

HIGHER EDUCATION DEPARTMENT

The 1st September, 2014

No. KW 20/6-2010 UNP(5).— In exercise of the powers conferred by Sub-section (4) of Section 32 of Haryana Private Universities Act, 2006 and all other powers enabling him in this behalf, the Governor of Haryana hereby allows Ansal University, Sector-55, Gurgaon to frame its First Ordinance.

S.S.PRASAD,

Additional Chief Secretary to Government Haryana,  
Higher Education Department, Chandigarh.

**Short Title, Commencement and definitions****1. SHORT TITLE, SCOPE AND COMMENCEMENT:**

- (i) The "Ordinances" means The First Ordinances of Ansal University, Haryana.
- (ii) It shall come into force with effect from the date of its approval by the State Government.
- (iii) The University shall have right to amend this ordinance in part or whole in consonance with the provision of Section 32 of the Act, and the amended Ordinance, if any, shall come into effect as per Section 32 (3) & 32(4) of the Act.

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## 2. DEFINITIONS

- (i) "Authority" means competent authority as per the Act including Governing Body, Board of Management, Academic Council and / or any other authority duly constituted by Governing Body.
- (ii) "Academic Year" means a period of twelve months devoted to complete the requirements specified in the scheme and curriculum of the concerned course(s) and apportioned into "semesters" or annual term as applicable stipulated in the Ordinance.
- (iii) "Act" means the "Haryana Private Universities Act, 32 of 2006" and subsequent amendments.
- (iv) "Admission Policy" means Admission Policy & Selection Procedure as notified in ordinance/ statute of the university.
- (v) "Approved" by University means approved by the competent authority of the university as per the Act.
- (vi) "Admission Committee" means Admission committee duly constituted by Chancellor/Vice-Chancellor of the University for conducting admission process and as provided in Admission Policy.
- (vii) "Applicant" means a candidate seeking admission to the University.
- (viii) "Joint Entrance Examination (JEE) Rank" means the rank obtained in All India Engineering Entrance Examination of that year conducted by the CBSE or any other authorised agency of the Government.
- (ix) "Academic Council" (AC) means Academic Council of the University constituted in consonance with the Act.
- (x) "Chancellor" means the Chancellor of the University.
- (xi) "Discipline" means a branch / stream of Engg./Architecture/ Design/Management/Law etc. as approved by the university and enumerated in admission policy.
- (xii) "Governing Body" (GB) means Governing Body of the University constituted as per the Act.
- (xiii) "Fee" means tuition and other fees collected from the students by whatever name it may be called, which is not refundable.
- (xiv) "Hostel" means a residential accommodation provided by the university for the benefit of the students of the University.
- (xv) "HOD" means Head of the respective Teaching Departments.
- (xvi) "Prescribed" means prescribed by rules made under the Act.
- (xvii) "Programme(s)" means prescribed area(s) or course(s) of study and / or any other component(s) leading to the conferment or award of degree, diploma, certificate or any other academic distinction or title of the University.
- (xviii) "Board of Management" (BOM) means Board of Management of the University constituted as per the Act.
- (xix) "Entrance Test" means an entrance test conducted by the University for a particular programme/course.

- (xx) "NRI" means Non Resident Indian as defined under the Income Tax Act.
- (xxi) "Regulating Body" means a body established by the Central Government for laying down norms and conditions for ensuring academic standards of higher education, such as University Grants Commission (UGC), All India Council for Technical Education (AICTE), Bar Council of India, National Council of Assessment and Accreditation (NAAC), and any other concerned body of the Central/State Government.
- (xxii) "Rules" mean the Rules made by the University under the Act.
- (xxiii) "Seal" means the common seal of the University.
- (xxiv) "Statutes", "Ordinances" and "Regulations" mean respectively, the Statutes, Ordinances and Regulations of the Ansal University made under the Act.
- (xxv) "Government" means the Government of Haryana.
- (xxvi) "Subject" means basic unit(s) of course of instruction, teaching, training, research etc., by whatever names it may be called, as prescribed under the scheme and curriculum.
- (xxvii) "Scheme and Curriculum" means and includes nature, duration, pedagogy, syllabi, eligibility and other such related details for the concerned courses(s) of the schools of the University.
- (xxviii) "School" means a Faculty of the University comprising various departments for learning in a particular field.
- (xxix) "Schedule of Examination" - Complete information regarding the process framework and schedule of examination with details of the practical/ theory/ internal/ external assessment/ examination.
- (xxx) "University" means Ansal University established under Haryana Private Universities Act No. 32 of 2006 and Haryana Act No. 16 of 2012 dated May 10, 2012.
- (xxxi) "Regulation" means regulation made by the University in accordance with the section 34 of Haryana Private Universities Act 32 of 2006".
- (xxxii) "Clause" means clause/sub clause listed under each ordinance.
- (xxxiii) Definition given in the Haryana "Act No. 32 of 2006 and specified in the statutes prepared there under, shall also apply unless the context require otherwise.

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## ORDINANCE-01: ADMISSION OF STUDENTS AND THEIR ENROLLMENT

**1.1 The University shall have the following schools and programme.**

### 1. School of Engineering & Technology (SET)

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|--|----------|
| 01) B.Tech -Computer Science & Engineering (CSE)                         | - 4 Yrs. |
| 02) B.Tech -Electronics & Communication Engineering (ECE)                | - 4 Yrs. |
| 03) B.Tech -Civil Engineering (CE)                                       | - 4 Yrs. |
| 04) B.Tech -Mechanical & Automation Engineering (MAE)                    | - 4 Yrs. |
| 05) B.Tech -Electrical & Electronic Engineering (EEE)                    | - 4 Yrs. |
| 06) B.Tech - Bio Technology  | - 4 yrs. |
| 07) M.Tech- Computer Science & Engineering (CSE)                         | - 2 Yrs. |
| 08) M.Tech- Electronics & Communication Engineering (ECE)                | - 2 Yrs. |
| 09) M.Tech- Computer Science & Engineering (CSE)(Part Time)              | - 3 Yrs. |
| 10) M.Tech- Electronics & Communication Engineering (ECE)<br>(Part Time) | - 3 Yrs. |
| 11) Ph. D  |          |

### 2. School of Management Studies (SMS)

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|--|----------|
| 01) BBA (Gen)  | - 3 Yrs. |
| 02) B.Sc (HMCT)-(Hotel Management & Catering Technology) | - 3 Yrs. |
| 03) MBA  | - 2 Yrs. |
| 04) Executive MBA- Part Time                             | - 3 Yrs. |
| 05) Ph. D  |          |

### 3. Sushant School of Art & Architecture (SSAA)

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|--|----------|
| 01) Bachelor of Architecture (B. Arch.)                                      | - 5 Yrs. |
| 02) Bachelor of Planning (B. Plan.)  | - 4 Yrs. |
| 03) Bachelor of Fine Arts (BFA)  | - 4 Yrs. |
| 04) Masters in Architecture (M. Arch.) - Sustainable Urbanism                | - 2 Yrs. |
| 05) Masters in Architecture (M. Arch.) - Sustainable<br>Environmental Design | - 2 Yrs. |
| 06) Masters in Planning  | - 2 yrs. |
| 07) Ph. D  |          |

### 4. Sushant School of Design (SSD)

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|--|----------|
| 01) Bachelors of Design (Fashion & Textile Design) | -4 Yrs.  |
| 02) Bachelors of Design (Visual Communication)     | - 4 Yrs. |
| 03) Bachelors of Design (Interior Design)          | - 4 Yrs. |
| 04) Ph. D  |          |

5. **School of Humanities & Languages (SHL)**
  - 01) B. Com. (Hons.) - 3 Yrs.
  - 02) B. A. (Hons.) (Economics, Psychology) - 3 Yrs.
  - 03) M. A. (English, Economics, Counseling Psychology) - 2 Yrs.
  - 04) Ph. D
6. **School of Applied Sciences (SAS)**
  - 01) B. Stat. (Bachelors of Statistics) - 3 Yrs.
  - 02) M. Sc. (Biotech, Nanotech, Computational Mathematics) - 2 Yrs.
  - 03) Ph. D
7. **School of Computer Applications (SCA)**
  - 01) BCA/ B.Sc. IT - 3 yrs.
  - 02) BCA-MCA Integrated - 5 Yrs.
  - 03) MCA - 3 Yrs.
  - 04) M. Sc. IT - 2 Yrs.
  - 05) Ph. D
8. **School of International Studies (SIS)**
  - 01) B. Tech. - 4 Yrs.
  - 02) BBA/B. Sc. - 3 Yrs.
  - 03) MBA/M. Tech. - 2 Yrs.

1.2 New schools / programmes may be added by the university as per the procedure laid down in this regard from time to time.

1.3 An Admission Brochure, consistent with the provisions of Act, Statute and Ordinance, containing detailed admission rules, procedures and guidelines for selection will be issued by the University as per the section 34 c of the Haryana Act of 2012 on year to year basis before commencement of the academic year for admission and enrollment of students to various Schools / Programmes of the University.

1.4 Admission for various courses in the university will be done in accordance with the procedure and criteria laid down and duly published in the admission brochure from time to time.

## 2. **MINIMUM ELIGIBILITY CRITERIA FOR ADMISSIONS IN VARIOUS COURSES**

2.1 A candidate must fulfill the Minimum Eligibility Criteria for the particular programme as prescribed in clause No. 19 herein under (Schoolwise) or as

modified from time to time, to be eligible for admission to the first year of any of the Schools/ programmes of the University.

- 2.2 The criteria of admission may change from time to time as may be approved by the University, on year to year basis. The minimum eligibility criteria for admission to any programme will be clearly specified and publicized through news paper advertisements and University's official website for convenience of the students at least 3 weeks in advance of the start of the admission process.

### **3. MERIT/ SELECTION CRITERIA FOR ADMISSION**

- 3.1 All admissions to various programmes / Schools of the University shall be made as per the guidelines prescribed under Section 35 of the Haryana Private Universities Act and enumerated under clause No. 5.1 below.

- (a) Admission to any programme of the university shall be made strictly on the basis of merit.
- (b) Merit for admission in the University may be determined either on the basis of marks or grade obtained in the qualifying examination and achievements in co-curricular and extracurricular activities or on the basis of marks or grade obtained in the entrance test conducted at the National/State level either by an association of the universities conducting similar courses or by any agency of the State or by the Ansal University:

Provided that admission in professional and technical courses shall be made only through an entrance test, such as JEE, NATA and/or any other entrance exam as may be adopted by the university from time to time.

### **4. GENERAL CONDITIONS**

- 4.1 If a candidate has completed his/her qualifying examination from overseas Board/Universities, he / she shall necessarily have to obtain and submit along with his/her application, a certificate of equivalence from the AIU (Association of Indian Universities).
- 4.2 If, the Admission Committee of the University is not satisfied with the character or antecedents of an applicant(s), in the overall interest of maintaining the academic standards and discipline in the University, the University retains the exclusive right not to admit him/her to the University.
- 4.3 If the particulars furnished by the candidate found to be false, or suppresses the material information, he/she shall not be considered for admission and if he/ she has already been admitted on the basis of such information, besides legal action at his/ her cost, his/ her admission shall

stand automatically cancelled and the entire fee of any description whatsoever paid by him/ her shall stand fully forfeited.

4.4 Unless clearly specified that they are ineligible, the candidates appearing for compartment examination(s) may also apply for admission. However, it is made clear that they must comply with the minimum eligibility criteria one day prior to the date of display of the admission list, failing which they shall not be considered for admission. Proof of clearing the compartment examination(s) shall be submitted by the student(s).

4.5 Candidates shall have to fulfill all other conditions as spelt out in the Admission Brochure. Mere possession of the prescribed academic qualifications does not entitle a candidate for admission.

4.6 A candidate who wishes to be admitted after a gap period of one year and/or, more (after passing the qualifying examination) shall submit his application along with an affidavit duly Notarized, justifying the reasons of gap period and certifying that he/ she had not taken admission in any college and had not been rusticated or had not been sentenced to Jail for a criminal offence.

4.7 The university shall also admit the students under lateral entry/ migration as per the procedure that may be laid down in the regulations of the university or published in the admission bulletin every year.

## 5. INTAKE OF STUDENTS

5.1 The intake of the students in each programme will be notified in the Admission Brochure for the year of admission. The reservation of seats in all Undergraduate and Postgraduate courses will be as per section 35 (3) of the Act which is as follows:

5.2 A minimum of 25% seats for admissions in the University shall be reserved for students belonging to Haryana domicile, out of which 10% shall be reserved for Scheduled Castes of the State of Haryana.

5.3 Therefore, the reservation of seats in various categories will be as follows:

S.NO.	CATEGORY OF SEATS	RESERVATION PERCENTAGE
A	All India Category (including Haryana & Ward of NRI)	75%
B	General (Haryana)	15%
C	Scheduled Caste (Haryana)	10%



One additional seat in each branch is reserved for Kashmiri migrants. The same may however, change from time to time.

- 5.4 Intake is subject to change by the University. In case, there is any new programme / discipline offered and / or increase or decrease in intake in existing disciplines, the ratio of reservation will be the same. Introduction of a new discipline(s) and / or increase / decrease in intake, if any, shall be notified by the University on its official website before commencement of the academic session and start of admission as well as in Admission Brochure.

## **6. ELIGIBILITY UNDER VARIOUS CATEGORIES**

- 6.1 **ALL INDIA (including Haryana);** A candidate applying from any part of the Country (including Haryana), who complies with the minimum eligibility criteria.
- 6.2 **HARYANA (General):** A candidate, who is a domicile of *Haryana* or has passed his qualifying or equivalent examination from a recognized school/ University in *Haryana* and complies with the minimum eligibility criteria. Unfilled seats, if any, under this category will be transferred to the All India (including Haryana) category.
- 6.3 **HARYANA (Scheduled Castes):** The candidate must be a domicile of Haryana and from a scheduled caste of Haryana as notified by the State Govt. and should comply with the minimum eligibility criteria.
- 6.4 **CHILD /WARD OF NRI (Non-Resident Indian):** To be eligible for admission under this category, the applicant must be the child / ward of a Non Resident Indian as defined under the Income Tax Act and must comply with the minimum eligibility criteria. (*Entrance Test will not be applicable for these candidates except for such courses where there is a statutory condition of any entrance / aptitude test prescribed by the regulatory authority*). Students admitted under this category will pay a higher fee as may be determined from time to time in accordance with the admission policy.
- 6.5 **KASHMIRI MIGRANTS:** One seat in each branch is reserved for Kashmiri Migrants. These seats will be supernumerary and will be filled on the basis of *inter-se - merit* in the minimum qualifying examination (*passed in admission year*) and subject to the candidate complying with the minimum eligibility criteria prescribed for the programme in which he/she is seeking admission. Kashmiri migrants will be required to submit the original certificate of migration duly signed by the competent authority or Relief Commissioner.

- 6.6 **UNFILLED SEATS:** The unfilled seat(s), if any, under Haryana General and/or NRI category (excluding Kashmiri Migrants) will be transferred to the All India general category.

A candidate, who applies under a reserved category, will first be considered under the All India Category. Only in case, he/she does not get a seat, he/she will be considered under the reserved category subject to the availability of a seat and as per his/her merit.

## 7. ADMISSION COMMITTEE

- 7.1 All admissions to each School shall be made by the respective admission committees comprising of the faculty and administrative staff of the university to be nominated by the Vice Chancellor from year to year.
- 7.2 The Committees shall scrutinize the Application Forms for admission of the candidates in accordance with the conditions of admission prescribed in the Admission Brochure and the relevant Ordinances of the University.
- 7.3 The decision of the admission committee on any matter concerning the admission policy and selection procedure shall be final and binding on all concerned. However in case of any disagreement regarding the decision of the admission committee, the Vice Chancellor will be the final authority to take a decision.

## 8. ADMISSION NOTICE

- 8.1 A copy of the admission notice (individual or common) for various schools / programmes along with the Admission Brochure for the year of admission, based on the Ordinance, shall be uploaded on the official website of the University for the Information of all concerned and published in the national dailies and / or their education supplements.
- 8.2 Not less than fifteen days time from the date of the admission notice shall be given to the interested candidates to submit their application.
- 8.3 If not provided in the Admission Notice, the Admission notice shall clearly provide the website details from where the following information can be obtained:
- (a) Minimum eligibility conditions for applicants seeking admission with conditions, if any.
  - (b) The number of seats branch/ categorywise to be filled.
  - (c) Fee to be paid by the students.



- (d) The date, time and venue for the display of admission list and/or physical counseling, as the case may be.
- (e) Any other relevant issue of interest.

8.4 Admissions shall be made *strictly on merit only* from amongst candidates who have applied within the stipulated time limit prescribed in the admission notice published by the University and have deposited the processing fee and whose application has not been invalidated due to any shortcoming.

## 9. SCHEDULE OF FEE & FEE CONCESSION

Schedule of fee will be specified in or along with the Admission Brochure.

Fee concession for students shall be available as per the provisions of the Haryana Private Universities Act, 2006 and/or any policy declared by the university from time to time, over and above the provisions in the said act.

## 10. DOCUMENTS REQUIRED FOR ADMISSION

10.1 A list of documents required at the time of admission for verification/ submission will be given in the Admission Brochure. The Original Transfer and Migration Certificates submitted by students at the time of admission becomes the property of the University after registration and therefore will not be returned.

10.2 Registered students will be issued a new Transfer Certificate and Migration Certificate under the seal of the University on completion of the degree or if/when they withdraw their admission.

## 11. SECURING ADMISSION

Students whose names appear in the first or second merit cum admission list displayed by the University must deposit their fee as per the schedule announced by the university from time to time.

In the event a student fails to deposit his/her fee on or before the date specified, the offer of admission will stand automatically withdrawn and the student will have no claim whatsoever on the seat.

## 12. GRIEVANCE REDRESSAL

12.1 Grievance/complaints, if any, against any action/decision of the Admission Committee can be made in writing to the Vice Chancellor of the University within the time as specified in the Admission Brochure.

- 12.2 In case, there arises any ambiguity whatsoever with respect to the Ordinance, Vice Chancellor's written interpretation/clarification/ decision shall be final and binding on all concerned.

### **13. HELP DESK**

The process of admission will be kept transparent. In order to provide information regarding all aspects of admission process during admission, the University may nominate an executive for the Help Desk to answer all telephonic/ E-mail queries from the applicants.

### **14. REFUND / CANCELLATION POLICY**

- 14.1 All requests for cancellation/withdrawal of admission must be made in writing well in time before the last date of admission along with the original fee receipt quoting the branch in which admission was granted, Entrance Test/ JEE Roll No. & Rank. Requests made verbally or by fax/email or without the original fee receipt shall not be entertained.
- 14.2 In case, a student withdraws his / her admission before the last date of withdrawal, the fee deposited by him / her shall be refunded after deducting processing fee of Rs.1000/- (One thousand only). The last date of withdrawal shall be notified by the University from time to time. Refund of fee (if any) after the last date of the withdrawal or starting of classes shall be as per the University rules notified from time to time.
- 14.3 The refund shall be made in the name of the student by crossed account payee cheque only and shall be mailed by Registered post to the student within one month from the last date of admission or earlier.
- 14.4 As per the guidelines of Hon'ble Supreme Court, no admissions can be made by the University to fill a vacancy that may arise after the last date of admission. Therefore, in case of withdrawal after the last date of admission, it will be classified as mid course withdrawal and only refundable security deposit will be refunded, as the seat so vacated will continue to remain unfilled for the balance years of the degree. In case of withdrawal fee will be refunded only if the vacant seat is filled by another candidates.

### **15 ZERO TOLERANCE POLICY**

- 15.1 Ragging, its abetment, eve-teasing and / or any kind of mental or physical harassment, either directly or indirectly, of any student(s) by whatsoever name called which may hurt the sensibilities or self esteem of a student(s), inside or outside the University and/or its hostel(s) / mess, cafeteria is

strictly prohibited by law and as held by the Hon'ble Supreme Court of India vide its order dated 08/05/2009 in the case titled "University of Kerala Vs Council, Principal's College Kerala & others" bearing CA No. 887/2009.

- 15.2 Disorderly conduct whether by words spoken or written or by an act, which has the effect of teasing, treating or handling with rudeness any other student(s), indulging in rowdy or indiscipline activities which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher or junior student(s) or asking the student(s) to do any act or perform something, which such student(s) will not do in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or a junior student shall constitute an act of ragging.
- 15.3 Association, active or passive, with any unlawful organization including holding and/or participating in demonstrations, inciting violence, displaying notices or circulating handbills in the University and/or its hostel (s)/mess strictly prohibited.
- 15.4 Smoking, consumption of alcohol, drugs or any other intoxicant by whatsoever name called within the University premises and/or its hostel (s)/mess is strictly prohibited by law.
- 15.5 Any student carrying a fire arm or any dangerous weapon in and around the University premises and/or its hostels shall be suspended forthwith and expelled from the University.
- 15.6 Besides police/legal action, a student found indulging in any such activity(s) shall be expelled from the University. In case of expulsion from the University, under such circumstances, the student's tuition, development and /or any other fee paid by him/her shall be forfeited.

## 16 LIMITED LIABILITY

All admissions made by the Admission Committee are provisional and subject to confirmation by the Vice-Chancellor of the University. If the admission of any candidate(s) is not confirmed by the Vice-Chancellor of the University, for any reason whatsoever, the liability of the University will be limited only to the refund of full fees paid by the candidate(s) and that there shall be no further consequent liability on the University and / or any of its employee(s).

**17 JURISDICTION**

Any dispute, arising out of this Admission Policy & Selection Procedure shall be the subject matter of Gurgaon courts only.

**18 AMENDMENTS**

The Ordinance and the Admission Policy & Selection Procedure, as above, may be reviewed and amended from time to time subject to the approval of the competent authority.

**19 ELIGIBILITY CRITERIA FOR ADMISSIONS IN VARIOUS COURSES AND PROCESS.****Sushant School of Art and Architecture**

S.No.	Programme Name	Eligibility Criteria	Admission Process
1	Bachelor of Architecture (B. Arch.)	50% marks in aggregate at 10+2 level with Mathematics and valid NATA Score or 10+3 Diploma (any stream) recognized by Central/State Government with 50% aggregate marks and a valid NATA Score or IB Diploma after 10 years of schooling with 50% marks in aggregate with Mathematics and valid NATA score.	Merit list is prepared based on the following: 1. 10+2 marks : 50% 2. NATA Score : 50%
2	Bachelor of Planning (B. Plan)	50% marks in aggregate at 10+2 level with Mathematics or 10+3 Diploma (any stream) recognized by Central/State Government with 50% aggregate marks or Diploma after 10 years of schooling with 50% marks in aggregate with Mathematics.	1. 10+2 marks : 75% 2. Personal Interview : 25%
3	Bachelor of Fine Arts (BFA) (Painting & Applied Art)	50% marks in aggregate at 10+2 or equivalent in any stream.	1. Aptitude Test : 60% 2. 10+2 marks : 60%
4	Masters of Architecture (M. Arch.)	Graduation with 50% marks in aggregate in B. Arch/B.Tech. (Civil)/B. Plan (Applicant with GATE score will be given preference).	1. Graduation marks : 60% 2. 10+2 Marks : 20% 2. Personal Interview : 20%
5	Masters of Planning (M. Plan)	Graduation with 50% marks in aggregate (any stream).	1. Graduation marks : 60% 2. 10+2 marks : 20% 3. Personal Interview : 20%

**Sushant School of Design**

S.No.	Programme Name	Eligibility Criteria	Admission Process
6	Bachelor in Design	50% marks in aggregate at 10+2 (any stream)	1. 10+2 marks : 60% 2. Personal Interview : 20% 3. Portfolio/Test : 20%

**School of Engineering and Technology**

S.No.	Programme Name	Eligibility Criteria	Admission Process
7	Bachelor of Technology (B. Tech.)	A valid JEE rank and 50% in 10+2 (CBSE or equivalent) OR 60% in 10+2 without JEE rank. Such candidates will have to appear in Ansal University Entrance Examination (AUEE), which will be given weightage in admission equivalent to JEE.	1. 10+2 marks : 50% 2. JEE rank/AUEE score : 25% 3. Personal Interview : 15% 4. Essay Writing : 10%

8	Masters of Technology (M.Tech) (CSE)	BE/B.Tech. in CSE/IT/ECE/EEE, M. Sc (Computer Science/IT)/ AIME (CSE), MCA, M. Sc. (Physics/Applied Physics/Electronics/Mathematic/Statistics) with 50% marks	1. B. Tech. / M.Sc. /MCAAMIE : 60% 2. 10+2 Marks : 15% 3. AUEE/GATE Score : 15% 4. Personal Interview : 10%
9	Masters of Technology (M.Tech) (ECE)	BE/B.Tech. in ECE/EEE/ICS/EIE/CSE/IT, AIME (ECE), M. Sc (Physics/Applied Physics/Electronics with 50% marks	1. B. Tech. /M.Sc. / MCAAMIE : 60% 2. 10+2 Marks : 15% 3. AUEE/GATE Score : 15% 4. Personal Interview : 10%

### School of Management Studies

S.No.	Programme Name	Eligibility Criteria	Admission Process
10	BBA /BBM	50% Marks in aggregate at 10+2 level	1. 10+2 marks : 60% 2. Personal Interview : 20% 3. Essay Writing : 20%
11	B. Sc. (HMCT)	50% Marks in aggregate at 10+2 level	1. 10+2 marks : 60% 2. Personal Interview : 20% 3. Essay Writing : 20%
12	B. Com. (Hons.)	10+2 with 50% marks in aggregate and 60% in Mathematics or Economics	1. 10+2 marks : 60% 2. Personal Interview : 20% 3. Essay writing : 20%
13	MBA	50% in graduation (any stream) with Valid CAT/MAT/XAT/NMAT score or 60% in graduation (any stream) without CAT/MAT/XAT/NMAT. Such candidates will have to appear in AUEE, which will be given weightage in admission equivalent to CAT/MAT/XAT/NMAT Score.	1. Graduation Mark : 50% 2. 10+2 marks : 15% 3. CAT/MAT/XAT/NMAT/A : 10% 4. UEE : 10% 5. Work Experience : 10% 6. Personal Interview : 15% 7. Group Discussion : 10%
14	Executive MBA -(PT)	50% in graduation (any stream) with 2 years of experience.	1. Graduation marks : 50% 2. AUEE marks : 15% 3. Work Experience : 10% 4. Personal Interview : 15% 5. Group Discussion : 10%

### School of International Studies

S.No.	Programme Name	Eligibility Criteria	Admission Process
15	B.Tech. (Int)	A valid AIEE rank and 50% in 10+2 (CBSE or equivalent) OR 60% in 10+2 without AIEE rank. Such candidates will have to appear in Ansal University Entrance Examination (AUEE), which will be given weightage in admission equivalent to AIEEE	1. 10+2 marks : 50% 2. AIEEE rank : 25% 3. Personal Interview : 15% 4. Essay Writing : 10%
16	BBA/ B.Sc (Int.)	BBA: 50% marks in aggregate at 10+2 level B.Sc: 50% marks in aggregate at 10+2 level (only science stream)	1. 10 + 2 Marks : 60% 2. Personal Interview : 20% 3. Essay writing : 20%
17	MBA (Int.)	50% in graduation (any stream) with Valid CAT/MAT/XAT/ NMAT score or 60% in graduation (any stream) without CAT/MAT/XAT/ NMAT. Such candidate will have to appear in AUEE, which will be given weightage in admission equivalent to CAT/MAT/XAT/ NMAT	1. Graduation Marks : 50% 2. 10+2 marks : 15% 3. CAT/MAT/XAT/ NMAT/ AUEE : 10% 4. Personal Interview : 15% 5. Group Discussion : 10%

18	M.Tech. (Int.)	BCA/BE/B. Tech, M.sc./AMIE/MCA WITH 50% marks.	1. B.Tech/M.Sc/BE/BCA/ MCA/AMIE : 60% 2. 10+2 marks : 15% 3. AUEE/GATE Score : 15% 4. Personal Interview : 10%
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### School of Computer Applications

S.No.	Programme Name	Eligibility Criteria	Admission Process
19	BCA	50% marks in aggregate at 10+2 level	1. 10+2 marks : 60% 2. Personal Interview : 20% 3. Essay Writing : 20%
20	B.Sc (IT)	50% marks in aggregate at 10+2 level	1. 10+2 marks : 60% 2. Personal Interview : 20% 3. Essay Writing : 20%
21	MCA	Graduation in any discipline with 50% marks in aggregate with Maths/Computer Science/Computer Applications/Informatics/Information Science as one of the subjects at 10+2 level or BCA or B.Sc. IT or B.Sc. CS or Bachelor's degree with Maths	1. Graduation Mark : 60% 2. 10+2 marks : 20% 3. Personal Interview : 20%
22	M.Sc (IT)	BCA or B.Sc with Maths/Computer Science/IT/Statistics or PGDCA	1. Graduation Mark : 60% 2. 10+2 marks : 20% 3. Personal Interview : 20%

### School of Applied Sciences

S.No.	Programme Name	Eligibility Criteria	Admission Process
23	B. Stat. ( Bachelor of Statistics)	10+2 with 50% marks in aggregate and 55% in Mathematics or Statistics	1. 10+2 marks : 60% 2. Personal Interview : 20% 3. Essay writing : 20%
24	M.Sc. (Biotechnology)	Graduation with 50% marks in aggregate with Zoology/Botany/Chemistry/Biotechnology/Biosciences/Life sciences as one of the subjects	1. Graduation Mark : 60% 2. 10+2 marks : 20% 3. Personal Interview : 20%
25	M.Sc. (Nanotechnology)	Graduation with 50% marks in aggregate with physics/Applied Physics/Electronics/Chemistry/Biotechnology/Biosciences/Life sciences as one of the subjects	1. Graduation Mark : 60% 2. 10+2 marks : 20% 3. Personal Interview : 20%
26	M.Sc. (Computational Mathematics)	Graduation with 50% marks in aggregate with mathematics/ Physics/Statistics/ Computer Science/ IT as a subject.	1. Graduation Mark : 60% 2. 10+2 marks : 20% 3. Personal Interview : 20%

### School of Humanities and Languages

S.No.	Programme Name	Eligibility Criteria	Admission Process
27	B.A. (Hons.) (Psychology)	10+2 with 50% marks in aggregate	1. 10+2 marks : 60% 2. Personal Interview : 20% 3. Essay writing : 20%
28	B.A. (Hons.) (Economics)	10+2 with 50% marks in aggregate and 60% in Mathematics or Economics	1. 10+2 marks : 60% 2. Personal Interview : 20% 3. Essay writing : 20%

29	M.A. (English)	50% in Graduation with Honors or 60% at Bachelors Level	1. Graduation Mark : 60%
			2. 10+2 marks : 20%
			3. Personal Interview : 20%
30	M.A. (Economics)	50% in Graduation with Honors or 60% at Bachelors Level	1. Graduation Mark : 60%
			2. 10+2 marks : 20%
			3. Personal Interview : 20%
31	M.A. (Counseling Psychology)	50% in Graduation with Honors or 60% at Bachelors Level	1. Graduation Mark : 60%
			2. 10+2 marks : 20%
			3. Personal Interview : 20%

The eligibility conditions laid down by any regulatory body from time to time shall prevail and will be applicable.

Notwithstanding the provision contained here-in-above with regard to eligibility conditions the Vice chancellor with the reasons provided thereof shall have the overriding powers to relax the eligibility conditions subject to the final approval of the academic council. However, this shall not apply in case the eligibility conditions are stipulated by any regulatory body.

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**ORDINANCE-02****DETAILS OF COURSES OF STUDY UNDER VARIOUS PROGRAMMES**

Consequent upon the grant of University status, Ansal University has the academic freedom to design its own syllabi in line with current scientific/ technological/ and other innovative & contemporary developments and needs of the industry and prospective employers. The academic curriculum is customized to our specific requirements and is in consonance with the best teaching practices in the India & abroad.

The Ansal University will offer following courses of studies/programme for the different Under Graduate and Graduate and Doctoral programme under various schools of studies enlisted below:

**1. Sushant School of Art & Architecture (SSAA)**

- |                             |          |
|-----------------------------|----------|
| 01. B. Arch.                | - 5 Yrs. |
| 02. Bachelor of Planning    | - 4 Yrs. |
| 03. Bachelor of Fine Arts   | - 4 Yrs. |
| 04. M. Arch                 | - 2 Yrs. |
| 05. Masters in Planning     | - 2 yrs. |
| 06. Masters of Architecture | - 2 Yrs. |
| Ph. D                       |          |

**2. Sushant School of Design (SSD)**

- |  |          |
|--|----------|
| 07. Bachelors of Design (Fashion & Textile)    | - 4 Yrs. |
| 08. Bachelors of Design (Visual Communication) | - 4 Yrs. |
| 09. Bachelors of Design (Interior Design)      | - 4 Yrs. |
| 10. Master of Arts (Design)                    | - 2 Yrs. |
| Ph. D  |          |

**3. School of Engineering & Technology (SET)**

- |   |          |
|---|----------|
| 11. B.Tech -Computer Science & Engineering (CSE)          | - 4 Yrs. |
| 12. B.Tech -Electronics & Communication Engineering (ECE) | - 4 Yrs. |
| 13. B.Tech -Civil Engineering (CE)                        | - 4 Yrs. |
| 14. B.Tech -Mechanical & Automation Engineering (MAE)     | - 4 Yrs. |
| 15. B.Tech -Electrical & Electronic Engineering (EEE)     | - 4 Yrs. |
| 16. B. Tech-Bio Technology                                | - 2 Yrs. |
| 17. M.Tech -CSE   | - 2 Yrs. |
| 18. M.Tech-ECE  | - 3 Yrs. |
| 19. M.Tech-CSE (Part Time)                                | - 3 Yrs. |
| 20. M.Tech-ECE (Part Time)                                |          |
| Ph. D.  |          |



- 4. School of Management Studies (SMS)** -3 Yrs.
- 21. BBA -3 Yrs.
  - 22. BBM - 3 Yrs.
  - 23. B. Com (Hons.)
  - 24. B.Sc. (HMCT)-Bachelors of Hotel Management and Catering Technology -3 Yrs.
  - 25. MBA -2 Yrs.
  - 26. Executive MBA- Part Time -3 Yrs.
  - Ph. D.
- 5. School of International Studies (SIS)** - 4 Yrs
- 27. B. Tech./BS/ BBA/BCA/B.Sc. - 2 Yrs.
  - 28. MBA/M.Tech.
- 6. School of Computer Applications (SCA)** - 3 yrs
- 29. BCA/ B.Sc. IT - 5 Yrs.
  - 30. BCA-MCA Integrated - 3 Yrs.
  - 31. MCA - 2 Yrs.
  - 32. M. Sc. IT
  - Ph. D.
- 7 School of Applied Sciences (SAS)** - 3 yrs.
- 33. B. Stat. (Bachelor of Statistics). - 2 Yrs
  - 34. M. Sc. (Biotech, Nanotech, Computational Mathematics)
  - Ph. D.
- 8 School of Humanities & Languages (SHL)** - 3 Yrs
- 35. B. A. (Honors) (Economics, Psychology) - 2 Yrs
  - 36. M. A. (English, Economics, Counseling Psychology)
  - Ph. D.

The broad course content and scheme of studies, syllabus & examinations shall be applicable as approved by the Academic Council of the University from time to time.

**ORDINANCE-03****1. AWARD OF DEGREES, DIPLOMAS, CERTIFICATES AND OTHER ACADEMIC DISTINCTIONS**

- 1.1 The procedure for award of degrees, diplomas, certificates and other academic distinctions by the University is enumerated here in under:
- 1.2 The students who have been enrolled in various certificate, diploma or degree programmes at the university, on successful completion and passing of prescribed examinations for that particular programme, shall become entitled for the award of the corresponding certificate, diploma or degree for that programme, as the case may be.
- 1.3 A student would have been deemed to have successfully completed and passed the prescribed examinations provided he/she has.
  - (a) Completed the credit requirements prescribed for that programme as provided in the Scheme of Studies for that programme and as approved by the Academic Council from time to time.
  - (b) Has secured the minimum CGPA for passing as provided in the Credit Regulations for that programme.
  - (c) Has successfully completed and passed all the noncredit courses as specified in the prescribed Scheme of Studies.
  - (d) Has completed all the requirements within the stipulated time prescribed for that programme.
  - (e) No fee/ or any other arrears are pending due to him/her.
- 1.4 The names of the successful students along with their final result shall be placed before the Academic Council for the award of degrees, diplomas and certificates, as the case may be, to these students. Distinctions / medals as per relevant Ordinances may also be approved by the Academic Council. A meeting of the Academic Council may be requisitioned for the purpose by the Registrar within two weeks, of the declaration of the results as per Section 38 of the Act.

On the approval by the Academic Council, provisional certificates, diplomas or degrees shall be issued to the respective students by the Registrar.
- 1.5 The provisional and final certificates, diplomas and degrees shall be signed by the Controller of Examinations, the Registrar and the Vice Chancellor.

- 1.6 The approval accorded by the Academic Council for the award of the Certificates, Diplomas, Degrees or any other distinctions /awards shall be placed before the Board of Management for its ratification. After ratification by the Board of Management, the degrees, diplomas and certificates shall be awarded to the passing out students at the University Convocation.
- 1.7 Convocation of the university shall be held every academic year for conferring degrees, diplomas, certificates and shall be conducted as specified in the Act/Statutes. The dates for the convocation shall be notified by the Registrar well in advance to all the students being awarded degrees, diplomas, certificates and other participants with concurrence of the Visitor/ Chancellor.
- 1.8 The award of Ph.D. degree shall be governed by rules as laid down in the Ordinance for Ph.D. rules/ regulations which shall be in accordance with the latest guidelines of the University Grants Commission (UGC). However, Ph.D. degrees will also be conferred at the convocation held as per the procedure mentioned here before.
- 1.9 Notwithstanding anything contained in these regulations or in any other Statute, Ordinance or Regulations, the Academic Council may, on the recommendations of the Vice - Chancellor, withhold for such period as they may deem fit, conferment of any Degree/Diploma or Award of any certificate to any successful candidate at an examination of the University, for reasons, which, in their opinion, justify such withholding e.g. unruly or disorderly conduct, or violence on the campus or in a Constituent Unit or conviction for an offence involving violence or moral turpitude.
- The University will issue Official Transcript to a student for seeking admission to pursue higher studies in foreign universities/institutions as per the guidelines.
- 1.10 The text and the format of the degrees and diploma documents, certificates, citations and other documents of academic distinctions shall be as approved by the Academic Council. The nomenclature of Degree, Diploma, and Certificate etc. shall be same as specified by UGC, AICTE, NCTE, MCI, Pharmacy Council of India and such other Statutory Bodies.

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**ORDINANCE-04****1. FEE CONCESSION, FELLOWSHIPS, MEDALS AND PRIZES**

1.1 As provided for in the Act and for encouraging academic excellence as well as helping the economically & socially weaker students, the University shall have various schemes for fee concession and Merit & Merit Cum Means Scholarships.

1.2 The fee concessions/fellowships/medals/prizes shall be awarded on the recommendation of the Fee concession/Fellowship Committee consisting of and as approved by Academic Council -

(i)	Vice Chancellor	---	Chairperson
(ii)	Dean, Students Welfare	---	Member
(iii)	Dean/HOD of respective School	---	Member
(iv)	CFAO	---	Member
(v)	The Registrar	---	Member Secretary

1.3 The fee concessions to the students of Ansal University will be awarded on the basis of merit-cum-means and shall be awarded to 25% of students who are domicile of Haryana in accordance with Haryana Private University Act, 2006. The fee concessions shall be as per Clause No. 36(2) of the Act which states that:

*"The fee structure for the 25% of total intake of students who are domicile of Haryana shall be based on merit cum means as follows":*

- (i) 5% shall be granted full fee exemption.
- (ii) 10% shall be granted 50% fee concession.
- (iii) 10% shall be granted 25% fee concession.

1.4 The actual expenses on account of the fee concessions for all the programmes running under Ansal University would be provided for, after completion of the admission process each year, based on actual number of enrolments.

1.5 Notwithstanding the fee concessions, all candidates selected for admission will have to deposit their fee as per clause 2 of the Ordinance 6 to secure their admission. On grant of fee concessions, if at all, by the Fee Concession/Fellowship Committee, the fee concession amount will be refunded/ or adjusted in subsequent semester fee.

**1.6** Fee concessions shall be granted to admitted students in the first year on the basis of the performance in the entrance examination/ merit-cum-means list of the concerned programme and in the later years on the basis of their satisfactory academic performance during the course of study and as per the conditions laid down under '*Applicability and Continuity of Fee Concessions*' referred in Para 1.9 below.

**1.7** Students already getting fee concessions from any other Government/Non-Government organizations/ institutions shall not be eligible for the fee concession under any Scheme.

**1.8 APPLICATIONS FOR FEE CONCESSION**

- (i) Interested eligible candidates shall submit their application in the prescribed form along with the required proofs on or before the last date notified each year by the University at the commencement of the academic session.
- (ii) Candidates along with parents may be called for interaction with the Committee to help in assessment of the financial position. Failure of the parent to come can invalidate the application and/or delay the reimbursement, if at all applicable.

**1.9 APPLICABILITY & CONTINUITY OF FEE CONCESSION**

- (i) Must meet the eligibility criteria for continuation of registration in terms of relevant Ordinance on '*Course Credit Regulations and Grading System*'.
- (ii) Must meet the attendance criteria of Ansal University as per relevant Ordinance.
- (iii) Must not be suspended for any grave act of indiscipline as decided by the Disciplinary Committee of Ansal University in terms of relevant Ordinance.
- (iv) No case of ragging against the student.
- (v) Must have attended all '*Value Added*' courses for sharpening his/her career prospects.

**1.10 SCHOLARSHIPS**

- (i) In addition to the fee concession, the University will endeavor to facilitate academic scholarships from industry/ other institutions. The University may enter into MOUs with industry/ other institutions to facilitate the process of grant of scholarship to meritorious students.
- (ii) The University may also constitute merit scholarships as well as scholarships for economically & socially weaker students from time to

time, depending upon the budget available and subject to approval by Academic Council & Board of Management, to encourage excellence in academics as well as be responsive to social needs. The University may also, subject to provisions published in the admission brochure every year, under admission policy may award percentage based incentive scholarships or fee concessions to attract meritorious students to seek admission in the various programmes offered by the university.

The committee mentioned here before under clause 1.2 shall assess and recommend the award of various kinds of scholarships also.

**1.11 MEDALS & PRIZES:** - The University shall acknowledge the meritorious students of each programme (specialization-wise wherever applicable) by awarding them the gold, silver and bronze medals to be distributed at the time of Convocation. Students shall also be appreciated by awarding Certificates to those who pass out with CGPA equivalent to marks with Distinction or such other criteria as may be approved by the Board of Management. The list of the Medal & Prize winner students shall be approved by the Academic Council.

**1.12** The Board of Management retains the right to deviate from, or suspend, any part of these guidelines for good reason and in the interest of academic standards and/or fairness to students.

**1.13** The provisions contained herein above will be subject to review and change from time to time as per the prescribed procedure of the University.

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**ORDINANCE-05****CONDUCT OF EXAMINATIONS, COURSE CREDITS & GRADING SYSTEM**

The Haryana Private Universities Act, 2006 (Haryana Act No. 32 of 2006) as per section 37 and 38 broadly stipulate the process of conduct of examination and declaration of results which is reproduced below:

**1 EXAMINATIONS**

- (i) At the beginning of each Academic Session and in any case not later than the 30th of August of every calendar year, the university shall prepare and publish a semester wise or annual, as the case may be, Schedule of Examinations for each and every course conducted by it and shall strictly adhere to the Schedule.
- (ii) Explanation - "Schedule of Examination" means a table giving details about the time, day and date of the commencement of each paper which is a part of a scheme of examinations and shall also include the details about the practical examination".
- (iii) Provided that if, for any reason whatsoever, the university has been unable to follow the Schedule, it shall, as soon as may be practicable, submit a report to the Government incorporating the detailed reasons for making a departure from the published Schedule. The Government may, on considering the report shall issue such directions to the university as it may deem fit.

**2 DECLARATION OF RESULT**

- (i) The university shall strive to declare the results of every examination conducted by it within a period of thirty days from the last date of the examination for that particular programme/course and shall in any case declare the results latest within a period of forty-five days from such date:  
"Provided that if, for any reason whatsoever, the university is unable to finally declare the results of any examination within the aforesaid period of forty-five days, it shall submit a report incorporating the detailed reasons for such delay to the Government. The Government may, on considering the report shall issue such directions to the university as it may deem fit."



- (ii) No examination or the results of an examination shall be held invalid only for the reasons that the university has not followed the schedule as stipulated in section -37 or, as the case may be, in this section."

### 3 SHORT TITLE AND APPLICABILITY:

- (i) This Ordinance governs the Examination system & Course Credit Regulations & Grading System - Ansal University and shall take effect from date of approval of the First Ordinance.
- (ii) Based on this Ordinance the "Examination Conduct Rules" shall be prepared by the University.
- (iii) This Ordinance shall be applicable for all examinations conducted at Ansal University.

### 4 OBJECTIVES:

- (i) To conduct the examinations on time and efficiently, under strict supervision, without allowing any malpractice to occur at any stage.
- (ii) To declare the results of the examinations on time and with complete accuracy.
- (iii) To offer the best services to the students and faculty with the overall aim of improving the quality of education provided.

### 5 TYPE OF EXAMINATIONS, ACADEMIC YEAR, DATES & MEDIUM OF EXAMINATIONS:

- (i) **Medium of Examinations—**  
The Medium of Examinations shall be English.
- (ii) **ACADEMIC YEAR—**  
The academic year runs for a period of approximately twelve months and comprises of two semesters as per the 'Details of courses of study under various programmes'.
- (iii) **DATE OF EXAMINATIONS—**  
The dates of all the examinations shall be as per the University Academic Calendar.



**(iv) TYPE OF EXAMINATIONS—**

There are two types of examinations, at Ansal University:

**End Semester Examination:** End Semester Examinations shall be held at the end of each semester and will cover the entire course of the syllabus in that semester.

**Internal Tests:**

There will be two Internal Tests in each semester. Internal-I will cover the syllabus taught up to a day before its commencement. Internal-II will cover the syllabus taught after Internal -I

The above Final Examination & Internal Tests are in addition to the Class Tests, Tutorial Assessments, Projects and Industrial visits evaluations, as conducted at the School or Departmental level.

**6 EXAMINATION PROCESS**

In order to conduct examinations in an efficient, strict and transparent manner, the system must have its requisite components in place, i.e. paper setting with utmost regard to secrecy, correctness and confidentiality; the physical conduct of the examination with due supervision and invigilation, a fair and an efficient evaluation system and finally the dissemination of results and record keeping of grades in a timely and factually correct manner. For this purpose, Examination Committee, Controller of Examinations and Examination cell functions are outlined as given below:

**6.1 EXAMINATION COMMITTEE**

There shall be an Examination Committee at the University level constituted by the Academic Council.

The composition of the Examination Committee shall be as under:

- (a) Dean nominated by the Vice Chancellor - Convener
- (b) Deans of Schools/ Heads of Dept. - Ex-officio Members not exceeding six, nominated by the Vice Chancellor.
- (c) Controller of Examinations - Member Secretary

The tenure of the Examination Committee shall be two years. Two fifth members will form the quorum of the meeting. There will be at least one meeting of the Examination Committee in each semester. The decisions of the Examination Committee shall be placed before the Academic Council.

**i) Functions of the Examination Committee shall be:**

- (a) To frame detailed guidelines and procedures for an efficient, transparent and fair evaluation of students' performance and conduct of examinations as well as for tabulators/programmers for preparing the results of the examinations.
- (b) To supervise generally all the examinations of the University and issue such directions as it may consider necessary for conduct of examinations.
- (c) To review from time to time the results of the University examinations and submission of reports thereon to the Academic Council.
- (d) To make recommendations to the Academic Council for the improvement of the examination system.
- (e) To appoint such number of sub-committees as it may think fit, and in particular, may delegate to any one or more persons or sub-committee(s), its powers to deal with examination matters.
- (f) To consider the complaints received against Officers and Staff engaged for conduct of examinations and recommend to the Vice Chancellor about the action to be taken against the concerned person(s).
- (g) To consider and recommend the rates of remuneration for the Paper Setters, Examiners, Superintendents of Examination Centers and other staff engaged on examination duty, Tabulators and Collators etc associated with the examination duty.
- (h) To consider any written report/representation/complaints received within seven days after completion of the examination regarding setting up of question paper etc. along with specific recommendations of Schools/Depts. and to recommend for consideration of the Vice Chancellor the action to be taken against any examiner/ paper-setter/Moderator in cases of mistakes/ omissions/ negligence/ leakage in paper-setting/moderation/ evaluation etc.
- (i) To investigate the cases of understandable divergence in the results of any Course Unit. For this purpose, the Examination Committee may itself scrutinize the answer books or may order their scrutiny by other person(s), and may also call an explanation from the examiner concerned for the divergence of marks. If after the investigation, the Committee is of the opinion that such divergence is due to leakage of paper, personal favoritism or animosity, it may recommend to the Vice Chancellor such action as it may deem fit such as debar the examiner/evaluator from examiner ship permanently or for a specified period, a revaluation of the answer books etc.

## 6.2 FUNCTIONS OF CONTROLLER OF EXAMINATIONS

The Controller of Examinations shall be a full time Officer of the University and shall perform the following functions:

- (a) Subject to the superintendence of the Examination Committee, he shall conduct all the examinations of the University and shall make all other arrangements, and be responsible for the due execution of all processes connected therewith.
- (b) He shall be ex-officio Member Secretary of the Examination Committee and such other Committee(s) as may be constituted by the University, but he shall not be entitled to vote. He shall be bound to place before such Committee(s) all such information as may be necessary for transaction of its business.
- (c) He shall be responsible for the due custody of the records pertaining to evaluation, examinations and related activities.
- (d) He shall collect information from the Departments/ Constituent Units of the University, as may be necessary, for the discharge of his duties.
- (e) He shall also perform such other duties as may be prescribed in the Guidelines on Conduct of Examinations and Evaluation of Students Performance from time to time, by the Board of Management or Academic Council or other authorities of the University.
- (f) While he, for any reason, is unable to act or the office of the Controller of Examinations falls vacant, all the duties of the Office shall be performed by such person as may be appointed by the Vice Chancellor, until the Controller of Examinations resumes his duties or the vacancy is filled.

## 6.3 EXAMINATION CELL

The role of Examination cell is to oversee the examinations at the university level and shall have the following major functions:

- (a) To prepare tentative Examination Schedule and submit the same to the Controller of Examinations for approval and notification.
- (b) To keep the Question Papers received from the paper setters in safe custody and keep proper record of the used and unused question papers.
- (c) To scrutinize the examination forms of the students and determine eligibility of students for taking examination. In case any student is found ineligible, it will record reasons of ineligibility against each student.
- (d) To ensure compliance of provisions of Regulations and Guidelines relating to conduct of examinations.

- (e) To make necessary arrangements for conduct of Examinations including display of examinations schedule, seating arrangements, security arrangements, if required, and for recording attendance of students.
- (f) To appoint amanuensis for visually handicapped and disabled students who are unable to write with their own hands.
- (g) To appoint Invigilators (minimum two in a room) and other supporting staff; and supervise their functioning.
- (h) To ensure smooth conduct of Examination.
- (i) To forward cases of use of unfair means by the students to Examination Discipline Committee of the University.
- (j) To arrange evaluation of answer books from the Evaluators approved by the Vice Chancellor, as per the norms fixed by the Academic Council.
- (k) To notify the last date for receipt of examination forms and fees for the students.
- (l) To notify the schedule of Internal and End semester examinations including practicals.
- (m) To design detailed guidelines relating to the conduct of examinations such as dates for submission of examination forms, issue of examination admit cards, issue of duplicate certificates, instructions to examiners, instructions to the students.
- (n) To ensure proper conduct of examinations such as proper supervision and invigilation, effective security cordoning off of the examination venues from the range of loudspeakers and other interference and taking stern action in all cases involving copying and use of unfair means, misbehavior or misconduct of students during examinations.

## 7 MODERATION BOARD FOR MODERATION OF QUESTION PAPERS

7.1 There shall be a Moderation Board constituted by the Vice Chancellor as under for one or more courses:

- |  |                  |
|--|------------------|
| (a) Vice Chancellor  | Chairperson      |
| (b) Dean of the discipline concerned:  | Member           |
| (c) One Expert in the discipline/specialization<br>nominated by concerned dean | Member           |
| (d) Controller of Examinations   | Member Secretary |

Three members shall constitute the quorum for meetings. The tenure of the Moderation Board shall be two years.

7.2 Functions of the Moderation Board shall be:

- (a) To ensure that question papers are strictly in accordance with the course contents and the instructions, if any;
- (b) To remove ambiguity in the language of questions, if any;

- (c) To moderate/reframe the questions so as to give opportunities to students of varying abilities;
- (d) To ensure proper coverage of course contents and indicate weightage/marks for each question or part/parts thereof, time prescribed and to correct errors, if any.

## 7. RESULTS MODERATION COMMITTEE

8.1 The University will constitute a Results Moderation Committee for each Programme / Course as under:

- |   |                  |
|---|------------------|
| (a) Vice Chancellor                                       | Chairperson      |
| (b) Dean of the discipline concerned                      | Member           |
| (c) One senior Faculty member nominated by concerned Dean | Member           |
| (d) Controller of Examinations                            | Member Secretary |

8.2 The functions of Results Moderation Committee are as under:

- (a) The Committee shall scrutinize the statistics of results prepared by the Controller of Examinations and if need be, moderate the same after satisfying itself that the results on the whole and in various subjects are in conformity with the usual standards before declaration of results.
- (b) The Committee shall bring to the notice of the Vice Chancellor lapse or omission on the part of the paper setter and/or the examiners, if any. It will also suggest steps to be taken by the University to rectify the same as well as the action to be taken in any case where the result is unbalanced.
- (c) The provision of moderation of marks (up to maximum of 2 marks per semester) shall be permissible in borderline cases for upgrading "D" grade to "C" Grade, for improvement of SGPA, CGPA and also the Division.
- (d) Considering the time requirement for moderation of large number of programmes and students, on approval from Vice Chancellor, where 2 marks are to be awarded in borderline cases, the results may be moderated by Controller of Examination and approved by the Chairperson Moderation Committee.
- (e) The recommendations of the Moderation Committee shall be placed before the Vice Chancellor for approval.

## 9. ATTENDANCE

- (a) Every student shall be required to achieve 75% attendance in all the lectures, tutorials and practicals and participate in seminars arranged in the Department/ Constituent Units and events organized at the

School/University level during the programme. However, to account for contingencies such as prolonged illness, accidents, tragedy in the family etc., a relaxation up to a maximum of 15% can be granted by the Head of the respective Teaching Departments. Thus, the attendance requirement for appearing in the end semester examinations shall be a minimum of 75% (60% after giving relaxation) of the classes actually held in all courses taken together in a semester. In exigencies, prior permission shall be taken by the student for absence. However, for internal assessment components like class test a faculty may set a required percentage of attendance criteria to ascertain eligibility to appear in such tests.

- (b) If a student is found to be continuously absent from the classes without any information for a period of 15 days, a notice may be sent to the student about his unauthorized absence under intimation to his guardian/parents. If he still remains absent unauthorisedly for another 15 days after the date of issue of the notice, the name of such a student shall be struck off the rolls. Such a student shall have to seek the permission of the Vice Chancellor for re-admission and he has to pay required readmission fee.
- (c) A student with less than 75% of attendance (60% after relaxation) in the lectures, seminars and practicals taken together in a semester/trimester/year, shall be detained from appearing in the examinations.
- (d) The minimum attendance requirement if provided by any regulatory authority shall prevail over the attendance requirements stipulated here above.

#### 10 MAKE-UP OF DEFICIENCY IN ATTENDANCE

- (a) Students who have been detained due to shortage of attendance in semester will register with their School for repeating all the courses during the subsequent semesters with the next batch of students. They will be required to pay fee as prescribed by the University.
- (b) The regularity in attending the classes and timely submission of assignments by due date will determine whether a student repeating the semester is permitted to take the re-examination or not.

#### 11 EXAMINATION FEES

- (a) The examination fees, as applicable and as approved by the statutory authority of the University shall be payable by the students of School for various examinations.



- (b) Examination fee of a candidate who dies before appearing in the examination shall be refunded in full to his guardian or his successor.
- (c) The entire fees paid by a candidate whose application for appearing in an examination is cancelled on account of producing fraudulent documents or giving false particulars, or is debarred/ detained from taking examination due to shortage of attendance or otherwise shall stand forfeited.

## 12 CONDUCT OF EXAMINATIONS

- (a) The examinations shall be held for all such academic programmes as are approved by the Academic Council and as it may notify from time to time for awarding degree, diploma, certificates, as per the prescribed Schemes of Teaching & Examinations and Syllabi as approved by the Academic Council.
- (b) Examinations shall be open to regular students i.e. candidates who have undergone a course of study in the Institution / Constituent Units for a specified period of that programme of study in the Scheme of Teaching & Examination and Syllabi.
- (c) A student may not be admitted into the examination hall, if he fails to present to the Examination Centre Superintendent/Invigilator of the examination his admit card and university I-card or fails to satisfy the officer that it will be produced within a reasonable time.
- (d) The Centre Superintendent shall have the power to call upon any student appearing at an examination to give a specimen signature for purpose of identification.
- (e) Permission to appear/ re-appear at a University examination may be withdrawn before or during the course of the examination which, in the opinion of the Vice Chancellor, justifies the student's expulsion.
- (f) Notwithstanding anything contrary to these Regulations, no student who is undergoing any restriction at the time of submitting the application form or during the period of examination or who was expelled during the academic year just preceding the date of examination at which he intends to appear shall be admitted to the examination.

## 13 GRADING SYSTEM

- 13.1** The level of student's academic performance as the aggregate of continuous evaluation and final examination shall be reflected by letter grades on a four point scale according to the connotation as per table given below:

Grade	Qualitative Meaning	Grade Point Attached
A	Excellent	4
B	Good	3
C	Average	2
D	Borderline	1
F	Fail	0

### 13.2 General guidelines for award of Grades are:

- (a) Grading will be done on raw score awarded by the evaluator in Mid Semester Evaluation (MSE) as well as in End Semester Examination (ESE). The marks of different components- Mid Semester Evaluation (MSE) and End Semester Examination (ESE) shall be added. The total marks obtained shall be out of 100 and the same would be converted into grades on 4 point scale based on the relative performance.
- (b) Evaluation of different components of a Course for each student shall be initially done in numerical marks.
- (c) A Normal Class with a range of scores will be graded by a convenient method and will produce an almost normal distribution of grades.
- (d) The natural gaps in histogram drawn from raw scores will be identified and will be used as demarcation for the grades.
- (e) The weightage of End Semester Examination (ESE) to Mid Semester Evaluation (MSE) for B.Arch. courses is 50% to 50% whereas for other schools, the weightage of End Semester Examination (ESE) to Mid Semester Evaluation (MSE) is 60% to 40%.
- (f) The range of marks for "A" grade shall be the upper limit of "B" grade to 100%. The range of marks for "C" grade shall be from 50% to lower limit of "B" grade. The lower limit of "D" Grade will be 40% except for courses of SSAA, for which the lower limit of 'D' grade will be 45%.
- (g) The results, if considered necessary, shall be moderated by a duly constituted Results Moderation Committee.
- (h) The project and dissertation shall be evaluated by Board of Examiners through seminar(s), presentation(s), report/portfolio/working model submission(s) and the viva-voce examination.
- (i) The Semester performance of a student will be indicated as "Semester Grade Point Average" (SGPA). The SGPA will be weighted average of Grade Points of all letter grades received by a student for all the Course units in the semester. The formula for Computing SGPA is given below:



$$SGPA = \frac{\sum CG}{\sum C} = \frac{C_1 G_1 + C_2 G_2 + C_3 G_3 + \dots}{C_1 + C_2 + C_3 + \dots}$$

Where C1, C2, C3 denote credits associated with courses, and G1,G2,G3 are the Grade Point of the letter grades awarded in the respective Course. An example of these calculations is given below:

#### Semester I

Course code	Associated Course Credits (C)	Grade Awarded	Credits earned	Grade Point (G)	Point Secured (C)×(G)
(1)	(2)	(3)	(4)	(5)	(6)
SS 1001	5	C	5	2	10
CS 1002	4	C	4	2	8
APH 1002	4	A	4	4	16
HIS 1001	3	B	3	3	09
MEL 1003	4	F	0	0	00
ECE 1001	4	B	4	3	12
Total	24		20		55

Total associated credits in the semester (total of column 2) = 24

Earned credits in the semester (total of column 4) = 20

Points secured in this semester (total of column 6) = 55

$$SPGA = \frac{\text{Points Secured in the semester}}{\text{Associated Credit Units in the semester}} = \frac{55}{24} = 2.29$$

\*CGPA is not applicable in first semester

**Semester II**

Course code	Associated Course credits (C)	Grade Awarded	Earned credits	Grade Point (G)	Point Secured (C)×(G)
(1)	(2)	(3)	(4)	(5)	(6)
SS 1002	4	D	4	1	4
CS1003	5	B	5	3	15
ELE 1600	4	C	4	2	08
CHM 1001	5	A	5	4	20
HIS 1002	4	B	4	3	12
ECE 1002	5	C	5	2	10
MAE1000	3	F	0	0	00
<b>Total</b>	<b>30</b>		<b>27</b>		<b>69</b>

Associated Credit Units in the semester (total of column 2) = 30

Earned Units in the semester (total of column 4) = 27

Cumulative associated credit Units  
(in previous semesters 24 and current semester 30) = 54

Points Secured in II semester (total of column 6) = 69

Cumulative points secured  
(total of points secured in 1<sup>st</sup> semester 55 and in II semester 69) = 124

$$\text{SGPA} = \frac{69}{30} = 2.30$$

$$\text{CPGA} = \frac{\text{Cumulative Points Secured in all passed course in I \& II Semesters}}{\text{Cumulative Associated Credit Units in I \& II Semesters}} = \frac{124}{54} = 2.29$$

In the case of Term or Annual system of evaluation of students performance, term grade point average (TGPA) or Annual Grade Point Average (AGPA) shall be assessed as per above guidelines.

- (j) Final Grade Sheet will indicate Cumulative Grade Point Average (CGPA) and shall be based only on Grade Points obtained in courses for which units have been earned.

## 14 PASSING CRITERIA

**14.1** A student has to fulfill the following conditions to pass any academic programme except B. Arch. of the University:

- (a) A student should earn minimum "D" grade in all courses separately. However, he/she can improve his/her grade ("D" grade onwards) by re-appearing.
- (b) To pass a course, student must obtain 40% marks in the aggregate of Mid Semester Evaluation (MSE) & End-Semester Examination (ESE) subject to the condition that he/she must have obtained a minimum of 30% in the End Semester Examination. In order to pass a particular course, student must appear in the Final examination irrespective of the marks obtained in the Mid Semester Evaluation.
- (c) For successful completion of a programme, the student should secure a minimum Cumulative Grade Point Average (CGPA) of 2.0 at the end of final year of the Programme.

**14.2** For B.Arch. programme, a student has to fulfill the following conditions:

- (a) To pass a course, student must obtain 50% marks in the aggregate of Mid Semester Evaluation (MSE) & End Semester Examination (ESE) subject to the condition that he/she must have obtained a minimum of 50% in the Mid Semester Evaluation (MSE). Students who have not secured minimum of 50% in the Mid Semester Evaluation (MSE) will not be allowed to appear in the End Semester Examination (ESE).
- (b) For successful completion of a programme, the student should secure a minimum Cumulative Grade Point Average (CGPA) of 2.0 at the end of final year of the Programme.

## 15 ACADEMIC BREAK

**15.1** Students who apply for Academic Break and the case is recommended by the Heads of Institutions for justifiable reasons to be recorded, can be granted academic break of one year to the students, if approved by the Vice Chancellor, under the following circumstances:

- (a) The student has been continuously ill.
- (b) Career advancement
- (c) Justified personal reasons.

15.2 The student who is granted academic break shall not be required to pay the academic fee for that year. However, on rejoining, he/she will pay the fee applicable to the batch he/she joins.

## 16 PROMOTION TO NEXT SEMESTER/YEAR

- 16.1 The minimum period required for completion of a programme shall be as specified in the Scheme of Teaching and Examination and Syllabi for concerned programme and approved by the Academic Council on the recommendations of the Board of Studies.
- 16.2 The maximum permissible period for completing a programme shall be  $n+2$  academic years, including academic break, if availed, where "n" represents the duration of the programme in years.
- 16.3 Student will be promoted to next year only if he/she has cleared at least 50% of the courses of the current year and 75% of the courses of the previous year. If the number of courses is odd, then it will be rounded to lower integer. In case, the student is not promoted to next year, he/she has to appear as a regular student in the current year. But for B. Arch. programme, in addition to the above condition, it is compulsory for students to pass two courses, Building Construction & Structures and Structural System & Design, every year in each semester. In case, student fails in any of these courses, he/she will not be promoted to the next year. However, if there are any minimum requirements for promotion prescribed by any regulatory body the same shall be applicable.

## 17 RE-APPEARING

There is a provision for re-appearing in the examination (without attending the course-work again) for a course. Re-appearing in examination will be in following cases:

- (a) A student who has fulfilled the attendance requirement(s) and is eligible to appear in an examination, fails to appear in the examination shall be eligible to subsequently re-appear in the examination when scheduled for next batch of students.
- (b) A student who fails to meet passing criteria in a course shall be eligible to re-appear in the examination of such course as and when scheduled, with a view to improve the performance.
- (c) In case, a student re-appears in the next session, permission will not be granted to re-appear in Internal Exams.
- (d) A student who has to re-appear in End Semester Examination in terms of provisions made above shall be examined as per the syllabus in the Scheme of Teaching applicable at the time of his/her joining the concerned programme. However, in cases where only some minor modifications have been made in the syllabus of the course(s) and the

HOI of the concerned Institution/Institution so certifies, the examination may be held in accordance with the revised syllabus.

## 18 IMPROVEMENT OF SCORE

- (a) If a student has poor performance in number of courses in a particular term, he may at his option, take only one academic break for one year, and re-register for both the semesters of that academic year in the next academic year on payment of prescribed fee. Such a student may have the option of repeating any or all the courses in the semester(s) and retain the credits already earned by him in other course(s).
- (b) A student shall be allowed to improve his SGPA and CGPA by re-appearing in the Examination(s) in the Courses of his choice when these examinations are held in normal schedule in which case his Mid Semester Evaluation (MSE) shall be carried forward. However, permission will not be granted to improve Mid Semester Evaluation. The marks obtained in that course(s) shall be taken into consideration for calculating the SGPA and CGPA and eligibility for award of a degree.
- (c) A student, who has failed to secure the required passing CGPA i.e. 2.0 shall, have the option to re-appear in the Final Examinations of those courses in which he/she desires to improve his/her performance in order to secure the minimum CGPA, when these examinations are scheduled for next batch of students.
- (d) Improvement in the score of courses completed by a student prior to his lateral entry in the University shall not be allowed.

## 19 RE-CHECKING/RE-EVALUATION OF ANSWER BOOKS OF END SEMESTER EXAMINATIONS

- 19.1 Student is entitled to ask for re-checking or re-evaluation of any of his/her paper(s) on the payment of prescribed fee within 15 days from the declaration of the result.
- 19.2 In case of re-evaluation, student's answer sheet will be evaluated by second examiner. If there is a difference upto 10% in the marks awarded by both examiner, average of both marks will be taken and considered as final marks in that paper. But if the difference is greater than 10%, answer sheet will go to third examiner for evaluation and then nearest of two will be considered for calculating average marks. However, if the re-evaluated marks are less than the earlier obtained marks, the same less marks will be treated as final.
- 19.3 In case, a student gets revised grade(s) after re-checking/re-evaluation, he/she has to surrender original Detailed Grade Sheet for obtaining new one with updated grades.

## 20 EXAMINATION DISCIPLINE COMMITTEE

20.1 There shall be an Examination Discipline Committee at the University level constituted by the Vice Chancellor to consider the cases of misconduct, misbehavior of students and their use of unfair means in examinations and disorderly conduct of examinations.

20.2 The constitution of the Examination Discipline Committee will be as under:

- |     |   |                  |
|-----|---|------------------|
| (a) | Dean nominated by the Vice Chancellor         | Convener         |
| (b) | Dean of the discipline concerned              | Member           |
| (c) | Two Faculty members nominated by the convener | Members          |
| (d) | Controller of Examinations                    | Member Secretary |

The Convener may co-opt any Dean/Head of Department for particular meeting of the Examination Discipline Committee.

20.3 The tenure of the nominated members of the Committee shall be two years.

20.4 Three members present shall constitute the quorum.

20.5 A member shall be eligible for re-appointment.

## 21 DISCIPLINARY CONTROL OF STUDENTS IN EXAMINATIONS

21.1 During examinations, the candidate shall be under the disciplinary control of the Controller of Examinations who will issue necessary instructions. If a candidate disobeys instructions or misbehaves with any member of the supervisory staff or invigilator(s) at the Centre, the Controller of Examinations will refer the matter to the Examination Disciplinary Committee. The said Committee will make recommendations for disciplinary action as it may deem fit, to the Vice Chancellor.

21.2 The student shall maintain proper discipline and orderly conduct during the examinations. They shall not make use of any unfair or dishonest means or indulge in disorderly conduct in the examinations.

21.3 No student will be allowed to appear in the Examination unless he/she is carrying his/her ID card during Internal Examination and Admit Card during End Semester Examination.

21.4 If a student loses Examination Admit Card before completion of examinations, he may apply to the Controller of Examination through

his/her Dean/HoD. He/She will be required to pay prescribed fee for issue of duplicate Examination Admit Card.

- 21.5** If any student is found copying or in possession of copying material and using any other form of unfair means during the exam, he/she shall be charged under Unfair Means Case. However, student can ask for second A/Book. Case of such students will be referred to Examination Discipline Committee. The quantum of punishment may vary from cancellation of paper to any other punishment as decided by the committee.

**21.6** Acts of Unfair Means

The following shall be deemed to be the act of unfair means:

- (a) Talking to another candidate or any person, inside or outside the Examination Hall, during the examination without the permission of Invigilator(s).
- (b) Leaving the Examination Hall without handing over the answer book or any other specifically designed response sheet to the Invigilator(s) and taking away, tearing off or otherwise disposing off the same or any part thereof.
- (c) In possession of written/printed matter related to the subject of examination on anything (such as mobile phone, piece of paper or cloth, scribbling pad etc.), other than the answer book, any other response sheet specifically provided by the University to the candidate.
- (d) Writing or sketching abusive or obscene expressions on the answer book or any other response sheet.
- (e) Deliberately disclosing one's identity or making any distinctive marks in the answer book for that purpose.
- (f) Concealing, destroying, disfiguring, swallowing, running away with, causing disappearance of or attempting to do any of these things in respect of any copying material, notes, paper or other material or device, used or in possession of a student for assistance or help in answering a question or a part thereof.
- (g) Approaching or influencing directly or indirectly a paper setter, examiner, evaluator, moderator, tabulator or printer or any other person connected with the University examination with the object, directly or indirectly, of influencing him to leak out the question paper or any part thereof, or stealing/procuring the question paper from any other source before the examination or to enhance marks, or favourably evaluate, or to change the award in favour of the candidate.
- (h) Any other action on the part of a student which in the opinion of invigilator(s)/COE is considered as a support to help the student in the examination.

**21.7** Discipline - Expulsion from Examination:



- (a) Candidates shall maintain absolute discipline in the examination hall. If a candidate disobeys the instructions of the invigilator(s) or misbehaves in any manner, he/ she can be expelled from the examination by the Examination Superintendent, if necessary.
- (b) If a candidate acts in a violent manner or uses force or makes a display of force towards any invigilator or any other staff/person at the Examination Center or acts in a manner likely to hinder the authorities in discharging their duties, the Examination Superintendent may expel the candidate from the examination.
- (c) If a candidate brings any dangerous weapon at the examination center he would be expelled from the examination and disciplinary action initiated against the candidate.
- (d) Candidate expelled on any of the grounds mentioned above may not be allowed to appear in the subsequent papers, based on the reasons for expulsion.
- (e) All disciplinary matters /Unfair Means Cases shall be forwarded to the Chairman Examination Discipline Committee by COE. The Examination Discipline Committee may punish a candidate by canceling his examination and/or debarring him from appearing in any examination of the Institute for one or more years after giving the candidate an opportunity to show cause and after considering any explanation submitted by the candidate and all available evidence and facts of the case.

**21.8 Procedure for award of the punishment under unfair means cases:**

- (a) The COE shall send a show cause Notice to the candidate, followed by requirement to attend a hearing of the student alleged to be guilty of malpractice/ using unfair means, asking him/ her to submit his/ her plea in writing and appear personally before the Examination Discipline Committee on a fixed date, time and place.
- (b) The COE shall place the Unfair means case (s) before the Examination Discipline Committee for a decision in a time bound manner. The Examination Discipline Committee shall consider the reply to show cause, all available evidence, statements and facts of the case and decide on the action to be taken.
- (c) In case the candidate does not appear before the Examination Discipline Committee on the date and time of hearing as mentioned in the Show Cause Notice, the case will be heard exparte and disposed off after due consideration of facts of the case, available evidence and records, without any further chance provided.
- (d) Recommendation of the Examination Discipline Committee shall be conveyed to the Vice Chancellor, who after satisfying himself with the action to be taken shall promulgate the award of punishment, notifying all concerned.

**21.9 Action against the candidate:**

- (a) If a student is found guilty of any malpractice in any paper during the Examination and if the Examination Discipline Committee is satisfied that the candidate actions are not premeditated, then the result of that paper or all the papers in that Semester Examination may be cancelled after approval by the Vice Chancellor.
- (b) If a candidate is found guilty of using or attempting to use or having used unfair means at an examination, the Examination Discipline Committee if satisfied that the action of the candidate was premeditated, then it may cancel his/her said paper, or all papers of the said examination and/or debarred from examination up to a period of three years, depending upon the nature of the offence after approval by the Vice Chancellor.
- (c) The Examination Discipline Committee may cancel the said examination of a candidate and/or debar him from appearing in an examination for the entire semester or more, for an offence of use of threatening to force or use of violence or if it is concluded that the candidate was in any manner guilty of serious misconduct in connection with his examination and/or was instrumental in or has abetted the tampering of Institute records including the answer books, mark-sheets, result chart, degree, diplomas or if the candidate has suppressed information or misrepresentation of information to fraudulently enroll in an examination. The quantum of punishment to a candidate using unfair means ranging between cancellations of paper up to debarring from appearing in the examination for a period of up to three years shall be related to the nature of misdemeanour for which the University shall frame its rules.

**22 RE-EXAMINATION/QUASHING/REVISION OF RESULTS**

- 22.1 If the Vice Chancellor is satisfied that a situation did arise or has arisen which calls for re-examination in particular course units, he may issue necessary directions to that effect.
- 22.2 Notwithstanding anything contrary to these Regulations, the Vice Chancellor shall have the powers to:
  - (a) order for holding a special examination for any reason;
  - (b) cancel the paper/entire examination(s) held at a particular examination centre/all examination centres, if he is satisfied that the examination has not been held under proper conditions and make necessary arrangements for affected candidates in the same year or when it deems fit.

- 22.3 The Vice Chancellor shall have the powers to quash the result of a candidate wholly or partially after it has been declared, if :
- (a) any error (such as error in recording of score in result, ineligibility of student for admission due to falsification of documents etc) or mistake is found in his result;
  - (b) it is found that he was not eligible to appear in the examination;
  - (c) there is any other reason which may be determined by the Vice Chancellor.
- 22.4 If in quashing the result, a candidate is declared as failed who was previously declared to have passed in an examination, the University may, after considering the circumstances of the case give to the candidate the benefit of any privilege which he may have acquired by studying in the next higher class in a Department/Constituent Unit or taking an examination conducted by the University.
- 22.5 The University shall have the powers to revise the result of the candidate(s) in a particular course(s), if it is satisfied that a malafide has been shown by the examiner or any other concerned person. In such a case the revision will be made on the recommendations of the examiner/examiners appointed by the Vice Chancellor for this purpose.

### 23 APPEALS AND REVIEW

- 23.1 A student on whom any punishment has been imposed may, within 15 days from the date of the receipt of the communication in that behalf, make a representation to the Vice Chancellor for review of his case. The Vice Chancellor, if he deems it necessary, refers it back to Examination Discipline Committee for review. The recommendations of the Examination Discipline Committee on the Appeal shall be placed before the Vice Chancellor who will thereupon review the case and pass such orders as he may consider fit or refer it to the Academic Council for advice.
- 23.2 If within four months of the publication of the results, it is brought to the notice of the Controller of Examinations that a candidate was guilty of the use of dishonest or unfair means at the examination in respect of which his result was declared, the provisions of these regulations shall apply *mutatis mutandis* to the case of such a candidate provided that before imposing any penalty including the penalty of cancellation of his result, he shall be given another opportunity to show cause against the proposed punishment and his explanation, if any, shall be considered by the Academic Council.

### 24 ISSUE OF DETAILED GRADE SHEET

- 24.1 In the Detailed Grade Sheet, total of the marks obtained in Mid Semester Evaluation (MSE) and End Semester Examination (ESE) of each course shall be shown. It will also show the grade obtained in each course, SGPA and CGPA (if applicable).

24.2 Duplicate grade sheet shall be issued against payment of prescribed fee.

## 25 PROGRAMMES COVERED UNDER STATUTORY BODIES

In case of the programmes required to be approved by Statutory Bodies such as AICTE, Council of Architecture, RCI, BCI, NCTE, PCI etc., the examination and evaluation criteria, will be followed as per their laid down provisions.

## 26 APPOINTMENT OF PAPER SETTERS, EXAMINERS & EVALUATORS

- 26.1 In case of setting of Question Papers for End Semester Examination of each semester, concerned Dean will recommend a panel of 3 Paper Setters for each course to the Vice Chancellor out of which one will be selected by him. Paper Setter, selected by the Vice Chancellor will be requested to set 2 sets of Question Papers which will be moderated by a Moderation Board.
- 26.2 After moderation of both the Question Papers, one will be selected by COE for the current semester and the other will be kept in reserve for future use.
- 26.3 The qualifications of the paper-setter/ Examiners/Evaluators shall be as per the regulations that may be framed from time to time in consonance with the Act, Statutes and Ordinances of the Ansal University.
- 26.4 A Viva-Voce examination and Project report / Dissertation evaluation prescribed in a programme shall be conducted by a one internal examiner, one external examiner and the concerned Dean. Dean may, however, nominate any member of the faculty to represent him/her.
- 26.5 The maximum number of marks for the thesis shall be equally divided between the two examiners each of whom shall mark the thesis independently. If the evaluation of these two examiners differs by 20%, the project report/ thesis shall be referred to the third examiner, (other than a teacher of the University). The average of two (of the three) awards nearest to each other and to the best advantage of the candidate shall be taken as the correct evaluation.
- 26.6 Final Practical Exams will be conducted by one Internal & one External Examiner to be nominated by the Dean of the concerned school.
- 26.7 In case of practical and Viva-Voce examinations at the post graduate level, external examiner shall be a person not below the rank of an Associate Professor and shall not ordinarily be a teacher of the Department/Constituent Unit. In case of practical and Viva-Voce examination at the under graduate programmes, the external examiner shall be an expert in the subject with not less than three years experience of teaching the subject at the degree and/or post graduate level.
- 26.8 No one who is a Paper-setter at any post-graduation examination shall be appointed as an external Viva-Voce examiner at the examination.

- 26.9 No external examiner shall ordinarily be given examiner ship for more than two external practicals. However, the Controller of Examination may relax the condition.
- 26.10 In case of under graduate practical examinations, one external examiner shall not ordinarily examine more than 75 students per day.
- 26.11 In case of written examinations an examiner shall not ordinarily evaluate / value more than 75 scripts per day.
- 26.12 The paper-setter, while setting the question papers, shall draw a memorandum of instructions for the guidance of the examiners/ evaluators so that the evaluation of answer books may be in conformity/uniformity with the standard of the paper setter.
- 26.13 No person shall act as a paper-setter or examiner or moderator either in theory, viva-voce or practical examination, if any of his relations is taking the examination. However, this provision shall not debar a person from acting as an examiner for practical examination at a centre other than that at which his relation is appearing.

## 27 APPOINTMENT OF AMANUENSIS FOR WRITING EXAMINATION

- 27.1 Amanuensis shall be provided on request made by the student to the Head of Institution/Constituent Unit on the recommendations of Examination Sub-Committee well in advance duly supported by a Medical Certificate (subject to verification) from authorized Medical Officer under the following cases:
  - (a) Candidates having impairment of movement, in arms and hands, can read independently but have problem in writing.
  - (b) Locomotors impaired and cerebral palsy students
  - (c) Sudden illness rendering the candidate unable to write.
  - (d) An accident involving injury rendering the candidate unable to write.
- 27.2 The amanuensis must be a student of at least one lower grade of education than that of the candidate.
- 27.3 The Examination Committee shall select suitable amanuensis from an institution as far as possible and forward to the Controller of Examinations, the details of the person appointed as amanuensis and of the candidate for whom amanuensis has been appointed.
- 27.4 A separate room for such disabled candidate and one separate Invigilator to supervise his examination shall be provided.
- 27.5 The amanuensis shall be paid an honorarium as prescribed by the University from time to time.
- 27.6 No extra fee shall be charged from the student for providing the facility of amanuensis.
- 27.7 For a written examination of duration of one hour, twenty minutes extra time shall be provided. Similarly, for written examination involving more than one or less than one hour extra time shall be worked out on the basis of twenty minutes per one hour criteria.



**28 INSPECTION OF EXAMINATION CENTRE**

- 28.1** Every examination centre shall be open to inspection by the Chancellor, Vice Chancellor, Registrar or Controller of Examinations and such other officers so authorized by the Vice Chancellor or Controller of Examinations in his behalf.
- 28.2** There shall be Observers/Flying Squads who shall be required to visit centers allotted to them during the course of examination and check that the examinations are being conducted properly according to the Regulations. Every Observer/member of Flying Squad shall submit his inspection report on the same day to the Controller of Examinations by name.

**29 LOSS OF ANSWER BOOK(S)**

- 29.1** If an answer book of a student received by the Controller of Examinations or the Officer authorized in his behalf or by an examiner is lost, the Vice Chancellor shall have the power to decide:
- (a) whether the student be given in missing paper, the average of marks earned by him in other papers as per formula given in Para 29.2 below;
  - (b) Whether the student be required to appear again in that paper on a date to be fixed by the Vice Chancellor.
- 29.2** The following formula shall be applicable for determining the average of missing paper(s) :
- (a) Compulsory paper(s): Average of other Compulsory Papers
  - (b) Elective Paper(s): Average of other Elective Papers
  - (c) Practical Paper(s): Average of other Practical Papers
- 29.3** In case of loss of Project Report/Summer Placement Report/ Dissertation of a student, the student will be required to submit duplicate copy thereof

**30 REMUNERATION TO THE EXAMINERS, MODERATORS, INVIGILATORS, TABULATORS AND OTHER STAFF ENGAGED ON EXAMINATION DUTY.**

The examiners, evaluators, moderators, external experts invited for Examination work, Centre Superintendent, Invigilators, Observers, members of flying squads, examination staff shall be paid remuneration as approved by the Academic Council/ Board of Management from time to time.

**31 CREDIT UNITS FOR VARIOUS PROGRAMME**

**31.1** The Programme structures and examinations shall normally be based on Semester System. However, the Academic Council may approve Trimester/ Annual system for specified programmes.

**31.2** Credit Units for each programme shall be decided by the Board of Studies of each Faculty for an award of Degree the minimum credit unit shall normally be as follows:

(Average per semester)

- |                               |    |
|-------------------------------|----|
| (a) Under Graduate Programmes | 25 |
| (b) Post Graduate Programmes  | 30 |
| (c) Integrated Programmes     | 30 |

**31.3** The credit units attached to each course shall be defined in terms of learning hours i.e. Lectures, Tutorials, Practicals, Field work, Self study hours etc. Normally, one credit unit will require 12-20 learning hours in a semester.

**31.4** Credits will also be assigned to courses based on Seminar, Term Paper, Dissertation, Project etc.

**31.5** Each Programme of studies shall have three types of courses:

- (a) Core Courses: Compulsory for each student of the Programme.
- (b) Elective/Optional Courses: The student shall have the option to choose these courses from a set of courses within the school/department.
- (c) Trans-disciplinary Courses: The student shall have the option to choose these courses from a set of courses.

**31.6** While selecting the courses in a semester, in case of courses with pre-requisites, the student should have passed in the pre-requisite course with a minimum D Grade. However, to pass in the course and for award of degree, the student shall be required to improve his/her grade from "D" to Grade "C" in such courses.

**31.7** Registration for courses should be such that the student should complete the minimum requirement of credit units for the award of degree within the minimum prescribed duration for the programme. In case, a student is not able to earn the required credit units within the minimum prescribed duration for the programme, he/she has to re-appear the courses on the payment of prescribed fee during the semester with junior batch of students when they are held during the normal schedule.

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## ORDINANCE-06

### 1 FEE STRUCTURE

The fee structure of the University shall be designed to be adequate to cover the costs of providing quality education including modern infrastructure, well equipped labs for practical orientation, drawing and retaining the best, well qualified & experienced faculty providing special professional courses to enhance employability of students and creating abundant other necessary facilities for all round professional development of students. At the same time, the University shall also ensure full compliance to its obligations under the Act to provide fee concessions to the specified categories of the students

- (i) The University shall, from time to time prepare its fee structure and shall send it for information to the Government of Haryana at least 30 days before the commencement of the academic session.
- (ii) The fee structure for the 25% of the students who are domicile of Haryana shall be based on merit-cum-means and be as follows: -
  - (a) 5% out of the 25% shall be granted full fee exemption.
  - (b) 10% out of the 25% shall be granted 50% fee concession.
  - (c) The balance 10% of the 25% shall be granted 25% fee concession.
- (iii) No other fee/fund (except Hostel fee) by whatsoever name called shall be payable by a student, other than prescribed in the year of his/her admission.
- (iv) While fixing the fee structure, the University will take due care to ensure that it retains its unaided self financed status by recovering its actual revenue and capital costs including the interest payable on loans and the fee concessions awarded as per the Act.
- (v) The University may prescribe a different fee structure for each course, for Resident Indian Students and for children/wards of Non Resident Indians.

### 2 PAYMENT - MODE & SCHEDULE

- (a) The total fee for the year will be payable in two equal bi-annual installments.
- (b) Fees cannot be paid in part or installments.

- (c) Fees can only be paid by Demand Draft or Cash. All demand drafts shall be made favoring 'Ansal University' and shall be payable at 'Gurgaon' or 'Delhi'. However, no cheques will be accepted.
- (d) Fee paid by a student is not refundable under any circumstances in part or whole after commencement of the academic session.
- (e) Student must obtain a receipt for every payment made to the University as that shall constitute their only proof of payment.
- (f) Fees must only be paid at the Accounts Office of the University.

### 3 REVISIONS

The fee may be revised, as necessary, in accordance with the Section 1 of the Ordinance for every new batch on year to year basis and shall be notified as part of the Admission Notice/Admission Brochure for a particular year, before start of admission.

### 4 HOSTEL CHARGES

Hostel charges (where applicable) shall include the cost of boarding & lodging and shall be charged separately from the residents. In addition to the Hostel Fees, the residents shall have to deposit one time interest free refundable security deposit, as prescribed by the University.

### 5 AMENDMENTS

The above rules are subject to review and amendments from time to time as per the prescribed procedure of the University.

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## ORDINANCE 07

### HOSTEL/STUDENT RESIDENCES

The University shall provide convenient & suitable residential accommodation to its non - day scholars desirous of having hostel accommodation on Campus. Hostel accommodation, on a shared basis, shall be arranged by the University, off campus/on Campus, separately for boys and girls.

#### 1.1 GENERAL

- (a) All the hostel rooms shall be furnished with beds, study tables, chairs and cupboards and equipped with ceiling fans and lights. Special facilities for air conditioners as use on extra payment basis shall also be provided. Besides, for all its residents, the Hostel shall consist of a common dining hall, a common recreation room with a T.V., incoming call facility, a Kitchen and common bathrooms. Geysers, shall be provided in all bathrooms.
- (b) Being a fully self financed, unaided University, the hostels shall not be subsidized by the University in any manner. It shall be run as a self financed hostel on a no profit no loss basis by recovering all actual costs of running and maintaining the said hostel and mess, including its rent. The actual cost is to be recovered equitably from all students occupying the hostel. The University may outsource the hostel services to an external agency, if required, under the overall management of the University.
- (c) If it is found at any point, even after the hostel has been occupied, that all the actual costs of running and maintaining the said hostel are not being recovered, the University reserves the right to recover the actual cost equitably from all the residents.
- (d) Hostel accommodation shall be given for one year at a time commencing from the start of Academic Year.

#### 1.2 APPLICABILITY

Accommodation in the hostel cannot be claimed as a matter of right by any student. All students enrolled with the University as regular students except ex-students are entitled to apply and be considered for hostel accommodation. The Hostel accommodation is provided on first come first serve basis, except for local candidates who are considered the accommodation if there arises any vacancy after providing accommodation to all outstation candidates.

**1.3 PROCEDURE FOR SEEKING THE HOSTELS ACCOMMODATION**

A student admitted to the University & desirous of seeking hostel accommodation may apply filling in the prescribed application form available with the In charge Admission, at the beginning of every academic year. The dates for the same shall be put on the notice board of the hostel. The In charge, Admission then shall send the filled forms to the Dean Students Welfare. The decision of the Dean Students' Welfare is final and binding. Once the decision is taken, the list of selected students shall be displayed on the Notice Board. On deposit of the hostel fees with the Accounts Section, a list of names with receipt of payment shall be sent to the Hostel in-charge.

**1.4 WHOSE DECISION SHALL BE FINAL & BINDING**

The decision of the Dean Students' Welfare of the University in accepting or rejecting any application and in granting or refusing admission and in all matters relating to the efficient running and maintenance of the hostel shall be final and binding on all concerned and the University shall not be obliged to assign any reason and / or explanations whatsoever in this regard.

**1.5 CRITERION FOR SELECTION**

- (i) All applications submitted for hostel accommodation by the last date prescribed shall be scrutinized by the Dean Students' Welfare of the University in consultation with the Warden/Matron of the hostel.
- (ii) The following parameters shall be considered for granting admission to the hostel:
  - (a) Preference shall be given to any student who is suffering from any physical disability (but is self dependant) and for whom, commuting to the University on a daily basis, shall be a problem.
  - (b) Where no physical disability exists, academic performance in the class XII examination or university exam, whichever is later, shall be considered. A student with higher marks shall be given preference.
  - (c) Candidates coming from longer distances will be given preference.
  - (d) Preference shall also be given to students who have not availed themselves of hostel accommodation earlier.
  - (e) Any student who has been expelled from the hostel and / or University in the past or whose conduct has been unsatisfactory and whose presence is likely to disturb the peace and dignity of the hostel and its other residents shall not be considered for hostel admission.

- (f) Local candidates in special cases can also avail themselves of hostel facilities by seeking permission from the authority.

#### **1.6 DISTRIBUTION OF HOSTEL ACCOMMODATION**

Every student admitted to the hostel shall be bound to accept the room allotted to him/her. He/she cannot change the room under any circumstances. Once a student is admitted to the Hostel he shall have to submit relevant undertaking for abiding by the rules.

#### **1.7 HOSTEL CHARGES**

Fees shall be determined by the Committee constituted for the purpose on an annual basis. Once the fee has been determined, it shall be applicable for the academic year.

For the purpose of determining fees, the Hostel Committee shall consider all actual costs in the running and maintenance of the hostel and its mess, including its rent, which shall be run in a cost effective manner.

Fees shall be payable in advance for whole academic session (starting from the first day of classes till the last day of Exam of the academic session) and not later than the last date specified from time to time. However, Vice chancellor may allow a candidate to pay the Hostel fee on semester basis at his discretion. In case a student admitted to the hostel fails to pay the fees in time, his/her hostel admission shall stand automatically cancelled, without any further obligation on the University to issue notice of such cancellation. In such a situation the Dean Students' Welfare can allot the seat to another student, at its discretion.

Hostel fees once paid is not refundable under any circumstances, even in case a candidate withdraws or is withdrawn during mid course i.e. while the semester is underway. Lastly, fees are to be paid in whole and not in parts.

#### **1.8 LIMITED LIABILITY**

It must be expressly understood that the University or its employees shall not be held responsible in any manner whatsoever in case of any injury and / or loss of life or belongings of any hostel residents due to theft, burglary, fire, riot or any natural calamity or any other circumstances whatsoever.

#### **1.9 GENERAL DIRECTIVES FOR HOSTEL RESIDENTS**

Students admitted to the hostel are assumed to be well behaved and of sufficient maturity and self-confidence to enable them to live in an adult environment. Such a living involves full respect for the rights of others; a regard for self-discipline and a high standard of honesty and moral conduct. It may be emphasized that these directives are framed not to restrict the

conduct of individuals but to ensure that a large student body lives and work harmoniously together with a minimum of friction and misunderstanding:

- (a) All residents are required to maintain standards of behavior expected of students of a prestigious Institution. They are expected to behave courteously and fairly with everyone both inside and outside the campus.
- (b) "Ragging is prohibited as per decision of the Hon'ble Supreme Court of India in its order dated 08/05/2009 in the case titled "University of Kerala Vs Council, Principal's College Kerala & others" bearing CA No. 887/2009. Ragging, eve-teasing and /or any kind of mental or physical harassment, either directly or indirectly, of any student(s) by whatsoever name called may hurt the sensibilities or self esteem of a student(s), inside or outside the University and/or its hostels(s)/mess. Freshers are encouraged to report incidents of ragging. Those who do not do so even when being witnesses or victims, should also be punished suitably. When the persons committing or abetting the crime of ragging are not identified, collective punishment could be resorted to as a possible deterrent measure, as it would ensure community pressure on the potential raggers not to indulge in ragging.
- (c) Rules and Regulations of Hostel; shall be prepared by the University, based on this Ordinance or as may be framed subsequently from time to time and approved by the Academic Council.

#### 1.10 VISITORS

No female visitor will be allowed entry into the boys hostel. Similarly no male visitor shall be allowed to enter girls hostel. Only such visitor(s) will be allowed to meet a resident if his/her name has been submitted by the residents parents /guardian as an approved visitor.

#### 1.11 COLLECTIVE RESPONSIBILITIES

- (a) Damage to the hostel property by student residents will be the collective responsibility of all the residents and they will be required to make good such damage, if the students who caused the damage could not be identified.
- (b) Residents should not indulge in practices / activities, which may endanger their own personal safety as well as others.

- (c) Residents are required to be conscious of the environment in which they live by keeping it clean, healthy and presentable. Students should not throw litter indiscriminately.
- (d) The residents of the hostel are responsible for the safe keeping of their personal belongings. They are advised to keep them under lock (preferably a branded one) all valuable items such as Laptop, Mobile Phone, etc. and lock the room even when they are out for a short period.
- (e) Any case of theft should be reported promptly to the Hostel In charge.
- (f) The jurisdiction of Ansal University is confined to the campus/hostel premises. If students create law and order problems outside the campus/hostel premises, they are answerable to the police/civil authority.

#### **1.12 MEDICAL AND EMERGENCY AID**

- (a) The Hostel has First Aid and primary health kit for its residents. However, in case of any medical emergency that may require hospitalization, the student will be moved to the nearest hospital and the local guardian / parent shall be informed accordingly. In such a situation, all medical and other expenses of the treatment/well being of the student shall be payable by the respective parent. Authority for immediate/ emergency operation shall be given by the parents (in advance) in the name of the Registrar at the time of admission to the hostel.
- (b) **Emergency Aid**  
In the event of an emergency, like fire, theft, housebreak, electricity /water failure, etc., the resident Matron has all the necessary telephone numbers available for contacting the right agencies /offices.

#### **1.13 COMMITTEES**

In order to facilitate the smooth functioning of the Hostel, Committees shall be formed who will ensure that the Residents of the hostels are able to play an active role in helping the authorities to run the hostel effectively.

#### **1.14 RECREATIONAL/SPORTS FACILITY**

Provision for indoor and outdoor games Lawn Tennis, Badminton, Table Tennis, Chess, Carom, Basketball, etc. shall be made in the Hostel/ University Campus.



**1.15 DISCIPLINE**

Any breach of Hostel rules shall invite an enquiry and if the student is found guilty, then the Hostel Committee shall take disciplinary action as deemed fit, depending on the case, including expulsion from the hostel.

- 1.16** The Hostels Rules are subject to change from time to time with the approval of the prescribed Authority.

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**ORDINANCE 08****1. DISCIPLINE - STUDENTS**

**1.1** The University shall provide the healthiest environment for learning, particularly to its female students, without infringing the academic freedom and rights of any of its students. All disciplinary action cases shall be dealt with in a fair and transparent manner.

**1.2 PREAMBLE**

- (a) Every student in the University shall at all times display good behavior, show diligence in studies, maintain decorum and dignity, take due interest in co-curricular activities, observe a code of conduct both within and outside the campus in a manner befitting to the student of an University of national stature and observe all the rules of discipline of the University.
- (b) Each student shall show due respect and courtesy to the teachers, administrators, and other employees in and outside the University and good neighborly behavior towards the fellow students including residents in surrounding areas or around the hostel.
- (c) Any violation of the code of conduct or breach of any rule or regulation of the University by a student shall constitute an act of indiscipline and shall make him/her liable for disciplinary action which will be taken by the duly constituted Disciplinary Committee.

**1.3 COMPOSITION OF DISCIPLINARY COMMITTEE** -The Discipline Committee consisting of the following will be responsible for maintaining discipline among students:

- (a) Proctor (Convener);
- (b) Dean (Students Welfare);
- (c) Two teachers appointed by the VC;
- (d) One UG student nominated by the Students Association when the student under investigation is an undergraduate student;
- (e) One PG student nominated by the post graduate students association when the student under investigation is a PG student;
- (f) The Registrar.

(The term of office of members of the Students Discipline Committee shall be one year)

**1.4 ACTS OF INDISCIPLINE** - The following shall constitute acts of indiscipline and the students indulging in any of them shall be liable to disciplinary action against them:

- (a) Disobeying the teachers and displaying misdemeanor within and outside the University premises.
- (b) Indulging in vandalism/violence and damaging University and / or Public property or property of any other person.
- (c) Demonstrations, inciting protests, distributing hand bills etc.
- (d) Use of mobile/satellite phone within the Campus.
- (e) Quarrelling, fighting and passing derogatory remarks in the University premises against its fellow students / teachers / employees / canteen and mess workers etc.
- (f) Indulging in ragging directly or indirectly, which is strictly prohibited as per Supreme Court Ruling.
- (g) Possession and use of firearms, weapons and potentially dangerous instruments, etc.
- (h) Consumption, carrying and sale of drugs / alcohol / intoxicants / tobacco etc.
- (i) Any type of harassment whether physical, verbal, mental, sexual or electronic.
- (j) Any other act which the Disciplinary Committee may determine to be undesirable.

#### 1.5 PROCEDURE FOR PUNISHMENT :

If a student is found indulging in any breach of discipline, misconduct, unruly behavior, provocation, instigation, harassment, idleness, any faculty or staff or student can report the matter in writing to Disciplinary Committee of the University for appropriate Action.

#### 1.6 The various steps for disciplinary action shall be as under:

- (i) **COMPLAINT:** All disciplinary cases requiring redressal need to be initiated or reported by any complainant (Faculty/Staff/Students) to the Chairman Disciplinary Committee (CDC) in writing. Depending on the gravity of the offence, if the CDC is convinced that prime facie evidence exists against the defaulter, the CDC can suspend the student pending investigation.
- (ii) **INVESTIGATION:** After having the matter investigated a warning will be issued to the defaulter and the written apology shall be filed in the student record held with the Warden. The CDC may close a case with a written apology by the defaulter and his/her parents.

If any investigation is required, the CDC may ask one or more members of the Disciplinary Committee for any further inquiry into the matter. The CDC will issue a Show Cause Notice, based on the facts of the case within 24 hours of the complaint/inquiry.

- (iii) **SHOW CAUSE NOTICE:** The Show Cause Notice will be issued to the defaulter, giving brief details of the incident. The reply by the defaulter will be submitted to the CDC by hand within 24 hours. If the CDC is not satisfied with the reply, he will issue a letter to the defaulter, to appear before the Disciplinary Committee, (if necessary, along with his/her parents) on a specified date/time. A copy of this letter will be sent to all the members of Disciplinary Committee for their attending the meeting.
- (iv) **DISCIPLINARY COMMITTEE MEETING:**
  - (a) Presence of a minimum of three members is mandatory for Disciplinary Committee meeting to be held.
  - (b) Disciplinary Committee will generally meet once a month or on the date/time specified by the Chairman as and when required. The Committee shall decide the punishment within two days and issue the punishment award letter where found guilty. The award of punishment will also be put up on the Discipline notice board along with photograph of defaulter.
  - (c) Copies of punishment award shall also be sent to the Vice-Chancellor, Dean (Academics), Department concerned, Registrar, Deputy Registrar, and Training and Placement Officer as required.

**1.7 PUNISHMENTS:** One or more of the following punishments can be awarded by the CDC:

- (a) Written warning, recorded in dossier of student.
- (b) Deduction from General Proficiency marks.
- (c) Withdrawal of any academic or other University activity, privilege, benefit, right or facility.
- (d) Payment of compensation to make good any damage or defacement to University or any other property or assets caused by the student.
- (e) Suspension for 3/5/7/10 days or more, with effect on attendance.
- (f) Reflect the act of indiscipline in the Character Certificate.
- (g) Debar from all or certain number of Campus Placements.
- (h) Debar from one Sessional Examination.
- (i) Rustication for one semester.
- (j) Expulsion

**1.8** As regards 6 (iv) above, the defaulter can be given depending on merits of the case an option to undertake University Community Service, such as work at Library, Records, Security, Administration, Sports, Editorial work. This shall constitute attendance for the period under suspension. His/her attendance shall be marked for the duration of work done and will be considered towards

overall attendance. However, if he/she is not granted this option or does not opt for Community Service, the period under suspension will have full effect on attendance.

- 1.9 In case a student remains suspended for conduct of an inquiry under Para 5(ii), such a period shall be reckoned in the calculation of his/her attendance provided he/she is found innocent.
- 1.10 In cases where an offence involves action by Police, the matter will be referred to the Registrar who will ensure that a Police case is filed and an FIR obtained. Such cases will be fully dealt by Police and the individual will remain suspended till completion of investigation of the case but without benefit of attendance. Police cases will invariably include ragging of any kind.
- 1.11 Appeals, if any will be dealt with by the Vice Chancellor whose decision in the matter will be final and binding.
- 1.12 Only those cases will merit review by the Vice-Chancellor where any new information or evidence is produced by the defaulter, other than what has already been considered by the Disciplinary Committee.
- 1.13 Discipline Rules of the University are subject to change from time to time with the approval of the prescribed Authority.

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**ORDINANCE 09****1. COOPERATION AND COLLABORATION WITH OTHER UNIVERSITIES AND INSTITUTIONS**

- 1.1 The University shall seek cooperation and collaboration with existing Universities and Institutions/Organization of Higher Education in India and abroad and may execute a Memorandum of Understanding (MOU) where necessary detailing the extent and areas of cooperation, as mutually agreed upon.
- 1.2 The University shall seek cooperation with foreign institutions of high international standards, and where any potential for collaboration is found mutually beneficial, broadly in the areas of:
  - (a) Faculty exchange programmes.
  - (b) Student exchange programmes.
  - (c) Collaboration in research and development in emerging areas and Ph.D. programmes.
  - (d) Exchange of data, documentation and research material in the fields of mutual interest.
  - (e) Any other areas of common interest.
- 1.3 The University shall seek cooperation and collaboration with existing Universities/ Institutes/ Industries in India and abroad in the areas of curriculum design, industrial training, project work, research, consultancy and dissemination of knowledge, summer internships, placements etc.
- 1.4 The University shall seek cooperation with existing Government organizations and Research institutions in India in the areas of research and consultancy projects of the Government and to organize conferences/seminars and workshops in collaboration with them.
- 1.5 The University shall seek cooperation and collaboration with existing organizations, institutions and industries in India, both Government and Private for providing teaching, training, research and also special guidance to the students of economically weaker sections of the society and to the teachers of schools and colleges in the state where necessary.
- 1.6 The scope of co-operation may be reviewed from time to time and may be amended as required with the approval of the prescribed Authority.
- 1.7 MOUs with foreign Universities for collaborations shall be subject to the guidelines issued, (if any) by the UGC or any other regulatory body.

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**ORDINANCE 10****REGULATIONS FOR DOCTOR OF PHILOSOPHY (Ph.D).****1.1 DEFINITIONS**

(a) In these regulations, unless the context otherwise requires -

- (1) **"Act"** means the Haryana Private Universities Act, 2006
- (2) **"Academic Expert Committee"** shall mean the Committee constituted by DRC for the Post Doctoral Research Degree Programmes.
- (3) **"Applicant"** shall mean an individual who applies on a prescribed application form for admission to Ph.D Degree Programme of the University.
- (4) **"Candidate"** shall mean a person registered for the Ph.D. Programme.
- (5) **"COE"** shall mean Controller of Examinations of the University.
- (6) **"Co-Guide"** shall mean an additional Guide from the University and an outside organisation approved by SRC to help in the accomplishment of the research work of the candidate.
- (7) **"Comprehensive Examination"** shall mean a comprehensive examination required to be taken by each candidate to test the comprehension of his/her broad field of research, his/her academic preparation and potential to carry out the proposed research plan.
- (8) **"Course Work"** shall mean Course units prescribed by SRC to be completed by a candidate towards fulfillment of requirements of Ph.D. degree programme.
- (9) **"Credit"** shall mean an integer number indicating the weightage assigned to a Course Unit, project, research work or any other academic component, on the basis of contact hours per week for the learning activity.
- (10) **"SRC"** shall mean a School Research Committee of the School/Department of the Ansal University.



- (11) **"School/Department"** shall mean a University Teaching School/Department established by the University to carry out teaching and research.
- (12) **"Educational Institution"** shall mean those Colleges/Institutions, which offer Bachelor's degrees or higher degrees.
- (13) **"Full-time Candidate"** shall mean a candidate registered for a Ph.D degree programmes devoting full time for completing the requirements of the programme.
- (14) **"Supervisor/Guide"** shall mean a member of the academic staff of the University approved by the SRC to guide/supervise the research work of the candidate.
- (15) **"HOD"** shall mean the Head of University Teaching Department.
- (16) **"Minimum Registration Period"** shall mean the minimum length of time span prescribed by the Academic Council required for research degree programmes.
- (17) **"ODC"** shall mean Oral Defense Committee constituted for the oral examination of a Ph.D. thesis.
- (18) **"Part-time Candidate"** shall mean a candidate who is registered for the devoting only a part of his time towards the pursuit of Ph.D. while discharging his official/employment obligations or otherwise.
- (19) **"Ph.D."** shall mean the degree of Doctor of Philosophy of Ansal University.
- (20) **"Registration"** shall mean formal enrolment of a candidate for Ph.D Degree Programme.
- (21) **"Registration Period"** shall mean the length of time span commencing from the date of payment of first fee by the candidate and ending on the date of submission of the thesis.
- (22) **"Residency Period"** shall mean the minimum period for which a candidate must work at the School/Department on full time basis.

(23) **"Sponsored Candidate"** shall mean a full time/part time candidate who receives financial support from the sponsoring organization/ employer for pursuing his Ph.D programme.

(24) **"Standing Committee"** shall mean a Committee constituted and empowered by University Research Council for considering the reports of Oral Defense Committee.

(b) Definitions specified in the Act, the Statutes, the Ordinances and the Regulations shall apply unless the context requires otherwise.

**Note:** In these Regulations wherever the context 'He', and 'His, Him' arises shall mean to imply 'He'/'She' and 'His, Him/Her' respectively.

## 1.2 MANAGEMENT AND COORDINATION

- (1) Academic Programmes leading to the award of Ph.D. Degree, shall be organized and managed by the Academic Council, School Research Committee of the School/Department and any other Committee(s) constituted by the authority empowered under the Statutes, Ordinances and Regulations.
- (2) Constitution, composition, functions and powers of these bodies will be as specified in the Act, the Statutes, the Ordinances and the Regulations.

## 2. DOCTOR OF PHILOSOPHY

### 2.1 Organisation of the Ph.D. Programme:

- (a) Programmes leading to the Degree of Doctor of Philosophy will be offered at the School/ Department of the University.
- (b) Subject to the general guidance of the Academic Council, research studies in the University leading to the Degree of Doctor of Philosophy (Ph.D.) shall be overseen by the School Research Committee.
- (c) The Ph.D. Programme shall be organized on full time and part time basis.

### 2.2 Classification of Applicants:

An applicant for admission to the Ph.D. programme shall be classified under any one of the following categories:

- (a) Corporate Research Scholar: Candidates working with reputed organizations in India and abroad possessing minimum prescribed academic qualifications;
- (b) Working Teachers: Faculty members on regular/visiting/part-time strength of other Universities and recognized/ approved institutions in India and abroad, possessing minimum prescribed academic qualifications;
- (c) Regular Academic Staff of Ansal University who satisfies eligibility qualifications and is allowed to be registered for a part-time Ph.D. programme;
- (d) Non-academic Staff of Ansal University who satisfies eligibility qualifications and is allowed to be registered for a part-time Ph.D. programme;
- (e) Sponsored Candidates: Sponsored candidate getting Government/Semi Govt. or other Scholarships/ Fellowships/stipends, who applies for admission through the sponsoring organization;
- (f) Self-financed Indian Candidates satisfying eligibility qualifications
- (g) Self financed Foreign Candidates/Non Resident Indian/Person of Indian Origin satisfying eligibility qualifications

### 2.3 Minimum qualifications for admission:

- (a) The minimum qualification required for admission to a Ph.D Programme shall normally be a Master's Degree in the relevant field with a minimum of 60% marks or equivalent grade.
- (b) If considered necessary, SRC may propose other qualifications/ requirements in specific areas, consistent with the norms of UGC, AICTE and other statutory bodies, to the Academic Council for approval.

### 2.4 Eligibility conditions for admission:

- (a) It is desirable that the applicants, who possess minimum prescribed qualifications for admission to Ph.D programme, should also have an excellent academic/ professional attainment in the relevant discipline.
- (b) The applicant for Part-time Ph.D. should:

- (i) prove to the satisfaction of SRC that his official duties permit him to devote sufficient time to research.
- (ii) ensure that facilities for pursuing research are available at his place of work in the chosen field of research, where required.

## 2.5 Application for Admissions:

- (a) Applications for admission to Ph.D programmes shall be invited through an open advertisement for each programme in the prescribed form as laid down by the University.
- (b) Applications shall be screened by SRC and the candidates shall be short-listed based on the entrance test of the University.
- (c) Non Resident Indian (NRI), Persons of Indian Origin (PIO) and Foreign Nationals may be admitted to the programme in accordance with the policy guidelines laid down by the Government of India.
- (d) SRC shall prepare a tentative list of supervisors/guides depending on the specific areas of research indicated by the shortlisted applicants.
- (e) Dean, Research shall invite each selected candidate to present the research proposal to the School Research Committee.
- (f) The School Research Committee shall recommend to the University for approval of the applicant for registration to the Ph.D. programme.

## 2.6 Registration:

- (a) The University after considering the recommendations of SRC shall approve or otherwise the registration of the candidate.
- (b) The University shall convey the approval for registration of the candidate to the Dean, Research; who will convey the approval to the candidate as per the guidelines issued by the University.
- (c) A summary report of the candidates registered for Ph.D. shall be duly sent to the Registrar of the University for enrolment of the candidate.

## 2.7 Registration date:

The date of regular registration of the candidates shall be the date on which the synopsis are approved by the SRC.

**2.8 Time Period Requirement for submission of the Ph.D Thesis:****(a) Minimum Time Period:**

- (i) The minimum period of registration for full time Ph.D. candidate shall be two and a half years.
- (ii) The minimum period of registration for part-time Ph.D. candidate shall be three years.

**(b) Maximum Period:**

The candidate registered for full time/part-time Ph.D Programme shall be allowed to submit their thesis within five years of the date of their registration. Thereafter, the registration shall stand cancelled automatically unless, for valid reasons, the Vice-Chancellor grants an extension.

**2.9 Re-Registration:**

After the expiry of the maximum period of Ph.D. registration, a candidate will be allowed to re-register only if the Vice-Chancellor approves an extension of registration.

**2.10 Residency Period:**

The minimum Residency Period for full-time Ph.D. candidates in the School/Department shall ordinarily be one year. The Dean Research on the recommendations of SRC can reduce this period, in exceptional circumstances, to not less than six months.

There is no condition of minimum Residency Period for part-time Ph.D. candidates in the School/Department, however they will be required to attend the classes for the course work spread over 4-5 months, which normally be equivalent to 15-20 credits.

**2.11 Change of Registration:**

- (a) A candidate may be allowed for valid reasons to change his status from part-time to full-time or vice-versa on the recommendations of SRC and with the approval of the University.
- (b) If a full time candidate changes his status to a part-time candidate, the minimum period requirement shall be three years and maximum will be

five years. However, one and a half time of the period spent as a full-time candidate shall be counted.

- (c) In case a candidate is registered as a part-time candidate and applies for registration as a full time candidate, the minimum period requirement shall be two and a half years and maximum will be five years. However, only two-third of the period already spent, as a part-time candidate shall be counted.

## **2.12 Course Credit Requirements and Registration for Courses:**

- (a) School/Departments shall draw a list of postgraduate Course Units, which can be offered to Ph.D. candidates.
- (b) Each candidate will be required to take Course Units as prescribed by SRC and approved by the SRC. These courses shall include contents of Research Methodology, Review of Literature, Quantitative Techniques and Use of Computers in Research as stipulated by the UGC.
- (c) A candidate will earn credits for a Course Unit only if he obtains a minimum of Grade B. Further, if a candidate fails to get qualifying Grade B; he/she will be given second opportunity to improve his minimum-qualifying Grade, failing which his/her registration will be liable to be terminated.
- (d) The candidates registered for Ph.D. Programmes in Schools/ Departments can be allowed to complete the Course Unit requirements, if considered necessary, through outside department courses.

## **2.13 Submission and Approval of Synopsis**

After successful completion of Ph. D course work, the candidate shall prepare synopsis on the topic of registration for Ph. D in consultation with his Research Guide(s) and submits eight copies of the same in the office of the respective Dean. The synopsis shall be presented by the candidate before SRC on a pre notified date. On the approval of the synopsis by the SRC the candidate becomes eligible for registration to Ph. D Degree.

## **2.14 Thesis Guide(s)**

- (a) The Supervisor/Guide can be
  - (i) any full-time faculty member of the University with a Ph.D. degree and with at least three years of teaching experience.

- (ii) regular/full time faculty members who do not have Ph.D. degree may be allowed to guide Ph.D. candidates, provided such faculty members have at least ten years of teaching and research experience as evidenced by publications in referred/reputed journals.
  - (iii) An external person with proven merit and experience in the subject area may be appointed as Co-Guide by empanelling him/her as Ph.D. Co-Guide.
- (b) No person who himself is registered for Ph.D. degree at the University or any other Institution would be eligible to act as a Guide.
  - (c) Those without a Ph.D. degree appointed as Guides would cease to be the guide(s), if they themselves register for Ph.D.
  - (d) The maximum number of Ph.D students who can be supervised by a faculty member at any time in the University will be eight.
  - (e) In case the Guide expresses his inability to continue as Guide on account of his retirement or resignation or he expires an arrangement shall be made by the SRC to appoint a new Guide.

#### **2.15 Appointment of Guide(s) / Co-Guide(s):**

- (a) Dean Research with the approval of Vice Chancellor may appoint more than one Guide(s) not exceeding a total of three guides to a candidate. Normally, there should not be more than two Guides from within the School/Department.
- (b) Appointment of any other Guide(s) shall not be made after the lapse of 18 calendar months from the date of registration of the candidate.
- (c) A Guide is normally expected to be available to a research candidate by any means of communication till the thesis is submitted.

#### **2.16 Performance Monitoring:**

The academic/research progress of each candidate shall be monitored by SRC. For this purpose each candidate shall submit a progress report at the end of each Semester to the Dean Research through his Guide(s). SRC shall evaluate the work of the candidate and award S (Satisfactory) or U (Unsatisfactory) grade.



- (a) If the progress is "unsatisfactory", on the first appearance of "U" grade, a warning would be issued to the candidate.
- (b) If a candidate gets three "U's" or two successive "U's", his registration will be liable to be terminated.

#### **2.17 Publication:**

The student before submission of his/her Ph.D thesis/monograph must have published minimum of two-research paper in national/international referred journal for adjudication and produce evidence in the form of acceptance letter or the reprint.

#### **2.18 Long Abstract (Synopsis):**

- (a) On completion of research work, the candidate shall submit to SRC through Guide(s), eight copies of the long abstract of his thesis.
- (b) SRC shall, in a Pre-Submission Seminar, in which the candidate shall be required to be present, scrutinize the long abstract for approval. Thereafter, SRC shall prepare panel(s) of examiners as specified in the Guidelines for Research Degree Programmes.
- (c) The SRC will forward the long abstract with its recommendations to the University for appointment of the thesis examiners.
- (d) If a candidate fails to submit his thesis within four months of the approval of long abstract, he shall be required to submit a fresh abstract. However, in case a candidate fails to submit his thesis within the stipulated time and has proper justification for the delay, the Head of School/Department may on the recommendations made by the SRC and on individual merits of each case, grant him/her an extension of not more than three months.

#### **2.19 Panel of Examiners for Ph.D:**

- (a) Three examiners shall evaluate a Ph.D. thesis; two of who shall be external experts and the third shall be guide or guides (to be counted as one examiner). At least one of the External Experts should be from outside the state.
- (b) The Dean Research shall prepare the panel of examiners and shall submit the panel of examiners to the Controller of Examinations for seeking approval by the Vice Chancellor.

**2.20 Thesis Preparation and Submission:**

- (a) The thesis shall be written in English or in any other language, format and style as approved by the SRC.
- (b) No part of thesis shall have been submitted for the award of any other degree or diploma.
- (c) The thesis shall involve in depth study and critical review of the area of his topic and creation of new knowledge in the area. It should bear evidence of the candidate's capacity for analysis and judgment as well as his ability to carry out independent investigation, design or development. It should be characterized by discovery of facts or fresh approach towards interpretation of facts and theories or significant contribution to knowledge or development or a combination of these.
- (d) Prior to the submission of the thesis, the student shall make a pre-Submission presentation in the school/department that may be open to all the faculty members and research students for getting feedback and comments, which may be suitably incorporated into the draft thesis under the advice of the Guide(s)
- (e) After clearing the viva-voce examination, three copies of the thesis in maroon colour hard cover binding must be submitted. These hard bound copies shall include supplements if required in viva-voce examination, with a covering certificate of guides in prescribed Performa. Additional copies of the supplement shall be provided by the candidate for the external examiners and guides.

**2.20 Thesis Evaluation:**

- (a) Each examiner shall be requested to send a detailed evaluation report and his recommendations on the prescribed Performa within six weeks of the date of receiving the thesis.
- (b) If the thesis report is not received from an examiner in six weeks, a reminder will be sent to the examiner. If no response is received from the examiner in two weeks thereafter, another examiner shall be appointed from the approved panel.
- (c) Each Examiner will examine the thesis to judge that the thesis is a piece of research work characterized by:
  - (i) the discovery of facts, or

- (ii) a fresh approach towards interpretation and application of facts or theories, and creation of new knowledge, and give his opinion on the candidate's capacity for critical examination and sound judgment.
- (d) All examiners will submit the reports on the prescribed form clearly stating one of the following:
  - (i) The thesis is recommended for the award of Ph.D., or
  - (ii) The thesis is recommended for the award of Ph.D. Degree subject to the candidate giving satisfactory answers to queries specifically mentioned in the report, at the time of Viva Voce examination, or
  - (iii) The candidate be allowed to resubmit his thesis in a revised form, or
  - (iv) The thesis is rejected.
- (e) The examiners' reports shall be forwarded to the Guide(s) who will inform the candidate eligible for oral defense only those comments and queries in the reports which require explanation and answers without disclosing the identities of the examiners.
- (f) The reports of all internal examiners shall be counted as one report.
- (g) If all the three reports recommend acceptance of the thesis, the candidate shall be eligible for oral defense.
- (h) In case one of the reports recommends revision of the thesis and the candidate will have the option to revise the thesis within one year. The revised version of the thesis would be sent to all the examiners for their recommendations. If the candidate does not agree for revision, he may ask for appointment of a fresh examiner, under the provision (j) below.
- (i) If two of the three reports recommend revision of the thesis, the candidate will be given opportunity to revise the thesis accordingly and resubmit it normally within a period of one year for the evaluation by the same set of examiners.
- (j) If one of the reports recommends rejection, the comments and queries in the report, shall be communicated to the candidate, and the

candidate shall be given an opportunity to give replies to the comments made in the report. Such reply of the candidate and his thesis shall be sent to the next examiner on the panel for evaluation. If the report of the next examiner also recommends rejection, the thesis shall be rejected.

- (k) If two of the three reports recommend rejection, the thesis shall be rejected. The candidate may, however, be allowed to re-submit the thesis normally after one year, provided the title of the thesis remains unchanged. Normal procedure will be followed for the evaluation of the resubmitted thesis.
- (l) The reports of all the examiners will be sent to the new examiner without revealing the identity of the examiners along with the response of the candidate, if any, to these. The thesis shall be deemed to be acceptable if three out of four examiners recommend acceptance.
- (m) If the fourth examiner recommends revision, the thesis would be suitably revised and resubmitted normally after three months and sent for examination to all the examiners except to the one in whose place the fourth examiner was appointed. In case the fourth examiner recommends rejection or his recommendation for revision is not accepted by the candidate, the thesis shall be rejected.
- (n) Any doubt arising out of the procedure laid down in these regulations shall be referred to the Vice Chancellor for a decision.
- (o) In case of ambiguous recommendations by the examiner, the Dean, Research will approach the examiner for a clear recommendation. In case, a clear recommendation is not forthcoming, the matter may be referred to the Vice Chancellor for his decision.

#### 2.21 Re-submission of Thesis:

- (a) In case of resubmission of a thesis after revision, an additional fee for the re-evaluation of the thesis shall be payable by the candidate;
- (b) The revised thesis may be submitted normally in one year from the date of intimation for resubmission.

## 2.22 Oral Defense Examination (Viva-Voce):

- (1) If the thesis is recommended for award of degree, the candidate shall be required to defend his work/thesis orally (viva-voce examination) before a duly constituted Committee hereinafter referred to as the Oral Defense Committee (ODC). The date and time of the viva-voce shall be duly notified by the Dean of the School to enable the interested faculty members, staff members and students to attend it.
- (2) Composition of ODC:
  - (a) For the candidates who get unconditional recommendations of acceptance in three reports in the first instance, the composition of the ODC shall be
    - (i) Dean of the School - Chairman
    - (ii) Guide(s)
    - (iii) Two faculty members with specialization in the related area to be appointed by Dean of the School with the approval of the Vice Chancellor.
  - (b) For candidates who do not get unconditional recommendations of acceptance in three reports in the first instance, the composition of the ODC shall be
    - (i) Dean of the School - Chairman
    - (ii) Guide(s)
    - (iii) External Examiner
  - (c) In case of non-availability of the External Examiner for conducting the Viva-voce examination, the next person on the approved panel of examiners shall be appointed to be on ODC.
- (3) Dean of the School shall convene a meeting of ODC on an appropriate date. The date of viva-voce shall be communicated to the candidate at least fifteen days in advance.
- (4) In the viva-voce examination, the candidate shall be required to give his response to comments and questions arising out of the examiners reports apart from the queries and questions raised by members of ODC and, with permission of Dean of the School, questions asked by others who are present.

- (5) The ODC shall give its recommendations in the prescribed proforma. The ODC shall have the following options for its recommendations:
- (i) Ph.D. degree be awarded for the reasons to be recorded.
  - (ii) Ph.D. degree be awarded. However, the candidate should prepare a supplement to be added to the thesis document as specified in the report of ODC and or textual corrections, if needed.
  - (iii) Ph.D. degree be not awarded for the reasons to be recorded in the report.
- (6) In case of difference of opinion among the members of ODC, separate reports shall be submitted.
- (7) Dean of the School shall forward the report(s) of ODC to COE in a folder, which shall also contain,
- (a) A copy of the thesis along with the Supplement, if required, in the report of ODC and
  - (b) All the reports of the examiners of the thesis.
- (8) COE shall obtain the recommendations of the Standing Committee of SRC on the report of ODC and its accompanying documents.
- (9) The recommendations of the Standing Committee shall be submitted to the Vice- Chancellor for final decision, which shall be reported to the Academic Council.
- (10) If any other matter not explicitly provided herein or of an exceptional nature arises, it may be referred to the Vice-Chancellor for his decision.

### 2.23 Cancellation of Registration:

Registration of a candidate shall be cancelled in any one of the following eventualities, after due approval of the Vice-Chancellor:

- (a) If his/her academic progress is found unsatisfactory in three consecutive monitoring reports.
- (b) If he/she absents himself/herself for a continuous period of six weeks without sanction of leave.
- (c) If he/she withdraws from the Ph.D. programme and his/her request is duly forwarded by the Dean, Research.

## 2.24 Disciplinary Regulations:

If a Ph.D. candidate is found to be involved in an act of misconduct, misbehavior and/or indiscipline, disciplinary action will be taken by the University as per Regulations relating to maintenance of Discipline by students.

## 2.25 Award of Ph.D. Degree:

- (a) A Ph.D candidate shall be eligible for award of Ph. D degree at Convocation, after the Vice-Chancellor has, on the recommendations of the Standing Committee of SRC, approved that the degree be awarded and the Academic Council has subsequently endorsed the approval.
- (b) On successful completion of the evaluation process and the announcement of the award of the Ph.D., the Dean of the School shall submit a soft copy of the Ph.D. thesis to the University within a period of 30 days for onwards transmission to UGC for hosting the same in INFLIBNET, accessible to all authorities / University. Hard copy of the same will be placed in Central Library.

## 3. GENERAL PROVISIONS FOR RESEARCH DEGREE PROGRAMMES:

### 3.1 Issuance of Provisional Certificates:

After the endorsement of the Academic Council for the award of Ph.D/ Post-Doctoral degree, the candidate shall be issued a Provisional Certificate for having completed the requirement of the degree on the condition that the candidate has submitted three hard-bound copies of the final version of his thesis and has cleared all the dues.

### 3.2 Residual Clause:

- (a) Notwithstanding anything contained in these Regulations, all categories of candidates shall be governed by the Regulations and Guidelines.
- (b) Notwithstanding anything stated in these Regulations, for any unforeseen issues arising and not covered by Act, Statutes and Ordinances, or in the event of differences of interpretation, the Vice-Chancellor shall take a decision. The decision of the Vice-Chancellor shall be final.



### 3.3 COMPOSITION OF COMMITTEES AND THEIR FUNCTIONS:

#### SCHOOL RESEARCH COMMITTEE (SRC)

- (a) The composition of the School Research Committee will be as under:

- (i) The Dean of the School or his nominee - Chairperson
- (ii) Maximum three Professors and two other faculty members of the Department, provided they are otherwise eligible to be a Research Guide, by rotation
- (iii) Maximum three external experts including those from other Departments, not below the rank of Professor, nominated by the Vice-Chancellor.

Provided, however, the total number of internal and external members shall not exceed six.

- (b) Subject to the provisions of the Act and Statutes, the University Research Council shall perform the following functions:

- (i) Formulation of guidelines for registration of students, thesis supervision, programme design, and thesis evaluation;
- (ii) Monitoring of research indicators for such evaluation
- (iii) Review and recommend areas/themes/topics for research
- (iv) Invite and scrutinize applications for admissions in Ph.D. Programmes
- (v) Constitute Standing Committee for each candidate.
- (vi) Perform such functions as are required for operationalisation of the research degree programmes subject to the overall supervision and guidance of the Dean, Research.
- (vii) Consider the recommendation of Standing Committee for action as required.
- (viii) Delegation of any of its functions to the concerned School.
- (ix) Any other work related to research development and coordination.

- (c) The School Research Committee shall meet as and when necessary.

- (d) Fifty percent of the members shall form the quorum for the meeting.

- (e) The tenure of members of the SRC other than the Dean of the School / Dean Research shall be two years. A member can be re-nominated for another term.

**4. RESIDUAL PROVISIONS**

- 4.1** The Academic Council may grant exemption in exceptional cases, from the operation of any of the Regulations, where necessary in special cases with valid reasons and without diluting Academic standards.
- 4.2** Notwithstanding anything stated in these Regulations, for any unforeseen issues arising, and not covered by these Regulations or in the event of differences of interpretation, the Vice-Chancellor may take a decision, after obtaining, if necessary the opinion/advice of a Committee consisting of any or all the Heads of Schools/Departments. The decision of the Vice-Chancellor shall be final.
- 4.3** The Board of Management retains the right to deviate from, or suspend, any part of these guidelines for good reason and in the interest of academic standards and/or fairness to students.

**5 DEPOSITORY WITH UGC**

Following the successful completion of the evaluation process and announcements of the award of Ph.D., the University shall submit a soft copy of the Ph.D. thesis to the UGC within a period of thirty days, for hosting the same in INFLIBNET, accessible to all Institutions/Universities.

**6 DISCIPLINE**

Every research scholar is required to observe decorum and disciplined behaviour both inside and outside the campus and should not indulge in any activity, which will tend to bring down the prestige of the University. Any act of indiscipline of a research scholar shall be dealt in accordance with prevailing rules on indiscipline in the University.

**7 DISPUTE REDRESSAL**

In case of any dispute, the decision of the Vice-Chancellor shall be final.

**8 RIGHT TO AMEND**

Notwithstanding all that has been stated above, the prescribed authority has the right to modify the above Ordinance from time to time.

Anything contrary to the provisions of 'The Haryana Private Universities Act, 2006' as amended from time to time shall be treated as null and void.

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