

**ORDINANCES**  
**OF**  
**THE**  
**UNIVERSITY**



(Amendments incorporated till 11<sup>th</sup> EC\_23.12.2015)

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**SHARDA UNIVERSITY**

Plot No. 32, 34, Knowledge Park-III, Greater Noida, U.P. (INDIA)

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## **ORDINANCES OF THE UNIVERSITY**

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### **1. SHORT TITLE AND COMMENCEMENT**

- 1.1 The “Ordinance” shall mean The Ordinances of Sharda University, Greater Noida, Uttar Pradesh.
- 1.2 They shall come into force with effect from the date of approval of the Executive Council.
- 1.3 The Ordinances shall be applicable to all the programmes offered by the constituent Schools, Departments and Centres of Sharda University. The Ph.D. programme shall be governed by the Doctor of Philosophy (Ph.D.) Ordinances approved by the Executive Council.
- 1.4 Nothing in these Ordinances shall be deemed to debar the University to amend these Ordinances subsequently.
- 1.5 Unless provided otherwise, the Ordinances, Regulations, Orders, Memos, Codes, Procedures, Policies, Schemes etc, on the subjects covered under these Ordinances, shall cease to operate from the date of enactment of these Ordinances.
- 1.6 Any abbreviation or shortened form of a word shall represent and mean exactly that word as defined in the Act, the Statutes, these Ordinances, Manuals and such other documents of the University, as may be framed from time to time.

### **2. DEFINITIONS**

- 2.1 “Clause” means duly numbered Clauses of these Ordinances.
- 2.2 “He” includes She and “His/Him” includes Her.
- 2.3 “Academic Counsellor” means a faculty member assigned the task of providing the course-specific and programme-specific information to a group of students and to advise them on the choice of suitable courses.
- 2.4 “School” means an institution created for monitoring, supervising and guiding, teaching and research activities in broadly related fields of studies.
- 2.5 “Department” means the department of studies of a School conducting teaching and research in a specific field of specialisation.
- 2.6 “Class” means specific group of students meeting for specific instructional purposes; and it may mean the whole series of scheduled meetings or just one session; and a Class may be a lecture, a tutorial or a practical class.
- 2.7 “Continuing Student” means a student, who has completed at least one semester prior to the current semester.
- 2.8 “Course” means a prescribed set of instructions in a subject offered as a unit to studies within an academic programme.
- 2.9 “Course Detail” means detailed scheme of a course.

- 2.10 “Board of Studies” (BOS) means the committee of a department constituted to design course curriculum, frame criterion for evaluation and to provide overall direction to the academic programmes undertaken by the centre.
- 2.11 “Faculty Board” (FB) means the committee of a School constituted to provide overall guidelines to the department of a School, ratify recommendations made by BOS of a department and monitor the overall academic and research activities of the departments of a School.
- 2.12 “Disciplinary Probation” refers to the status assigned to a student on committing an act of misconduct, academic or otherwise and once assigned, the student remains on disciplinary probation for the period decided by the Vice Chancellor.
- 2.13 “Fresher” means a student who is admitted into a programme for the first time.
- 2.14 “ESE” means End-Semester Examination.
- 2.15 “Expulsion” means permanent removal from the University rolls with prohibition on future enrolment.
- 2.16 “LTP” means hours of Lecture, Tutorial and Practical of a course per week in a regular semester.
- 2.17 “MSE” means Mid-Semester Examination.
- 2.18 “Practical” means classes that require students (generally in smaller groups compared to lecture) to perform certain functions that help them to test and understand what is being taught in the lecture or otherwise.
- 2.19 “Matriculation” means registration of provisionally admitted students by the concerned school.
- 2.20 “Prerequisites” means conditions that must be met before a student can register for a course. Prerequisites may include a minimum of CGPA and/or Specific skill level as specified in these Ordinances.
- 2.21 “Programme” means the area of study leading to the award of a degree or a diploma to the registered students of the University.
- 2.22 “Program Detail” means scheme and curriculum of a Programme.
- 2.23 “Enrolment Number” means a unique number allotted to a student on his admission in the University. Enrolment number remains unchanged throughout the duration of student’s stay at the University. A student will not be considered as a bonafide student of a Semester if he/she has not been registered for the said semester.
- 2.24 “Roll Number” every student shall be issued a separate Roll Number to be printed on his Admit Card. The card shall carry the details of the Course(s) that a student is supposed to be examined in. The roll number shall remain valid for the total duration of a program.
- 2.25 “Rustication” from the University means the withdrawal of right of access to entire premises and facilities of the University for a specified period and/ or till the fulfilment of specified conditions.

- 2.26 "Syllabi of a Curriculum" means and includes description of nature, duration, pedagogy, syllabus, eligibility and related details of a programme.
- 2.27 "Suspension" from the University means withdrawal of the right of access to all or some of the facilities or premise of the University as an interim measure pending further investigation.
- 2.28 "Semester" includes Term, wherever applicable.
- 2.29 "Tutorial" means a class that offers students (generally in smaller groups compared to lectures) an opportunity to talk about subject being taught, ask questions, discuss subject matter with their classmates and the teacher and appear in a quiz at the end.

**Definitions specified in the University Act and the Statutes shall apply ipso facto unless provided otherwise.**

### **3. THE TEACHERS OF THE UNIVERSITY**

Teachers of the University shall be of the following categories;

- Appointed teachers of the University.
- Recognized teachers of the University.
- Persons of Academic eminence conferred with the title of Professor Emeritus.

#### **3.1 Appointed Teachers of the University:**

(a) Employees paid by University and appointed as a Professors, Associate Professors, Assistant Professors or otherwise as teachers of the University in the manner prescribed in the University Ordinances/HR Manual, and

(b) Persons appointed by the University as Honorary, Distinguished or Adjunct Professors.

#### **3.2 Recognized Teachers of the University:**

(a) The guest/visiting faculty members or subject area experts, recognised by the University for guiding research and/ or delivering expert/special lectures.

(b) The qualification of a recognized teacher shall be the same as that of appointed teachers of the University.

(c) The period of recognition as a teacher of the University may be as decided at the time of recognition subject to a maximum of three years.

#### **3.3 Professor Emeritus:**

On a proposal received from the Faculty Board of a School and on recommendation of the Academic Council as approved by the Executive Council, the Chancellor may confer on a person of academic eminence, the title of Professor Emeritus.

### **4. ADMISSION AND REGISTRATION OF STUDENTS**

- 4.1 Admission shall be based on merit providing equal opportunity to all without any prejudice towards gender, religion, caste, creed or nationality of a candidate.

The University may make suitable provisions for reservation of the students belonging to weaker section of the society and others in accordance with the provisions of the Act of the University.

- 4.2 The admission criterion recommended by Admission Committee and approved by the Academic Council shall be followed for admission in all the programmes of studies.

The criterion, if any, prescribed by respective Statutory Councils shall be followed in admissions to council based programmes.

- 4.3 The registration of the provisionally admitted and continuing students shall be done by the School(s) on dates notified in Academic calendar each year.

## **5. PROGRAMMES OF STUDIES**

- 5.1 The University on the recommendation of the Academic council and with the approval of the Executive Council, shall offer under-graduate and post-graduate programmes in areas of Science, Engineering & Technology, Bio and Medical Sciences, Dental Science, Nursing, Pharmacy, Management, Hotel and Hospitality Management, Law, Architecture, Media and Journalism and also in Education, History, Culture, Commerce, Economics, Humanities, Philosophy, Art and in other streams as decided from time to time. The University may also run Diploma and Certificate courses of shorter durations.

- 5.2 The University shall also offer Doctoral degree programmes in chosen areas of higher learning.

- 5.3 The nomenclature of various degrees shall be in consonance with the Regulations as received from the University Grants Commission (UGC) from time to time and adopted by the Executive Council.

- 5.4 The structure and duration of the Academic programmes shall be as approved by the University Authorities.

- 5.5 The University may make provisions for admission through lateral entry in the select programmes as decided from time to time.

- 5.6 The University may also run courses through distance learning, correspondence and in online modes. The guidelines of UGC shall be followed.

- 5.7 (a) The administrative structure of a School shall be as decided by the Executive Council. The Executive Council shall also lay guidelines for smooth running and effective management of academic programmes, the co-operation and co-ordination amongst the Schools and the linkages with other Academic and Research organisation as well as the Industry.

(b) All the Academic programmes framed by Board of Studies of a department and ratified by Faculty Board of the School shall be recommended by the Academic Council for approval by Executive Council.

(c) The Executive Council as and when deemed necessary, may appoint committee(s) for periodic review of a programme, a department or a School.

## **6. MEDIUM OF INSTRUCTION AND EXAMINATIONS**

English shall be the medium of instruction and examinations.

## **7. AWARD OF DEGREES, DIPLOMAS AND OTHER DISTINCTIONS**

7.1 The Degrees and Diplomas shall be awarded to the successful students based on their performance evaluated through examinations and/or any other method of testing prescribed by the Academic Council.

7.2 The Degrees shall be awarded in annual Convocation or in a function specially organised for the purpose.

7.3 The text and the format of the degrees and citations shall be approved by the Academic Council.

7.4 The Chancellor or in his absence, the Pro-Chancellor or in their absence the Vice-Chancellor shall preside over the Convocation/ Special function.

\*7.5 A Doctoral degree, Honoris Causa, may be conferred upon eminent persons, who may have contributed substantially to the advancements in the field of Literature and Philosophy, Sciences and Technology or have been distinguished Jurists or have made noteworthy contributions towards Cultural and Social advancement or Development of Scientific and Technical Institutions or the Statesman holding Constitutional Offices at present or in the past; subject to the recommendations of the Academic Council and approval of the Executive Council and the Chancellor of the University.

The Honorary Degree will be conferred in a 'Special Convocation/Function' held for the purpose."

## **8. UNIVERSITY FEE**

8.1 The fee structure shall be concomitant with the objective of providing quality education to the University students.

8.2 The tuition, examination and any other fee chargeable from the students shall be as recommended by the Fee Committee and approved by the Executive Council. The fee revision shall be duly notified.

The revised fee shall be applicable to all the students admitted in that Academic year and onwards.

## **9. AWARD OF FELLOWSHIPS, SCHOLARSHIPS, MEDALS AND PRIZES**

9.1 The Fellowships, Scholarships, Medals and Prizes shall be instituted with the approval of the Executive Council.

9.2 The Executive Council may appoint committee(s) to frame guidelines for the award of fellowships, scholarships, medals and prizes.

9.3 The eligibility criteria, values, tenure, methodology and procedure for selection of awardees shall be as decided by the Executive Council.

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\* Added vide EC/8.8/1.7.2014

## **10. RESIDENCE OF STUDENTS**

The University shall provide boarding and lodging facilities to the students, both boys and girls, in hostels to the extent possible, at a reasonable cost. The matters relating to allotment of hostel rooms, maintenance of discipline amongst hostel inmates, resolution of their day to day problems and welfare of hostel residents shall be looked after by Inter Hostel Administration (IHA). The Hostel rules framed by IHA shall be implemented with the approval of the Executive Council.

## **11. APPOINTMENT, EMOLUMENTS AND OTHER SEMESTERS AND CONDITIONS OF THE UNIVERSITY EMPLOYEES**

The qualification, experience, procedure of selection and the semesters and conditions of appointment for both the teaching as well as non-teaching employees, shall be as laid down in the Manual of Human Resource Administration, Policies and Procedures and as approved by the Executive Council. The Statutory positions shall be governed as per provisions in the University Statutes.

## **12. ESTABLISHMENT OF SPECIAL UNIVERSITY UNITS**

On the recommendation of Academic Council, the Executive Council may establish Special Centres and Specialised laboratories for undertaking Interdisciplinary and Special Studies programmes. The Executive Council may also constitute Special Board(s) of Studies (BOS) and Academic Committee(s) for guidance to these centres/ laboratories.

## **13. CO-OPERATION AND COLLABORATIONS**

13.1 The University may cooperate and collaborate with other Universities, Institutions, Centres of Excellence and 'Persons of Eminence' on mutually agreed semesters in areas including the following:

- (a) Establishment of University Centre abroad.
- (b) Joint Research projects funded by national and international agencies and others.
- (c) Exchange of faculty.
- (d) Twinning/ Articulation of syllabi/ Exchange of students at Bachelors, Master level and higher levels under credit transfer arrangement.
- (e) Sharing of course and instruction materials.
- (f) Developing e-courses for interactive and interactive-integrated learning.
- (g) Sharing of Library, Laboratory and other learning resources.
- (h) Joint arrangement for:
  - (i) Holding Conferences, Seminars and Workshops.
  - (ii) Training and Internship Programmes.



(iii) Refresher and continuing education Courses.

(i) Expert lectures.

(j) Any other activity of mutual benefit.

13.2 The scope and the semesters and conditions of cooperation and collaboration shall be as approved by the Executive Council from time to time.

13.3 The guideline, if any, laid down by UGC, shall be followed scrupulously.

#### **14. OTHER BODIES OF THE UNIVERSITY**

For smooth and efficient functioning of the University, the Executive Council may constitute standing, advisory and/ or other committee(s) as it may deem fit. The composition, powers, functions and the tenure of these committees shall be as decided by the Executive Council.

#### **15. REMUNERATION FOR EXAMINATIONS**

The Vice Chancellor may from time to time decide the remuneration for the external paper setters, moderators, examiners, evaluators, invigilators, tabulators and other staff members engaged in examination work. The duties shall, however, be mandatory for the University faculty and staff members and no remuneration shall be paid to them under ordinary circumstances.

#### **16. MAINTENANCE OF DISCIPLINE AMONG STUDENTS**

16.1 (a) All powers relating to maintenance and enforcement of discipline and taking disciplinary action against the students shall vest in the Vice-Chancellor.

(b) On the recommendation of Vice Chancellor, the Executive Council may, however, delegate any or all of the disciplinary powers, to such other Officers/ Persons, as it may deem fit.

(c) The Deans of Schools may be delegated powers to exercise disciplinary control over the students in their respective Schools.

(d) Dean Students' Welfare may be delegated powers to exercise disciplinary control over the students staying in Hostels and for the act of indiscipline committed in common areas of the University campus.

(e) Without prejudice to the generality of the power to maintain and enforce discipline under this ordinance, the following shall constitute as an act of misconduct on the part of a student of the University:

- (i) Physical assault or threat to use the physical force against any member of the teaching or non-teaching staff of the University or against any student of the University.
- (ii) Remaining absent from a class, test or examination or any other curricular or co-curricular activity without permission of the competent authority;

- (iii) Carrying of, use or threat to use any weapon;
- (iv) Misbehaviour with a member of Faculty, Staff or a fellow student.
- (v) Encouraging or indulging in violence or any act of moral turpitude;
- (vi) Violation of status, dignity and honour of a student belonging to scheduled caste, Scheduled tribe or a socially deprived class.
- (vii) Discrimination against any student or staff on grounds of Nationality, Caste, Creed, Language, Place of origin or Social and Cultural background;
- (viii) Practicing casteism and untouchability in any form or inciting any other person to do so;
- (ix) Any act, whether verbal or otherwise, derogatory to the status of a woman;
- (x) Any violation of the provisions of the Civil Rights Protection Act, 1976;
- (xi) Any form of gambling;
- (xii) An attempt at bribing or corruption of any manner or description;
- (xiii) Wilful destruction of the University property;
- (xiv) Behaving in a rowdy, intemperate or disorderly manner in the premises of the University or encouraging or inciting any other person to do so;
- (xv) Creating discord, ill-will or intolerance among the students on sectarian or communal grounds or inciting any other student to do so;
- (xvi) Causing disruption in any manner or description of the academic functioning of the University;
- (xviii) Indulging in or encouraging any form of disruptive activity related with the assessment or the examination work or any other activity of the University.
- (xix) Absenteeism and unpunctuality;
- (xx) Indulging in an act of Ragging.
- (xxi) Use of drugs or other intoxicants except those prescribed by a qualified doctor;
- (xxii) Any other act that may be construed to be against the rules of the University, viz:
  - An act of sexual harassment perpetuated against a student, employee or a visitor in and around the University campus.
  - Resorting to mass bunks.
  - Participation in any political activity.
  - Staging Dharna or any other form of protest.
  - Committing theft of equipments, books, appliances and gadgets.

(f) The Vice-Chancellor, on the recommendation received from Chief Proctor through the Dean Students Welfare or a Committee appointed by him, and in exercise of the powers vested in him, order or direct that a student:

- (i) be expelled from the University, in which case he shall not be re-admitted to any programme in the University in future,
- (ii) be, for a stated period, rusticated in which case he shall not be admitted to any programme in the University, till the expiry of the period of rustication;
- (iii) be, for a stated period, not admitted to a course or courses,
- (iv) be imposed fine of a specified amount of money;
- (v) be debarred from taking examination(s) for a specified period;
- (vi) be punished by cancellation of examination results.
- (vii) be placed on probation for such period as may be specified in the order

16.2 At the time of admission, every student shall be required to sign a declaration on oath that he shall submit to the disciplinary jurisdiction of the Vice-Chancellor and Dean of the School where he has been admitted.

16.3 (a) Ragging in any form is strictly prohibited within the University premises , on public transport or at any other place, public or private. Anybody found involved in an act of ragging shall be dealt with strongly including registration of criminal case with the police.

(b) Any individual or collective act or practice of ragging shall be treated as an act of gross indiscipline and shall be dealt with under the provisions of this Ordinance or the provisions of law enacted from time to time.

(c) Ragging, for the purposes of this ordinance, shall ordinarily mean any act, conduct or practice by which the dominant power or status of senior students is brought to bear upon the students who are in any way considered junior or inferior by the former and includes individual or collective acts or practices consisting of;

- (i) Physical assault or threat to use physical force;
- (ii) Violation of the status, dignity and honour of students, in particular women students and those belonging to a scheduled caste, scheduled tribe or other weaker sections of the society;
- (iii) Expose students to ridicule or contempt or commit an act which may lower their self esteem;
- (iv) Verbal abuse, mental or physical torture, aggression, corporal punishment, harassment, trauma, indecent gesture and obscene behaviour.

(d) The Dean of the School or the Dean Students' Welfare shall, without fail, take immediate action on the receipt of a complaint or information of ragging or its likelihood in their respective domains.

(e) Notwithstanding anything contained in clause (iv), above, the Chief Proctor or the Registrar may suo-motu inquire into an incident of ragging or likelihood of such an incident and make a report, to the Vice-Chancellor clearly pinpointing, among other details, the identity of the student(s) involved in the incident and the nature of the incident.

(f) The Vice-Chancellor if satisfied that it is not expedient to hold an enquiry into an incident of ragging, impose a penalty on the perpetrators of ragging and record in writing the reasons for taking such a decision.

16.4 The Proctorial Board shall be constituted by the Vice- Chancellor. The composition of the proctorial board shall be as under:

(a) A Professor of the University: Chairman

(b) Three teachers of the University; one each from Engineering; Management/ Law/ Architecture/ Arts/ Design & Media studies and Medical/ Dental and Allied Health streams, as members.

(c) A senior Lady teacher as member.

(d) A nominee of the Dean of the school to which the act of indiscipline or misconduct pertains to.

The tenure of Proctorial Board shall be for a period of two years.

## 17. MIGRATION OF STUDENTS

Inter-university migration may be allowed in special circumstances. It can be allowed only sparingly under special circumstances on the recommendations of a three member sub-committee of Academic Council, appointed by the Vice-Chancellor under the chairmanship of Dean of the concerned School.

## 18. CONVOCATION

GENERAL RULES:

18.1 Convocation for the purpose of conferring degrees and other distinctions of the University shall be held annually on such date as the Chancellor may fix.

18.2 Academic Council shall, from time to time, determine as to the degrees which may be conferred on graduates in person and the degrees to be conferred in absentia at the Convocation.

18.3 The Chancellor shall confer the Degree of Honoris Causa, Degree of Doctorate of Science (DSc), Degree of Doctor of Philosophy (Ph.D.) and other degrees on students.

(a) The Controller of Examination shall prepare a list of students who have completed all the requirements for conferment of a degree and forward it to the Dean of the school.

(b) The Dean shall forward the list to the Vice-Chancellor with his recommendation.

(c) The Vice-Chancellor if satisfied shall grant his approval to the list of students received and instruct the Controller of Examination to prepare the degrees in approved format.

(d) The Dean shall seek the approval of Chancellor in the following format:

“Sir, I present to you \_\_\_\_\_ students of the \_\_\_\_\_ programme of the School of \_\_\_\_\_ whose names are set out in the list, and who have been examined and found qualified for the award of \_\_\_\_\_ Degree to which I pray that they may be admitted.”

(e) The Chancellor shall approve the list and admit the students to the Degrees.

18.4 The Degree Certificates shall be signed by the Registrar and the Vice Chancellor. Provisional Degrees shall be signed by the Asst. /Dy. COE and the Dean of the school.

18.5 The University on a specific request received from the students proceeding for further studies and/ or in situations considered essential, may award degrees without holding the Convocation. The procedure as detailed at 18.3 (a) to (e) above shall be followed.

## **19. EXAMINATIONS AND EVALUATION OF THE UNDER-GRADUATE, POSTGRADUATE AND DIPLOMA PROGRAMMES**

19.1 Academic Registration:

(a) Every student shall register himself for the courses that he wishes to pursue in that semester.

(b) The Head of a Department/ Dean of the School shall issue the list of courses to be offered during the semester well before the Registration dates specified in the Academic Calendar.

(c) Each Head of Department with the approval from Dean of the School shall nominate Academic Counsellors from amongst the faculty member of the department to provide necessary information on the courses and to advise the students on registration.

19.2 Semesters of Registration:

(a) Registration for each semester has to be done on dates notified in Academic Calendar. It will involve:

(i) Clearance of all dues of the University,

(ii) Signing the registration roll on the date specified in the Academic Calendar.

(b) A student who fails to sign the registration roll will be deemed as an unregistered student, and will not be allowed to attend classes and take examination even if he has paid the fees.

(c) Unless approved otherwise by the Academic Council, a student will normally not be allowed to register for more than 30 credits in a semester.

(d) A student must ensure that he satisfies the pre-requisites, if any, for each course he registers for. The sole responsibility for registration rests with the student.

(e) In case a student is registering for course(s) other than those prescribed in the regular scheme for that semester, the University will not be responsible for a clash-free scheduling of such course(s). Student himself shall verify the timetable and ensure that the regular course(s) do not have clash with other courses he is choosing.

(f) The student will not be allowed to undergo academic registration if the 'Maximum Duration for Completion of the Degree/ Diploma/ Certificate' does not permit so.

(g) A student will not get any credit for a course for which he has not registered or has registered without being eligible.

(h) Deficient Student:

(i) A deficient student is one who has either not registered himself or has registered but not completed successfully one or more courses of the previous semester(s) or has a CGPA less than the 'minimum CGPA required for the award of a Degree or a Diploma.

(ii) The programme of a deficient student will be framed by the Academic Counsellor in such a manner that as many backlog courses as are available may be included. Further, backlog courses may be registered for, as far as possible, in the sequence of their accumulation.

(iii) A student with a CGPA of 5.0 or more in an undergraduate or a post graduate programme, if obtains a 'C', 'D' or 'F' grade in one or more courses shall have the following options:

(A) student securing 'F' grade, shall have to compulsorily repeat the course as and when offered.

(B) student securing a 'C' or 'D' grade may improve upon his grades through improvement-cum-make up examination, subject to fulfilling minimum eligibility criterion.

(iv) The facility of repeating or improvement of grade in a compulsory course shall be available within the maximum duration of programme stipulated for its completion.

(v) If a student fails in an optional course, he can opt to re-register for the same course or may opt for other prescribed course provided the 'Maximum Duration for the completion of Degree/ Diploma/ Certificate' permits so.

(vi) Student(s) unable to secure minimum CGPA for promotion from one Academic year to another will have following option:

(A) Repeat the whole year; the student shall complete all the requirements together with other students admitted in the programme in that Academic year, while the system ID, enrolment number allotted at the time of registration shall be retained, his old marks will be replaced by the marks obtained in CA, MSE and ESE examination held in current Academic year.

(B) Student securing a minimum of 40 % marks in CA and MSE of each paper shall have the option to register as an Ex-student. He shall register for ESE as per dates notified in Academic Calendar and on payment of registration/ examination fee as decided by the

University. The marks/ grades obtained in ESE as an Ex-student shall replace the marks obtained by him in previous end semester examination.

### **19.3 Late Registration**

(a) The maximum time permitted for late registration on payment of prescribed fee shall be two weeks from the date of conclusion of registration, specified in Academic Calendar.

(b) Late registration may be allowed by the Vice Chancellor or any other authorized official only on valid reasons and on the recommendation from the Head of Department/ Dean of School. Provided that the Vice Chancellor, in exceptional circumstances and on the recommendation of Dean of a School may allow late registration by another 2 weeks maximum.

(c) Late Registration may be allowed for a student who is on disciplinary probation, only with the approval of the Vice- Chancellor.

(d) Students registering late may be allowed to compensate for the loss of any component of continuous assessment by the Dean of School. The student may be allowed to complete the same on dates decided by the Dean of the School.

### **19.4 Adding and Dropping of Courses**

(a) A student on the recommendation of his Academic Counsellor duly endorsed by his HOD may be allowed by the Dean to add or drop course(s) within a period of two weeks from the date of commencement of a semester as notified in Academic calendar.

(b) A student who is on disciplinary probation may be allowed to change the course, only with the approval of the Vice- Chancellor.

(c) A student may be required to drop a course at any stage if it is found that he does not meet the pre- requisites of the course, or if there is a clash in the student's time table preventing him from attending the course, or if he is found not entitled to register for that course for any other reason(s).

## **20. TRANSFER OF PROGRAMME**

A first year student subject to availability of seats and fulfilling the minimum qualification may be allowed to change his programme on the recommendation of the committee appointed by Vice Chancellor.

## **21. COMPONENTS OF EVALUATION**

Unless provided otherwise in the Course and/ or Programme details, the components of Evaluation for each course shall be as under:

- Continuous Assessment (CA) : 30 marks
- Mid-Semester Examination (MSE) : 20 marks
- End-Semester Examination (ESE) : 50 marks

The Board of Studies (BOS) of a department shall decide the different components of Continuous Assessment (CA). In Schools having no separate departments, the Faculty Board (FB) shall perform this function.

## **22. ATTENDANCE REQUIREMENTS**

### **22.1 AGGREGATE ATTENDANCE**

A student is expected to attend all the classes consisting of lectures, tutorials, labs and workshop sessions. A student may be debarred from appearing in the ESE of one or more courses for shortage of attendance as enumerated below:

- (a) A student will be allowed to appear in all examinations if his aggregate attendance is 75% or more.
- (b) A student with an aggregate attendance between 60–75% will be debarred only in those courses where his attendance is less than 75%.
- (c) The students debarred in End Semester Examination(s) in one, more than one or all the courses in a semester on account of 'low attendance' but having at least 50% aggregate attendance (in actual) shall be allowed to makeup the shortage by undertaking a 'Summer Project' of approximately 100 hours worth of work. The students debarred in both the semesters, shall have to undertake two 'Summer Projects' of approximately 100 hours each, to makeup the shortage in attendance for both the semesters.
- (d) The project shall be evaluated by two examiners, preferably one being external, on quality of its content, presentation made before a select audience and the replies of questions asked by the audience and the examiners.
- (e) The students securing 60% marks and above in 'Summer Project' shall be deemed to have made-up the shortage in attendance. The marks secured shall neither be counted for calculating the SGPA/CGPA nor reflected in the Grade-Sheet.
- (f) The marks obtained in improvement-cum-makeup examination shall be pro-rated for Continuous Assessment (CA), Mid-Semester Examination (MSE) and End-Semester Examination (ESE) in the ratio of 30:20:50.
- (g) The better of the two of the marks obtained in CA and MSE in regular course or as pro-rated vide clause/point (f) above, shall be used for calculating the grade earned in the course.

22.2 In case a student has been allowed to change the course or programme during the current semester, the classes attended in previous course/ programme will also be considered in the calculation of attendance, and the eligibility for appearing in ESE will be determined accordingly.

22.3 Irrespective of whether a student has registered late or on time, calculation of attendance shall be based on all the classes held, and not from the date on which the student has registered, unless otherwise decided by the Registrar in the case of fresh entrants only.

### **22.4 Condoning the attendance**

(a) The Dean shall have the power to condone shortage of attendance up to a maximum of 10 percent in the following situations:

- (i) Hospitalization of self for seven days or more but less than 15 days.



- (ii) Natural calamity, or
- (iii) Immobilization for valid reasons.

(b) In case of hospitalization for fifteen days or more, the Dean may condone an additional five percent shortage of attendance.

(c) The student shall apply for condonation of attendance in the prescribed format stating the reason of absence and enclosing therewith all the documents in support of his claim. The following documents shall be submitted with the application:

- (i) Copy of prior permission for leave of absence on medical or other reasons.
- (ii) In case of hospitalization, complete medical treatment records of the hospital, verified by the University Medical Officer, and an authority letter that allows the University officials to check the records related to his illness from the hospital.
- (iii) In case of natural calamity, the official government announcement relating to the calamity in the concerned region, or the copy of the news item about the same from a national newspaper.
- (iv) Any other document demanded by the University.

(d) The Dean on verification of the facts shall decide in the matter. If no prior approval is available on record, the matter shall be treated as absence without authorization and no condonation of shortage in attendance shall be granted.

(e) The Dean shall also be authorised to condone shortage of attendance for participation in authorized extra-curricular activities as well as the activities related to placement, equivalent to the number of days of participation in those events/activities and subject to a maximum of 10 % of maximum attendance.

(f) Except in situations enumerated in (b) above, condonation in attendance shall not exceed 10 percent.

### **23. SYSTEM OF GRADING**

Unless otherwise prescribed by the statutory authority of a programme, the University shall use a ten-point broad-band grading system.

- 23.1 Each programme shall have prescribed number of credits assigned to it, depending upon the academic load of the course determined by the weekly contact hours. The credits assigned shall be provided in course details.
- 23.2 The credits assigned to a course reflect its weightage in determination of the Grade point. The courses not assigned a credit, shall be treated to as non-credit courses.
- 23.3 The complete course files shall be submitted to the Head of the Department/ Dean of the School by a faculty member containing the following documents:
  - Lecture wise breakup of the syllabus covered
  - Attendance record
  - Tutorial/ Assignment sheets

- Question papers of MSE
- Quizzes
- Question paper of ESE

## 24. AWARD OF GRADES

24.1 A student will be awarded a letter Grade in each course.

# 24.2 The following letter grades shall be used to report the performance of a student:

Grades and grade points as amended		
Letter Grade	Description	Grade Point
O	Outstanding	10
A+	Excellent	9
A	Very Good	8
B+	Good	7
B	Above Average	6
C	Average	5
P	Pass	4
F	Fail	0
Ab	Absent	0

# 24.3 The following grades shall be used for non-credit courses:

Existing grades and grade point			Grades description as amended
Letter Grade	Grade Point	Description	
S	0	Satisfactory	Satisfactory
X	0	Unsatisfactory	Unsatisfactory

**Note:** The Grades shall be awarded by competent authority as per procedure laid down by the Academic Council.

# Amended vide EC/10.11/19.09.2015

### 24.4 General guidelines for the Award of Grades

- Evaluations of different components of a course outlined in the course plan shall be done in marks.
- The marks obtained in various components shall be added to get total marks secured on a 100 point scale for theory and laboratory courses.
- The End Semester Examinations' question paper shall cover all the sections of the syllabus.
- The grades shall be notified with the approval of Vice-Chancellor. The Grade Moderation Committee (GMC) shall consist of;

- (i) Dean Academic Affairs - Chairman
- (ii) Dean of the School - Member
- (iii) Controller of Examination - Convener

(e) In case a student repeats a course, he will be awarded a maximum of B grade only.

#### 24.5 Repeating of 'F' Grade

'F'-grade is a fail grade. The course(s) in which a student has earned 'F' grade will be termed as back-log course(s). A student with 'F' grade may improve his grade by repeating/ replacing the course(s), when offered.

#### 24.6 Semester Grade Point Average (SGPA)

The Semester Grade Point Average is a weighted average of the grade points earned by a student in all the courses credited and describes his academic performance in a semester. If the grade point associated with the letter grades awarded to a student are say,  $g_1, g_2, g_3, \dots$  and the corresponding weightage is (credits) are say,  $w_1, w_2, w_3, \dots$  the SGPA is given by:

$$SGPA = \frac{w_1g_1 + w_2g_2 + w_3g_3 + \dots}{w_1 + w_2 + w_3 + \dots}$$

#### 24.7 Cumulative Grade Point Average (CGPA)

The Cumulative Grade Point Average indicates overall academic performance of a student in all the courses registered up to and including the latest completed semester. It is computed in the same manner as SGPA, considering all the courses (say, n), and is given by:

Whenever a student is permitted to repeat or improve a course, the new letter grade, subject

$$CGPA = \frac{\sum_{i=1}^n w_i g_i}{\sum_{i=1}^n w_i}$$

to a maximum of 'B' Grade, replaces the old letter grade in the computation of CGPA.

**Note:** (i) A student is required to complete successfully all the courses of the curriculum prescribed for the programme and attain a minimum level of academic performance, by way of obtaining a minimum CGPA of 5.0 in UG Programmes as well as PG programmes, until otherwise decided by the Academic Council.

(ii) A student will normally have to clear his backlogs in the sequence in which he has obtained the low grades.

(iii) A copy of the grade card is issued to each student at the end of a Semester. A duplicate copy, if required, can be obtained on payment of the prescribed fee.

(iv) If a student fails at the end of a semester to achieve minimum required SGPA, he shall be placed on ACADEMIC PROBATION during the semester immediately following. He may either repeat the course(s) in which he has obtained 'C', 'D' or 'F' grade or opt for a new course of the same category / discipline / subject as and when offered, in order to complete the credit requirement.

#### 24.8 Award of Grades in non credit course

S for a pass and X for a fail shall be awarded in non credit courses. A student who is awarded an X grade will have to repeat the course.

#### 24.9 Conversion Factor for Converting CGPA into Marks Equivalent

If a conversion to marks is required, the following formula shall be used to calculate the same:

**The equivalent percentage of Marks=CGPA x 10.**

### 25. EXAMINATIONS

25.1 (a) The schedule of Examination both the Mid and End-Semesters shall be as specified in the Academic Calendar.

(b) The Mid-Semester and End-Semester examination shall be conducted by the Examination Branch of the University.

(c) Improvement cum Make-up Examination:

(i) The students desirous of improving upon their Grades may be allowed to do so in the chosen papers 'Improvement-cum-Make up Examination' to be held after each semester.

(ii) The marks obtained in Improvement cum Make-up Examination shall replace the marks obtained in regular examinations of that paper. The maximum grade shall be capped at 'B' irrespective of marks obtained in improve-cum-makeup examination. The SGPA and CGPA shall be re-calculated after this substitution.

**##** (iii) A student will be allowed to improve upon his grade of C<sup>+</sup>, C and D within the same academic year. While there will be a choice to appear in improvement cum make-up examination in either the odd or the even semester for the papers offered in odd semester, only one choice will be available for the papers offered in even semester. The courses involving practical and viva-voce examinations will, however, have no choice of improvement cum make-up examination.

**##** (iv) Option to clear the backlog papers (BCK) will be available for all the papers accumulated till the date of registration for appearing in improvement cum make-up examination.

(v) The University shall prescribe a suitable fee structure for improvement cum Make-up Examination.

**##** Amended vide EC/10.10/19.09.2015

## 25.2 Transparency guidelines

- (a) All marks obtained in assignments/ practicals, presentations or a report will be made available to the students within a reasonable time after evaluation.
- (b) A student will be allowed to see his MSE answer books. Error of evaluation, if any, be reported to HOD. Any change in the marks will be made with due approval of the Dean.
- (c) A student will be allowed to see all the answer-books of ESE at one time and location as notified. No second opportunity will be provided for the purpose. A student may seek re-evaluation of specific question by making a written request in the following types of complaints:
  - (i) question left ungraded, and
  - (ii) a correct answer has been awarded a zero.

No other request of re-evaluation shall be entertained. The result will be conveyed to the student.

- (d) A student NOT satisfied with the result of re-evaluation, may request for special re-evaluation on deposit of the specified fee. If marks increase by 5 per cent of the maximum marks or more, the revision shall be made and money refunded. There will be no increase of marks if the change is less than 5 per cent, and the fee deposited will be forfeited.

## 26. MAXIMUM DURATION FOR THE COMPLETION OF A DEGREE OR A DIPLOMA PROGRAMME

- 26.1<sup>\$</sup> The maximum duration for completion of a degree or a diploma programme, shall be N+2 years. Where N stands for the normal or minimum duration prescribed for completion of the programme.

Provided, that in exceptional circumstance a further extension of one more year may be granted. The exceptional circumstances shall be as outlined by the Academic Council of the University.

- 26.2<sup>\$</sup> The enrolment of the student, who fails to complete the requirements of the award of a degree/diploma in extended duration, shall stand cancelled and no degree/ diploma shall be awarded.

<sup>\$</sup> **Amended vide EC/11.12/23.12.2015.**

- 26.3 The time taken to improve the score/ grade/ CGPA shall be counted in 'Maximum Duration allowed for completion of a programme'.

## 27. MINIMUM CGPA REQUIREMENTS FOR AWARD OF DEGREE/ DIPLOMA

### 27.1 Under Graduate Programme:

\*Unless approved otherwise, the minimum CGPA requirement for the award of a degree in an Under Graduate programme will be 5.0 subjected to getting a minimum of 'D' or a higher grade in each of the courses offered and also satisfying other conditions as specified in the program details. The students admitted in Bachelor level programmes securing a minimum CGPA of 4.5 in first year shall, however, be allowed to move to second year. No such concession will be available in subsequent years.

### 27.2 Post-Graduate Programme:

\*Unless approved otherwise, the minimum CGPA requirement for the award of a degree in a Post Graduate programme will be 5.0 subjected to getting a minimum of 'D' or a higher grade in each of the courses offered and also satisfying other conditions as may be specified in the program details.

### 27.3 Diploma Programme;

Criterion as decided by the University from time to time shall be applicable.

## 28. RESULT

28.1 (a) The results for each semester shall be declared on the date specified in Academic Calendar.

(b) The mathematical principle of rounding off shall be followed to round off the grade points up to one place after decimal.

(c) The result of a student may be withheld if he;

- (i) has not paid all the university dues,
- (ii) has a case of misconduct or use of unfair means pending against him; or
- (iii) any other reason as may be decided by the University.

### 28.2 Award of Degrees and Diplomas

(a) A student shall be deemed to have completed the requirements of a programme and declared eligible for award of a Degree or Diploma, only if he has completed all the requirements specified in the University Ordinances, Examination Rules and/or the Programme and Curriculum details.

(b) Three divisions as defined below shall be awarded:

Division	CGPA
First with Honours	$\geq 8.0$
First	$\geq 6.0 < 8.0$
Second	$\geq 5.0 < 6.0$

Note: For securing a Degree and Diploma in First Division with Honours, a student must pass all the courses both theory and practical in the **first attempt**, i.e., without ever being awarded a Re-appear or a Fail grade.

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\* corrected vide EC/8.1/1.7.2014

## 29. USE OF UNFAIR MEANS

Use of unfair means in relation to Continuous Assessment and in relation to Examination both MSE and ESE shall be as specified below:

### 29.1 In relation to Continuous Assessment

(a) Plagiarism, collusion and cheatings of all forms shall be treated as the Use of Unfair Means.

(b) The Use of unfair means, in relation to continuous assessment, shall be of following categories:

(i) Minor category: All the unfair means not covered under major category shall be regarded as minor category of the use of unfair means.

(ii) Major category: Any act of plagiarism, collusion or cheating in a Thesis, Dissertation or Major Project shall fall under major category of the use of unfair means.

(c) In case of a minor category,

The Faculty-in-charge/ examiner shall communicate the infringement to the student and report the same to the Dean of the School through the Head of department. The Dean may take any of the following actions:

(i) Award zero marks in the concerned component of assessment and/ or;

(ii) Impose a condition that the student using unfair means shall not be awarded a grade better than 'C' in the concerned subject.

(d) In case of major category,

(i) The Faculty-in-charge/ examiner may communicate the infringement to the student and report the matter to the Dean of the School through the Head of Department together with the material evidence.

(ii) The Dean may make preliminary investigation to satisfy himself. If satisfied, he will forward the case to the Controller of Examinations together with the evidence, documents and the findings of his investigation as well as his remarks.

(iii) The Controller of Examinations will decide if the case is to be put up to the Committee for deciding Unfair Means (CUM) or dealt with it in some other manner.

(iv) Dean Academic Affairs, Dean of the School and COE shall constitute the Committee for deciding Unfair Means (CUM). The Dean Academic Affairs will chair the committee while the COE will be its convener.

(e) The Controller of Examinations shall call upon the accused student to submit his written defence and appear before the committee to represent his case personally, if he so desires.

(f) In spite of the notice sent by registered post at his last known address of the student fails to appear before CUM, the case will be dealt with ex-parte.

- (g) The disciplinary authority may impose one or more of the following penalties against the guilty student:
- (i) Cancellation of enrolment;
  - (ii) Disqualification for one or more semesters;
  - (iii) Rustication for one or more semesters;
  - (iv) Expulsion from the University;
  - (v) Any other action as deemed fit by the disciplinary authority.
- (h) The decision of the disciplinary authority shall be final and binding.
- (i) The period of exclusion shall be counted in maximum duration allowed to complete the programme.

#### 29.2 General Guidelines:

- (a) The supervisory staff shall be authorized to search a student in persons and his belongings on suspicion of carrying any paper, book, note, mobile phone or any other electronic gadget.
- (b) If an invigilator or any authorised person finds that a student has used unfair means, his answer book will be seized.
- (c) The signature of the student, the invigilator and the superintendent of examination will be taken on the answer-book and the material seized and stitched together. In case the student refuses to sign, a mention will be made by the invigilator and the superintendent of examination. A fresh answer-book shall be issued for completing the examination. No extra time shall be given for completion of the paper.
- (d) After the examination is over, the answer-books both seized and the fresh ones will be marked as I and II, and sent to the Controller of Examinations, together with a report from superintendent of examination.
- (e) In case the student has written something objectionable on his hands or other parts of his body, his clothes, the equipment allowed inside the hall or the seat allotted;
- (i) The part of the body, the clothes, the seat etc shall be photographed immediately. The equipment will be seized as an evidence of the use of unfair means.
  - (ii) The invigilator or one of the supervisory staff shall copy the written things on a piece of paper and attest the same in the presence of another supervisory staff who will countersign it.
- (f) If a student comes to examination centre under influence of any intoxicant; the alcohol or a drug of any kind or has used any other sedative materials, immediate arrangement shall be made to get the student medically examined and a certificate obtained from the treating doctor/ medical superintendent.



(g) If a student misbehaves with any of the member(s) of supervisory staff or threatens or intimidates them, or interferes in their work in any manner, the same shall be reported to the Superintendent of examination who after verifying the contents of the complaint, will proceed further in the matter.

(h) The Superintendent of examination shall also seek a written statement from the accused student.

(i) If refused, the fact of his refusal shall be recorded by the superintendent of examination, in the presence of at least one of the invigilators/ official on duty.

(j) If a non-student is found impersonating as a candidate in examination, he shall be handed over to the police for investigation and registering a criminal case as deemed fit by the police. In case the guilty person is a present or a former student of the University, serious action shall be taken against him including withdrawal of his degree, diploma or certificate as the case may be. Strict action as per rules shall also be taken against the student for whom the impersonation was being done.

(k) In case of mass copying, the invigilator(s) shall report the matter to the Dean of the School, who after satisfying himself of the genuineness of the complaint made, shall forward his recommendation to the COE. The CUM may award 'F' grade to the students involved in mass copying or any other punishment as it may deemed fit.

(l) In case a student leaves the examination hall with his answer book(s), the case shall referred to CUM for further action.

(m) The student may make an appeal to the appellate authority within fifteen days from the receipt of decision of CUM.

(n) The cases of unfair means not covered by these provisions shall be dealt with by CUM on case to case basis and punishment recommended accordingly.

### 29.3 Unfair Means in relation to Examination: Minor category

(a): If a student;

(i) is found talking to another student/ some other person, within or outside the examination hall

(ii) changes the seat without the permission of Invigilator/ supervisory staff or occupies a seat not allotted to him,

(iii) attempting to copy from another student,

(iv) is found writing either the question(s) or their answers on question paper or any piece of paper, other than answer sheet,

(v) does not comply with the instructions of the Invigilator, the superintendent of examination or a member of examination committee in the examination hall,

(vi) is communicating or attempting to communicate, directly or through any other person, with an examiner with the object of influencing him in the award of marks,

(vii) makes any kind of request or proposition for financial deal to the examiner in the answer sheet,

(viii) uses abusive or obscene language in the answer book,

(ix) is suspected by the examiner to have received any help from any source and in any manner, or is suspected of giving help to another candidate in any manner,

(x) is in possession of a mobile phone, even in switched off condition,

(xi) any other situation that may be treated as Unfair Means as decided by CUM.

(b) Punishment for unfair means of minor category; one or more of the following punishments may be awarded by CUM:

(i) awarded Fail ('F' grade).

(ii) any other action as deemed fit.

#### 29.4 Unfair Means in relation to Examination: Major category

(a) (i) Possession of papers, books and notes of any kind while writing the examination or writing of any kind on his clothes or any part of his body or table or desk or chair or on any instruments like set squares, protractors, or any other material with notes or hints written thereon, or any such material accessible to him which may be or intended to be of possible help to the candidate in the examination,

(ii) Possession of unauthorized instruments like electronic diary or any other electronic gadget that directly or indirectly helps in solving the questions set in examination paper, or any other material(s) not allowed inside the examination hall,

(iii) Using mobile phone for any purpose,

(iv) Assisting or getting assistance from another candidate to copy from the objectionable material in his possession or from his answer book,

(v) Consulting notes or books during the examination session, either inside or outside the examination hall (i.e. in library, urinals etc.),

(vi) Passing or attempting to pass on to any one, a copy of the question paper or a part thereof, or a solution to a question from the question paper,

(vii) Possessing solution to a question.

(viii) Swallowing or attempting to swallow a note or paper or running away with it or causing its disappearance or destroying it in any manner,

(ix) Leaving the examination hall without depositing the answer- book or any part thereof or taking away the answer book or tearing it or otherwise disposing it off, or tearing the answer-book of another candidate or disposing it off,

(x) Coming to the examination hall under the influence of alcoholic drink or drugs,

- (xi) Smuggling or attempting to smuggle an answer-book, or a continuation sheet, or any part thereof in or outside the place of examination,
- (xii) Replacing or getting a replaced answer book or a continuation sheet during or after the examination,
- (xiii) Writing deliberately another student's roll number in his answer book or on a continuation sheet,
- (xiv) Possession of another student's answer book,
- (xv) Getting oneself impersonated by someone or impersonating other students inside examination hall,
- (xvi) Misbehaving or threatening the superintendent of examination or any other member of the supervisory staff or any member of the inspection team or the flying squad, or another candidate inside or outside the examination hall, before, during or after the examination,
- (xvii) Organizing or instigating a walk out,
- (xviii) Creating disturbance in the examination hall or in its vicinity or disrupting the examination in any manner,
- (xix) Carrying into examination hall a licensed or unlicensed weapon,
- (xx) Writing answers in an answer book outside the examination hall for any another student,
- (xxi) Any other case of unfair means as may decided by CUM.

(b) Punishment for Major Category of Unfair Means: One or more of the following punishments may be awarded:

- (i) Disqualification for one or more semesters.
- (ii) Rustication for one or more semesters.
- (iii) Expulsion from the University.
- (iv) Handing over the case to the Police if it is found that the commission of a criminal offence is involved.
- (v) Any other action as deemed fit by the University.

### **30. INTERPRETATION**

30.1 Any question relating to a typographical error, spelling mistake, clarification or interpretation related to any of the provision of these Ordinances shall be referred to the Chairman Executive Council whose decision shall be final and binding.

30.2 Notwithstanding anything stated in the rules framed herein, any unforeseen issues not covered by these Ordinances, or a differences of opinion in interpretation and in respect of all the matters, whether expressly provided herein or not, the Chancellor may take such measures as may be necessary for removal of discrepancies and to issue clarifications wherever necessary and expedient to do so.

**31. DURATION OF THE SEMESTERS**

31.1 The date of commencement and conclusion of Odd Semester and Even Semester shall be as notified in the Academic Calendar.

31.2 The duration of each semester shall be on an average 14-16 weeks (Odd semester shall be a little longer than the even semester). There shall be 12-14 weeks of actual teaching, excluding exams - 6 days a week- with two Saturdays off.

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**PROCEDURE FOR CONVOCATION**

**1. ACADEMIC PROCESSION**

The Academic procession for the convocation shall be formed in the following order:

- 1.1 Registrar
- 1.2 Deans of Schools in order of seniority
- 1.3 Dean Students' Welfare
- 1.4 Dean Academic Affairs
- 1.5 Dean Research
- 1.6 All the Directors in order of seniority
- 1.7 Controller of Examinations
- 1.8 Finance Officer
- 1.9 Librarian
- 1.10 Chancellor
- 1.11 Pro-Chancellor
- 1.12 Vice-Chancellor
- 1.13 All Ex-Vice Chancellors and Vice-Chancellor of other Universities
- 1.14 Members of the Court
- 1.15 Members of the Executive Council
- 1.16 Members of the Academic Council

**2. ACADEMIC COSTUMES:**

The specifications of colour, material, weaving, dying etc. of the Academic costumes worn in convocation shall be as decided by the Academic Council.

**3. INSTRUCTIONS FOR THE CANDIDATES:**

- 3.1 Candidates must appear in the prescribed academic dress.
- 3.2 A rehearsal shall be arranged on or before the date of the Convocation at which the candidates getting degrees must be present. Candidates not present at the rehearsal without permission run the risk of not being admitted at the Convocation.
- 3.3 Candidates who are unable to attend the Convocation must inform the Registrar well in advance. Such candidates will be admitted to the degree in absentia.
- 3.4 The candidates who fail to attend the Convocation or wish to have their degrees awarded in absentia shall pay the prescribed fee to the University by means of a Demand Draft drawn in favour of the Registrar, Sharda University, Greater Noida, Uttar Pradesh before they are admitted to the degree. Their degree certificates will be mailed by Registered Insured post after the convocation.

#### 4. PRESENTATION OF THE CANDIDATES:

4.1 On the Academic Procession entering the Hall, the candidates and the audience shall stand and remain standing until the members of the procession have taken their seats.

4.2 The Registrar will seek the consent of the Chancellor to declare the Convocation open in the following manner:

“Hon’ble Chancellor, May I with your permission declare the convocation open!”

4.3 The Chancellor: “I permit”.

4.4 Registrar: “With the permission of honourable Chancellor, I declare the convocation open.”

4.5 The proceedings of the Convocation shall then begin with the recitation of "Kulgeet of the University"

4.6 The Vice Chancellor shall present the Annual report of the University.

4.7 The Chancellor: “Let the candidates be presented.”

4.8 The Registrar will call upon the Deans of Schools to present the candidates for the award of degrees in the following manner:

The Dean of School will direct the recipients of the Degree of concerned programme to rise from their seats, and will address as under:

“Sir, I present to you \_\_\_\_\_ students of the \_\_\_\_\_ programme of the School of \_\_\_\_\_ whose names are set out in the list, and who have been examined and found qualified for the award of \_\_\_\_\_ Degree to which I pray that they may be admitted.”

The Chancellor, thereupon shall award the Degrees to the students and shall say –

“By virtue of the authority vested in me as Chancellor of the Sharda University, I admit you all to the Degree of \_\_\_\_\_ and I charge you that ever in your life, thought, action and conversation, you prove yourselves worthy of the same.”

The concerned students will acknowledge by a bow and sit down.

4.9 The Registrar will request the Chief Guest to present the medals and awards to the students.

4.10 The Dean Students’ Welfare will announce the names of recipients. The medals and other distinctions then shall be presented by the Chief Guest of the Convocation.

4.11 The Chief Guest shall deliver his convocation address.

4.12 Chancellor’s Address.

4.13 The Pro Vice-Chancellor will present a vote of thanks.

4.14 The Registrar shall seek the permission of Chancellor to declare the Convocation closed in the following manner

“Honorable Chancellor, May I with your permission declare the convocation closed.”

4.15 The Registrar shall declare the Convocation closed in the following manner.

“I declare the convocation closed.”

4.16 The Registrar shall request the august gathering to rise from their seats for the National Anthem.

4.17 The National Anthem

4.18 The Academic Procession will leave in the same order as it entered. The audience shall remain standing till the procession has left the Convocation Hall.

## **5. SPECIAL CONVOCATION:**

5.1 A special Convocation shall be held for the purpose of conferring Honorary Degree on a distinguished person.

5.2 The Academic procession of the special convocation shall be formed in the same order as laid down under clause 1 and followed by steps as laid down in clauses 4.1 to 4.5.

5.3 The Vice Chancellor shall read out the citation and request the Chancellor to confer the Honorary Degree in the following words:

“I \_\_\_\_\_ the Vice Chancellor of Sharda University , do hereby request Hon’ble Chancellor that he may be pleased to graciously confer upon \_\_\_\_\_(Name of the distinguished person) the Degree of ‘Honoris Causa’ for his / her outstanding services.”

The Chancellor shall confer the Honorary Degree in the following words:

“I confer on \_\_\_\_\_ (name of the Chief Guest) the degree of Honoris Causa.”

PROVIDED, that if the Vice Chancellor is presiding over the Special Convocation, the Pro-Vice Chancellor or in his absence the senior most Dean as the case may be , shall read the citation and perform such functions which the Vice Chancellor would have performed.

5.4 The recipient of the Honorary Degree will then present his/her address.

5.5 The Registrar shall seek the permission of the Chancellor to declare the Convocation closed in the following manner:

“Honourable Chancellor, May I with your permission declare the convocation closed.”

5.6 The Chancellor: “I permit.”

5.7 The Registrar: “I declare the convocation closed.”

5.7 The Registrar shall request the gathering to rise from their seats for the National Anthem.

5.8 The National Anthem.

5.9 Academic procession will leave in the same order as it entered.

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