - (ii) Physically handicapped students
 - (iii) SC/ ST/ Other category of Students.
 - (iv) Students pursuing professional courses that require longer hour practical or fieldwork shall have priority over others.
 - (v) Local students (Staying within 15 kilometers from the campus), research scholars and married students shall not be allowed due to space limitation in the hostel.
 - (vi) All hostel students residing in the hostel shall be required to submit a undertaking as per Performa approved by dean student welfare.

ATTENDANCE

22. Attendance shall be taken in hostel every evening at an appointed time. Absence without prior information to warden, at the time of attendance is an offense. The warden shall adversely deal with any attempt of proxy or wrong entry in the attendance register. The roll call hours will be as follows.
23. Attendance time for girls during summer - 19:00h and for winter 18:00h.
24. Attendance time for boys 21:00hrs

HOSTEL MANAGEMENT COMMITTEES

25. There shall be Hostel management committee, Standing committee for hostellers discipline and a hostel committee appointed by the Vice-Chancellor to support the warden for smooth running of the hostel. The term of the committee shall be one year, which may be extended by the Vice Chancellor for another year.

(i) Hostel Management Committee

The committee shall comprise:

- | | | |
|---|---|----------|
| (a) Director Student Welfare | - | Chairman |
| (b) Chief Wardens and all Warden | - | Member |
| (c) One Student's representative from each hostel | - | Member |
| (d) One Dean nominated by the Vice Chancellor | - | Member |

(ii) Hostel Disciplinary Committee

There shall be a Hostellers Disciplinary Committee to deal with student's indiscipline and misconduct defined in the Hostel ordinance:

- | | | |
|---|---|----------|
| (a) Chief Warden | - | Chairman |
| (b) One Dean nominated by the Vice Chancellor | - | Member |
| (c) Wardens of concerned Hostel | - | Member |
| (d) Chief Faculty Advisor | - | Member |

(iii) Hostel Committees

There shall be a hostel committee in every hostel nominated/ elected by the Warden with the consent of hostellers for smooth running of day-to-day affairs of the hostel. The committee shall consist of the following-

- | | | |
|--|---|----------|
| (a) Chief Warden | - | Chairman |
| (b) Wardens of the Concerned Hostel | - | Member |
| (c) One hostel Student representative approx. for 20-25- | - | Member |
| (d) One hostel supervisor for each of the | - | Member |

various functions like food, health and Extracurricular activities.

MISCONDUCT & INDISCIPLINE

26. Gambling of any kind and use of liquor/ drugs and smoking etc. is strictly prohibited in the hostel and campus.
27. Guests of the opposite sex shall not be entertained in the hostel. The hostellers however may be permitted to meet their relatives at pre-permitted place during designated time.
28. Pornographic literature and exotic posters/ displays etc. are not permitted in the hostels.
29. No hosteller shall be allowed to change the room allotted in the hostel without prior permission of the warden. The warden may order at any time change of rooms or mutual exchange of rooms without assigning any reasons.
30. Use of electric heater & iron etc., are not allowed in the hostel. Heavy fine may be imposed for violation of this rule.
31. Hostellers are strictly prohibited to keep firearms with them. No pets such as dog etc., are permitted to be kept in the hostel by the hostellers. In exigencies all hostellers shall vacate their room at given order/time by the Vice Chancellor/ Registrar for any reason whatsoever and hand over the charges of their rooms to the Warden failing which Warden shall be authorized to break open the locked room. The University shall accept no responsibility for the private property of the concerned students found in the rooms.
32. Hostellers shall not give shelter to any outsider; anyone found guilty on this account shall be severely punished including removal from the hostel accommodation of the University.
33. No meeting shall be held in the hostel premises without the prior permission of the Warden.
34. No notice is allowed to be exhibited on a notice board or circulated to the hostellers unless it has been signed or countersigned by the Chief Warden. Also, hostellers shall not cause damage or interfere in any manner with the notice board of the hostel.
35. There shall be no ragging whatever manner/ form i.e. introduction etc. A breach of this rule shall be severely dealt with up to rustication.

Note: For notification or communication to the hostellers a notice by the Warden on the hostel notice board shall be considered adequate. Hostellers should watch the notice

board regularly and follow general or specific instructions given from time-to-time. For matters common to all, the hosteller or students, the display shall be on the notice board of the Director Student Welfare at the hostel office. No separate notice would be sent to the student.

DISCIPLINARY ACTION

36. Every hosteller shall maintain a high standard of discipline, have respect for the tradition of the University and conduct in a dignified manner within and outside the hostel. They should do nothing, which may cause noise, disturbance or distraction in studies or may be deemed irregular in any way.
37. The warden shall keep a conduct register exclusively for recording the misconduct of the students along with details of punishment, warnings etc. While the register will have one page for one student for noting misconduct, it should have another page to note down good conducts/ acts in the nature of Good Samaritan.
38. Resort to any form of strike by the hosteller without following the legally provided remedial channels/ procedures/ shall be deemed as a serious breach of discipline and the student shall ipso facto stand expelled from the hostel/ University.
39. Any indiscipline or misconduct committed by the hosteller or group of hostellers shall be brought to the notice of hostel disciplinary committee for taking appropriate action. Depending upon the gravity of the misconduct committed by the hosteller the matter shall be brought to the notice of the Faculty Advisor or Registrar or Vice Chancellor who may pass order in writing for taking appropriate action.
40. In case the situation in the hostel deteriorates to a level that requires protection, the Faculty Advisor in consultation with the Chief Warden may call the security to get the Hostel vacated by the hosteller. Such action taken however shall be brought to the notice of the Registrar in writing.
41. Any hosteller found guilty of ragging, indiscipline, defiance of order, rowdy behavior or any other misconduct is liable to be fined up to Rs. 10000/- and/or instant removal or expulsion or rustication from the hostel/University.
42. No student shall be permitted to appeal against the Warden to any authority other than hostel management committee. If the appeal is against the decision of the hostel management committee, it should be made to the Vice Chancellor and his order shall be the final.

ORDINANCE – 09

CO-OPERATION AND COLLABORATION WITH OTHER UNIVERSITIES, INSTITUTIONS, AND INDUSTRIES:

1. The University shall be signing MoU with National and International Level Institutes and Universities for Cooperation and Collaboration for Higher Education.
2. The Co-operation / Collaboration shall be for
 - a) Skill upgradation of Faculty members
 - b) Conduct Internship for the students
 - c) Invite Industrial experts for Guest and Invited lectures
 - d) To offer consultancy services to the industry
 - e) To conduct placement training for the industry preparedness
 - f) Running dual-degree programmes at Graduate & Postgraduate Level
 - g) Exchange of Students and Faculty of different degree programmes
 - h) Joint Research Projects and Programmes
 - i) International Conferences / Seminars / Workshops

ORDINANCE - 10**DOCTORAL PROGRAMME:**

The ordinance shall be called "Ordinance for Doctoral programme". The ordinance will be governed on such rules & regulations framed in accordance of regulation/ norms laid by UGC from time to time and approved by the Academic Council and the board of management of the University.

1 Eligibility for enrolment for Doctor of Philosophy (Ph.D.)

1.1 A candidate for enrollment for the Ph. D programme must, at the time of application, hold Master's degree with at least 55% marks or an equivalent grade of University/ Deemed University or any other University incorporated by any law for the time being in force and recognized by the University (Five percent marks will be relaxed for SC/ST/ Other category candidates).

1.2 A candidate shall ordinarily be permitted to work for Ph.D. degree in the subject in which he has obtained his Master's in Engineering/Technology/Applied Sciences or other streams. Under exceptional cases, B. Tech degree with very high standard may be permitted to enroll in Ph. D programme.

Provided that, research work leading to Ph.D. degree may be allowed in allied subjects of interdisciplinary nature of the same faculty or of allied faculties. Provided further that whether a subject is allied or not to the subject in which the candidate has done Masters or Bachelor degree in engineering/ Technology/ Applied Sciences or other streams, shall be decided by the Academic council.

2 A candidate must apply for registration for Ph.D. degree of his subject on a prescribed form obtainable on payment of prescribed fee, stating.

- (i) His qualification and experience.
- (ii) Proposed subject/ discipline along with the relevant faculty in which he proposes to work.
- (iii) Proposed title of the Ph.D. thesis.
- (iv) Name of the Supervisor (along with name of co-supervisors, if any)

- (2) At the time of interview, the candidate are expected to discuss their research interest/area, choice of supervisor and co-supervisor (if any)
- (3) The allotment board then shall finalize the list of the names of the candidates admitted to the Ph. D in the concerned subject. If possible the allotment board shall allot the place of research work and the supervisor and co- supervisor if any shall also approve the proposed title of the thesis. However, the candidate may change title of his thesis, after prior approval by Doctoral Committee (DC). The candidate may however, be allowed to take another chance of allotment in next admission session if he does not want to change preferences in the first instant.
- (4) The admission process must be completed before the last date for admissions decided by the University for the Course.
- (5) A merit list shall be prepared on the basis of entrance test and interview and result shall be declared by the Registrar.
- (6) The Ph. D candidate should not be in anyway family or blood-related to the supervisor/ co-supervisor.

6 Fees

Registration fee for Ph.D. program is to be paid to the University at the rates approved by the University from time-to-time. The total fee for the programme must be paid before submission of Ph.D. thesis.

7 Course Work

- (a) After having been admitted, each PhD. student shall undertake course work in the subject as per guideline of UGC, minimum period of six months i.e. one semester. The course shall include curriculum on research methodology. It may also involve reviewing of published research work in the relevant field.
- (b) **Evaluation-**
 - (i) The course work shall carry a minimum of 2 credits (1 credit- equal to 15 hours). The concerned Department/School/Institution shall decide the details of the course work, teaching schedule and evaluation.
 - (ii) The details of the specific subject shall be decided by the Department/School.
 - (iii) University examination shall be held at the end of the semester. The Scheme of examination shall be notified by the University.

- (iv) A candidate shall be declared to have successfully completed the course, if he has successfully passed semester examinations with minimum 65% or equivalent grade as mentioned above. Minimum 6 credits to be earned during the coursework for successful completion.

8 Research Centre

A candidate may pursue his research work for Ph.D. degree in the University Teaching Department in the subject concerned.

Or

Research Centre i.e., an organization of National or International repute (NIIT/IIT other academic institutions of national importance/Research Organization of Government/reputed corporate establishment with established R&D Laboratories etc.), recognized as a research Centre by the Academic Council: Provided that an M.O.U. shall have to be signed between the University & the Institute / Organization.

- (a) After the M.O.U., the candidates may be allowed by the DC to pursue research work at the industry of international repute involved in research and development activities in the subject and having sufficient R&D infrastructure for conducting research, which must be Government on India approved R&D Centre and shall be recognized for this purpose by the Academic Council of the University.
- (b) A candidate permitted to work in such Industry as stated in the above para, having MOU with the University, shall be required to take at least one supervisor/co-supervisor from the industry. Such supervisor/co-supervisor should be Scientist/Director of the R&D center not below the rank of the Associate Professor of the University.
- (c) Candidate may also be permitted to work by the DC in research establishment of repute like CSIR Labs/ DRDO Labs or Labs of repute established by Central Government and after MOU signed by the University with such establishment.
- (d) A candidate permitted to work in such Research Establishment, stated in the above para, shall also be required to take at least one supervisor/co-supervisor from the establishment. Such supervisor/ co-supervisor should be

Scientist/Director of the R&D Center not below the rank of Associate professor of the University.

9 Supervisor/Co-supervisor

The person recommended as supervisor/co-supervisor to guide the research scholar must be:

a) The professor in the University who has obtained a doctorate in the subject and has published at least five research papers on the concerned subject in peer reviewed standard journals of repute.

Or

b) An Associate Professor in the University who has obtained a doctorate degree in the subject and has published at least five research paper on the concerned subject in standard journals of repute.

Or

c) An Assistant Professor in the University who has obtained a doctorate degree in the subject and has published at least five research papers on the concerned subject in standard journals of repute and has at least two years teaching experience with PhD

Or

d) A Director/ Scientist/ professor / or an equivalent cadre in an organization of national/ international repute not below the rank of an associate professor of the University, working as regular employee or retired and who has published at list five papers in peer reviewed standard journals of repute.

(i) Provided further that a person who is himself registered for PhD degree of the University shall not be eligible to act as supervisor or member of any committee mentioned in this Ordinance.

(ii) A person who wants to get himself recognized as a supervisor/co-supervisor shall apply in the prescribed Performa, duly forwarded by the Head/Principle/Director of his institution. The case will be put up before the DC which will decide about the recognition.

10 Doctoral Committee

1. After successful completion of Pre PhD course work, the candidate shall be eligible to submit a synopsis (as per Appendix 1.) of his proposed research work along with the

title of the thesis duly forwarded by the supervisor and Head of the institution where the candidate is pursuing his research. The synopsis has to be submitted in four copies, with Signatures of candidate, supervisor, co-supervisor and head of the institution on each of the copy.

2. The candidate shall be required to make an oral presentation of the proposed work before the Doctoral Committee consisting of the following members:-

- (i) Vice Chancellor's nominee- chairman.
- (ii) Dean of the school concerned.
- (iii) Chairman, Board of studies of the subject in the school.
- (iv) Head or one professor of the University teaching department or in the case of non-availability of professor, one associate professor of the University teaching department if the subject.
- (v) One external subject expert of the rank of University professor to be appointed by the Vice Chancellor ordinarily out of a panel of a 5 expert given by the dean of the school concerned external expert and to other members shall form the committee.

Note-

- a) The supervisor of the candidate may be present and observe the oral presentation of his candidate.
- b) No TA and DA shall be payable to candidate and supervisor for attending the Doctoral Committee meeting.

The meeting of Doctoral Committee shall be held in the University office twice year. The Committee shall consider the application of the persons, who want to get recognized as supervisor/co-supervisor submitted under section 9 of this Ordinance and recommend the eligibility of the person for the appointment as supervisor / co-supervisor. The committee shall also prepare a list of approved supervisors/co-supervisors, along with their specialization as per provision of this ordinance. This list shall be available with the Registrar.

3. After approval by the Doctoral Committee of the title of the thesis, synopsis, supervisor, co-supervisor (if any), and place of research work, the candidate shall be registered for PhD degree from the date on which the candidate has deposited the registration fee and other fees mentioned in para 6 of this Ordinance, at the time of

admission and this date will be the "date of registration" of the candidate. The letter of registration shall be issued by the Registrar and sent to all those concerned. The candidate shall be enrolled as a student from the date of registration and will be required to pay regular tuition, library and laboratory fees (Annually) to the University.

4. If the Doctoral Committee makes any change only in the title of thesis, the approved changed title shall be communicated to the candidate in the meeting of the Doctoral Committee itself. The letter of registration shall be issued mentioning the approved title.
5. If the Doctoral Committee suggests any change in the synopsis, then the change required shall be communicated to the candidate by the Registrar. The candidate will be required to resubmit the synopsis (in Four copies) as revised by him, incorporating the changes suggested by the Doctoral Committee within 3 month time. The Dean of the School shall examine the revised synopsis; he will approve the same. The letter of registration shall then be issued by the Registrar.
6. If the Doctoral Committee decides that major revision is required in the synopsis and/ or the oral presentation was also found to be unsatisfactory, the candidate may be asked to revise the synopsis and/or improve upon the oral presentation and reappear at the next meeting of the Doctoral Committee.
7. If the Doctoral Committee does not recommend a candidate for registration to Ph.D. degree, the candidate shall be communicated the same by the Registrar. In this case, only the caution money deposited by the candidate shall be refunded.

11 Period for submission of thesis

- (a) The candidate shall pursue his research at the approved place of research under the supervisor/co-supervisor on the approved subject. The candidate shall be permitted to submit his thesis not earlier than 30 months after successful completion of course works at the research centre and not later than five calendar years from the date of registration. For M. Phil degree holders, the thesis may be submitted not earlier than 24 months from the date of registration. In case a candidate does not submit his thesis within five calendar years from the date of registration and does not apply for extension in time, his registration shall and automatically cancelled.

Provided that the period for submission of thesis can be extended by one year by the Vice Chancellor, if the candidate applies for extension at least one month before the expiry of registration period together with a fee as prescribed by the University. In case, candidate does not submit his thesis within the extended period his registration shall stand automatically cancelled.

Provided also that after the expiry of five years from the date of registration the Vice Chancellor may permit a candidate to get registration on the same topic on payment of a re-registration fees as prescribed by the University. The condition of minimum period of 30 month and attendance shall not apply to such re-registered candidate for submission of the thesis. For re-registration, approval by Doctoral Committee is not required. The candidate must submit the thesis within four years from the date on which the original registration expired. No extension in this period is allowed. The registration will stand automatically canceled after 9 years from the date of original registration. After this period, if a candidate desire to pursue research work for Ph.D. degree he will have to apply for registration as a fresh candidate.

- (b) A teacher candidate with five years teaching experience at the time of registration can submit his thesis after 24 months instead of 30 months after successful completion of course work.

12 Change of Supervisor

Only under special circumstances, the candidate may be allowed to change the supervisor on the recommendation of the committee constituted by the Vice Chancellor for the purpose. No change in the topic of research will be permitted due to the change of supervisor.

13 Six Monthly Report

The University shall obtain every six month a record of attendance, progress report of the work of research scholar from his supervisor as per appendix- 4 which shall be scrutinized by the Dean of the school. Those candidates who fail to deposit fees, the Vice Chancellor on the recommendation of the Dean of the School may order the removal of the name of the scholar from the list of those registered for the Ph.D. degree.

14 Summary of thesis and Appointment of examiner

- (a) The candidate shall submit 5 copies of the summary of the thesis together with a list of research papers published or accepted for publication in the peer

reviewed standard journals of repute as approved by the University from time to time through his supervisor to the Registrar about 3 months prior to the anticipated date of submission of thesis.

- (b) The supervisor shall submit to the Registrar in a sealed cover a panel of at least 6 name of examiner actively engaged in the concerned area of research not below the rank of Associate professor of a University Teaching department or college professor from outside the jurisdiction of this University. At least half of the name should be from outside the state.
- (c) The Vice Chancellor shall appoint two examiners out of the aforesaid panel submitted by the supervisor. The consent of examiner shall be obtained by sending them the synopsis and list of publications.

Note: The synopsis shall be send by post airmail/ email.

15 Pre Submission Defense Committee

- (i) Prior submission of thesis, the candidate shall prepare a draft thesis and shall submit it in soft and hard copy in the prescribed format of the University.
- (ii) However, prior to the submission of draft Ph.D. thesis, the candidate published at list two research paper in the peer reviewed standard journals of repute, as approved by the University from time-to-time, in which the candidate is the sole author or one of the co-authors, then his name should be the first author. The reprint of such a paper along with reprints of other research papers published by him, if any, shall be appended with the thesis at the end. If reprint has not been obtained till the time of submission of thesis, the acceptance letter along with the approved manuscript (i.e. preprint) shall be appended inside the thesis at the end.
- (iii) The candidate shall make a Pre-submission Defense, based on that draft thesis, in the University teaching department in the subject or any place in the University premise fixed by the University for the purpose. Arrangement for this shall be made on a request from the candidate, duly recommended by the supervisor to the University in the Performa given in Appendix 5.

16 Submission of Thesis

1. After getting an approval from the DC as mentioned in Para 15, the candidate can finalize his thesis.
2. The finalized thesis shall be typed set on a computer using standard software like MS Word or Latex. It shall then be type written only on one side of the pages. It may then be photocopied (Only one side of the pages) for producing multiple copies.

3. The Candidate shall submit the thesis to the University as follows:
 - (i) Three hard bound copies of the thesis, and
 - (ii) Soft copy in the form of CD (in Three Copies)
4. In the thesis after the cover page, the forwarding letter/declaration/certificate mentioned in (a) (b) and (c) below must be given.
 - (a) Thesis should be forwarded by head of the Department.
 - (b) The thesis must be accompanied by a declaration form the candidate as per (appendix 2) that the thesis embodies his own work and he has worked under the supervisor at the approved place of work for the required period as per provisions of the Ordinance.
 - (c) The certificate from the supervisor together with Co-supervisor, if any, as per Appendix 3.

Note –

- (i) The candidate shall also remit with the thesis, prescribed fee as the examination fee as approved by the University.
- (ii) The no dues certificates from the place of work and the University library must be submitted along with the thesis.

17 Evaluation of thesis and viva-voce examination

- (i) On receipt of the thesis, required fee and no dues certificates, the thesis shall be sent to the two examiners already consented
- (ii) The thesis to be accepted for the award of the Ph.D. degree must comply of the following conditions:
 - (a) It must be a piece of research work characterized either by the discovery of the new facts or by a fresh approach towards the interpretation of fact. In either case. It should evince the candidate's capacity for critical examination and sound judgment.
 - (b) It must be satisfactory in point of language and presentation of the subject matter.
- (iii) The examiners shall categorically recommend in the prescribed Performa acceptance, revision or rejection of the thesis. He shall also give detailed comments on the points spelled and also detailed comments on each chapter in the examiner's report, which should be typed on separate pages, in four copies. The examiner must also give a list of at least five questions he wishes to be asked at the vice-voce Examination

- (iv) The examiner's may seek clarification of the subject matter of the thesis from the supervisor through the Registrar. This provision will be incorporated in the letter to be sent to the examiners while sending the thesis.
- (v) The Vice Chancellor may recall the thesis from an examiner, who fails to send the reports within three months of the date of dispatch of thesis or such other date as may be extended by the Vice Chancellor and appoint another Examiner from the panel of Examiners.
- (vi) If one Examiner approves the thesis and the other rejects it or recommends for revision, the thesis shall be sent to the third Examiner, drawn from the panel of Examiners as constituted by the Vice Chancellor, without the reports of earlier Examiner, the third Examiner shall be asked to give his opinion and his opinion shall be final.
- (vii) In case both the original Examiners accept the thesis for the award of the Ph.D. degree or in the event of it being referred to the third Examiner, and the third Examiner accepts the thesis for the award of the degree, the candidate shall be called upon to appear at the viva-voce Examination before a board of Examiners comprising of the Supervisor, Co supervisor (if any) and one of two Examiners selected by the Vice Chancellor, who have accepted the thesis for the award of the Ph. D degree.
- i. The Supervisor/Head of the concerned Department/Chairman Board of Studies of the subject concerned, as the case may be, shall be communicated the name of the external examiner appointed by Vice Chancellor to conduct the viva-voce examination. The same shall then contact the external examiner and fix up a date provided that in special circumstances, Vice Chancellor may appoint alternate viva-voce examiner from the panel of examiner, if both the external examiners are not in a position to conduct the viva-voce examination.
 - ii. The viva-voce examiner shall be conducted at the concerned department or at any place fixed by the University for the purpose. The date and time and place of open viva-voce examination shall be notified by the registrar on the University Notice board at least a week in advance. At the time of viva-voce examination, the board, of examiners shall be provided the reports of the examiners, which shall be returned along with the report of viva-voce examination in a confidential cover to the Registrar.
 - iii. The candidate shall present the work embodied in the thesis before the board of examiners, members of faculty, research scholars and other interested

persons present in open viva. After the presentation of the research work the Board shall ask questions together with those questions which have been given along with examiners reports. Others in the audience can also ask question and the candidate shall reply only those question which are permitted by the external examiner.

- iv. In case the viva-voce examination is not satisfactory, the candidate shall reappear for viva-voce examination within six months. Such candidates would be required to pay an additional fee as prescribed by the University for Second viva-voce Examination. The Same examiner/external examiner for second viva-voce examination shall be appointed by the Vice Chancellor as above. If the candidate fails to satisfy the viva-voce examiners a second time, his thesis shall be finally rejected.
- v. If the examiner recommend that the candidate be asked to revise/improve his thesis, the Vice Chancellor shall permit the candidate to resubmit his thesis not earlier than six months and not later than eighteen months, the period being counted from the date of the issue of orders to the candidate.
- vi. The candidate shall be provided examiners reports without disclosing the names of the examiners to enable him to improve the thesis on the basis of the reports. All the copies of the thesis shall also be returned to candidate.
- vii. In case the candidate is allowed to resubmit the thesis he will have to pay the prescribed fee afresh at the time of resubmission but it shall not be necessary for him to reproduce any certificate of further attendance at the institution at which he carried out the work.
- viii. The resubmitted three copies of the thesis must make clear mention that is a revised version. The thesis shall got examined as far as possible by the examiners who finally recommended for the revision.
- ix. In case the candidate is asked to revise the thesis and one of the examiners recommends again for revision of the revised thesis and the other accept the thesis shall be rejected. If he accepts the thesis for the award then the candidate shall be awarded the Ph.D. degree on successful viva voce examination as per provision.
- x. In case a candidate is asked to further revise the thesis by the third examiner, as per provisions laid down above, the thesis shall stand rejected. Second time revision is not permitted in any case and if so, the thesis shall automatically stand rejected.

Note – Whether a candidate has incorporated the minor revision/s suggested by the examiner/s shall be evaluated by Dean of the School. Only after his satisfactory report, the viva-voce of the candidate shall be fixed.

18 Appearing in other examination

No research scholar shall join any other course of study or appear at any other examination conducted by any University leading to a degree (except Certificate/Diploma course of languages, research methodology, statistics and computer courses).

19 Publication of thesis

The thesis shall be published only with the permission of the University and such publication shall state on the title page itself that the thesis is approved for award of the Ph.D. degree of the University.

20 Award of Ph.D.

After the successful viva-voce, the Vice Chancellor shall have powers to issue Notifications for the award of Ph.D. degree to the candidate and the matter shall be reported to the Board of Management for their approval in its forthcoming meeting. One copy of the thesis will be kept in the University Library and another copy will be kept in the Department Library of the institution where the research work was carried out; the third will be returned to the supervisor. Following the successful completion of the evaluation process, and announcement of the award of Ph.D. the University shall submit a soft copy of the Ph.D. thesis to UGC within a period of thirty days for hosting thesis in NET accessible all University/Institution.

21 Reports of examiners

After the declaration of the results the successful candidates may be provided the copies of reports of the examiners who recommended for the award of the degree on payment of fee prescribed by the University. The Reports will not disclose the identity of the examiners.

22 Withdrawal of degree

On detection of any irregularity or any plagiarism the University shall take suitable steps to withdraw the degree.