



# **SRI VENKATESWARAA UNIVERSITY**

(Established by the Government of Tamil Nadu under  
Tamil Nadu Private Universities Act No: 14 of 2019)

## **ORDINANCES OF THE UNIVERSITY**

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## **ORDINANCES OF THE UNIVERSITY**

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

The “Ordinances” shall mean the Ordinances of Sri Venkateswaraa University.

They shall come into force with effect the date of approval of the Executive Council in its resolution passed in its 1st meeting held on 28-06-2023

Nothing in these Ordinances shall be deemed to debar the University to amend these Ordinances subsequently.

Unless provided otherwise, the 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.

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**

“Act” means the Tamil Nadu Private Universities Act, 2019.

“Aggrieved Student” means a student, who has any complaint in the matters relating to or connected with the grievances defined under these Ordinances.

“Board of Studies” (BOS) means the committee of a Department constituted, as per the provisions made in Section -- of the Statutes, to design course curriculum, frame criterion for evaluation and to provide overall direction to the academic programmes undertaken by the Department/ School.

“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/Studio class.

“Clause” means duly numbered Clauses of these Ordinances.

“Commission” means the University Grants Commission established under the UGC Act, 1956.

“Continuing Student” means a student who has completed at least one semester prior to the current semester.

“Course Detail” means detailed teaching scheme of a course.

“Course” means a component of a programme. All courses need not carry the same

weight. The courses shall define learning objectives and learning outcomes. A course shall be designed to comprise lectures/ tutorials/laboratory work/ field work/ outreach activities/ project work/ vocational training/viva/ seminars/ term papers/assignments/ presentations/ self-study etc. or a combination of some of these.

“Credit” means a unit by which the course work is measured. It determines the number of hours of instructions required per week. One credit is equivalent to one hour of teaching (lecture or tutorial) or two hours of practical work/field work per week.

“Declared Admission Policy” means such policy, including the process there under, for admission to a course or program of study as may be offered by the University by publication in the prospectus of the University.

“Department” means the Department of studies and includes Centre of Studies and Research.

“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.

“Enrolment Number” means a unique number allotted as System ID, to a student on his admission in the University. Enrolment number/System ID remains unchanged throughout the duration of student’s stay at the University.

“ESE” means End-Semester Examination.

“CIA” means Continues Internal Assessment.

“Expulsion” means permanent removal from the University rolls with prohibition on future enrolment.

“Faculty Board” of each College/School/school of studies shall be constituted as per the provision of Section -- of the Statutes.

“Fresher” means a student who is matriculated into a Programme for the first time.

“Government” means State Government of Tamil Nadu and the Central Government represented by the State Higher Education Department, Ministry of Education, Dept. of HE, Govt. of India and the UGC.

“Institution” means, an institution established within the University for a particular discipline or activity;

“Institutional Student Grievance Redressal Committee” (ISGRC) means a committee constituted under this Ordinance at the level of the University, for dealing with grievances which do not relate to a College/School/ Department or Centre of the University, e.g Administration, Accounts, Admission Cell, International Division, Examination Cell, Inter-Hostel Administration (Hostel & Mess/Food), Estates, Maintenance, HouseKeeping,

Student Welfare and Sports, Transport, Security and other common facilities.

“LTP” means hours of Lecture, Tutorial and Practical respectively of a course per week in a regular semester.

“Mentor” means a faculty member who acts as counsellor, guide, motivator, and role model to a group of students (mentees), assigned to him. He acts as career guide to his mentees and also advises them course- specific and programme- specific information.

“MSE” means Mid-Semester Examination.

“Ombudsperson” means the Ombudsperson appointed in terms of UGC (Redress of Grievances of Students) Regulations, 2023.

“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.

“Pre-requisites” means conditions that must be met before a student can register for a course.

“Programme” means an educational programme leading to award of a Degree, diploma or certificate.

“Programme Detail” means teaching scheme and curriculum of a Programme.

“Prospectus” means and includes any publication, whether in print or otherwise, issued for providing fair and transparent information, relating to University, to the general public (including to those seeking admission in the University) by the University or any authority or person authorized by it to do so;

“Roll Number” is the number issued to every student, 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 Programme.

“Rustication” from the University means the withdrawal of right to access to the entire premises and facilities of the University campus for a specified period and/ or till the fulfillment of specified conditions.

“College/School Level Student Grievance Redressal Committee” (CLSGRC) means a committee constituted under this Ordinance, for a College, Department, or Centre within the School.

“College/School/Institute” means an Institute or College/School established by the University in accordance with the Act and the Statutes of the University.

“Semester” shall consist of 15-18 weeks of academic work equivalent to around 100 teaching days.

“Student” means a person enrolled, or seeking admission to be enrolled, in the University.

“Suspension” from the University means withdrawal of the right to access to all or some of the facilities or premise of the University as an interim measure, pending further investigation.

“Syllabi” means details of the course and includes description of nature, duration, pedagogy, syllabus, eligibility and related details.

“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.

“University Student Grievance Redressal Committee” (USGRC) means a committee constituted at the level of the University under this Ordinance, for dealing with the grievances arising out of decisions of the College/School Level Student Grievance Redressal Committee and Institutional Student Grievance Redressal Committee.

“University” means Sri Venkateswaraa University Tamil Nadu established under the Tamil Nadu Private Universities Act, 2019; and recognized by the UGC under Section 2(f) of UGC Act, 1956.

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

### **3. AUTHORITIES OF THE UNIVERSITY**

The following shall be the authorities of a Private University, namely:-

- (a) The Governing Council
- (b) The Executive Council.
- (c) The academic Council.
- (d) The Finance Committee.
- (e) The Planning Board and
- (f) Any such other authorities as may be declared by the statutes to be the authorities of the University, as advised by the Governing Council, in consultation and advice from the Sponsoring Body/Chancellor.

### **GOVERNING COUNCIL**

The Governing Council shall consist of following members,

- i.** The Chancellor - Chairperson;
- ii.** The Pro Chancellor;
- iii.** Executive Director

- iv. The Vice Chancellor;
- v. The Registrar – ex officio Secretary who shall have right to speak at the meeting, but not the right to vote;
- vi. One eminent educationist nominated by the Management committee – Member;
- vii. One legal expert to be nominated by the Sponsoring Body;
- viii. One financial expert to be nominated by the Sponsoring Body;
- ix. Finance Officer – member who shall have right to speak at the meeting, but not the right to vote.

- Director IQAC – member who shall have right to speak at the meeting, but not the right to vote.
- The Sponsoring body shall have the power to nominate up to six additional persons as members to the Governing Council, provided that the number of members of the Governing body shall not be less than nine and more than fifteen.
- The term of nominated members shall be three years or as decided.
- The ex-officio members shall continue to be the members of the Governing Body so long as they hold the office by virtue of which they are the members of the Governing Body.
- The trust shall have powers to remove a member of the Governing Council.
- A member nominated/co-opted member of the Governing Body not attending three consecutive meetings without prior notice shall cease to be a member of the Governing Body and the vacancy will be duly filled in.
- The other terms and conditions of nomination of the members to the Governing Council, including remuneration, if any, shall be determined by the Chancellor from time to time and the decision thereon shall be final. The Governing Council shall have the right to review and modify any of the nominations made by it.
- Meetings of the Governing Council shall be convened by the Chancellor either on his own initiative or on a requisition from a minimum one fourth of the members of the Governing Body and it shall meet at least once in each Academic year
- The quorum of the meeting shall be one third of the total membership of the Governing Body.
- The Chancellor shall preside over the meetings of the Governing Body and in his absence; the Pro-Chancellor/Executive Director/Vice Chancellor shall preside over the meeting.
- The written notice of the meeting shall be issued by the Registrar at least two weeks before the date of the meeting;
- Provided that the Chairman may call a special meeting of the Governing Body at short notice to consider any urgent matter.
- The notice of the meeting may be sent through email or delivered by hand or sent by registered post at the address of each member as recorded in the office of the Registrar and the same shall be deemed to have been duly delivered within the time.

- The agenda shall be circulated by the Registrar at least one week before the date of the meeting.
- Notices of motions for inclusion of any item on the agenda must reach the Registrar at least fifteen days before the meeting. The Chairman may, however, permit inclusion of any item for which due notice has not been received.
- The ruling of the Chairman in regard to all the questions of procedure shall be final.

## **POWERS AND FUNCTIONS OF GOVERNING COUNCIL**

Subject to the provisions of this Act, the Governing Council shall have the following powers and functions, namely:—

- a. to review from time to time, the broad policies and programmes of the Private University and suggest measures for the working, improvement and development of the Private University;
- b. to consider and pass resolutions on the annual report and annual accounts of the Private University and audit report of such accounts;
- c. to advise the Chancellor In respect of any matter which may be referred to it for advice; and
- d. to perform such other functions as may be prescribed.

## **EXECUTIVE COUNCIL**

The Executive Council shall be the principal Executive Authority of the University and shall meet at least once in each Academic year.

The Chancellor shall be the Chairperson of the Executive Council, which shall consist of the following other members, namely:-

- i. Chancellor - Chairperson
- ii. Two members to be nominated by the Governing Council;
- iii. Vice-Chancellor
- iv. Two eminent educationists nominated by the Chancellor;
- v. The Secretary to State Government Higher Education department, ex-officio
- vi. The Director of Collegiate Education., ex-officio.
- vii. The Registrar who shall be ex-officio Member Secretary; and
- viii. The Finance Officer shall have the right to speak in and otherwise to take part in the proceedings of the Executive Council but shall not be entitled to vote;

- The ex-officio members shall continue to be the members as long as they hold the office by virtue of which they are the members of the Executive Council.
- However, the members, other than the ex-officio members, shall have a term of 3 years.
- A member of the Executive Council, other than the state nominees, may be removed by the Governing Body.
- A nominated member, other than the State nominees, not attending three consecutive meetings without prior notice, shall cease to be a member of the Executive Council and the vacancy will be filled for the remaining period in accordance with the laid down procedure.
- Meetings of the Executive Council may be convened by the Vice- Chancellor sue motto or on a requisition signed by not less than one third of the total members. The quorum of the meeting shall be not less than six members of the Executive Council.
- Decision on all the matters placed for consideration of the Executive Council shall be made through simple majority, in case of a tie the matter shall be decided by the casting vote of the Chairman.
- Notice of the meeting shall be issued by the Registrar and sent to the members through email or delivered by hand or sent by the registered post, at least two week prior to the date of the meeting, stating clearly the venue, date and time of the meeting;
- provided that the Vice-Chancellor may call an emergent meeting of the Executive Council at short notice.
- The agenda of the meeting shall be circulated by the Registrar at least one week before the meeting. Requests for inclusion of any item on the agenda must reach the Registrar at least two week before the meeting. The Vice-Chancellor may, however, permit inclusion of any item for which due notice has not been received.
- The ruling of the Chairperson of EC in regard to all questions of procedure shall be final.
- The decisions taken by the Executive Council shall be placed before the Governing Council for information.
- The Executive Council, may authorize the Vice-Chancellor to make such decisions and exercise such powers as deemed necessary for timely discharge of the matters placed under its charge;

➤ Provided that, the decisions taken shall be placed before in the next meeting of the Executive Council for ratification.

## **POWERS AND FUNCTIONS OF EXECUTIVE COUNCIL**

- a) the constitution, powers and functions of the authorities of the University, as may be constituted from time to time;
- b) the appointment and continuance in office of the members of the said authorities, filling up of vacancies of members and all other matters relating to those authorities for which it may be necessary to provide;
- c) the appointment, powers and duties of the officers of the University and their emoluments;
- d) the appointment of teachers of the University and other academic and administrative staff and their emoluments;
- e) the appointment of teachers and other academic and administrative staff working in the Private University or Institution for specific period for undertaking a joint project;
- f) the conditions of service of employees including provisions for retirement benefits, insurance and provident fund, the manner of termination of service and disciplinary actions;
- g) the principles governing seniority of service of employees;
- h) the procedure for settlement of disputes between employees or students and the Private University;
- i) the procedure for appeal to the Executive Council by any employee or students against the action of any officer or other authority of the University;
- j) the conferment of honorary degrees;
- k) the withdrawal of degree, diploma, certificate and other academic distinction;
- l) the institution of fellowships, scholarships, studentships, medals and prizes;
- m) the maintenance of discipline among the students;
- n) the establishment and abolition of Department, Centres and other institutions;

- o) the recommendation of the fee committee on the tuition fee and other charges will be approved by the Executive Council. The Executive Council will also have to powers for providing a built-in provision for a reasonable yearly escalation of fees.
- p) the delegation of powers vested in the authorities or officers of the University; and;
- q) all other matters, which may by these statutes are to be or may be prescribed.

The Executive Council shall not make, amend or repeal any statute affecting the powers or constitution of any authority of the Private University until such authority has been given an opportunity of expressing an opinion in writing on the proposed changes, and any opinion so expressed shall be considered by the Executive Council.

1. The Executive Council may, from time to time, make statutes and amend or repeal the statutes in the manner hereinafter provided in this section.
2. Approval of Budget.
3. A statute or an amendment to, or repeal of, a statute passed by the Executive Council shall be submitted to the Management Committee who may assent thereto or withhold its assent. A statute or an amendment to, or repeal of, a statute passed by the Executive Council shall have no validity unless it has been assented to by the Management Committee. A copy of the statutes shall be sent to the Government for information.

Subject to the provisions of this Act and the statutes, the ordinances shall be made by the Executive Council, subject to the approval of the Management Committee, which may provide for all or any of the following matters, namely:—

- a. The admission of students to the Private University and their enrolment as such;
- b. the courses of study to be laid down for all degrees, diplomas and certificates of the Private University;
- c. the medium of instruction and examination;
- d. the award of degree, diploma, certificate and other academic distinctions, the qualification for the same and the matters to be taken relating to the granting and obtaining of the same;
- e. the Executive Council will Approve the fees to be charged for courses of study in the University and to also approve the Fees/charges applicable for conduct of examinations, practical, conferences, charges for degrees, diplomas and certificates to be awarded by the university.

- f. the conditions for the award of fellowships, Scholarships, studentships, medals and prizes;
- g. the conduct of examinations, including the term of office and manner of appointment and the duties of examining bodies, examiners and moderators;
- h. the conditions of residence of the students of the University;
- i. the special arrangements, if any, which may be made for the residence, discipline and teaching of women students and prescribing of special courses of studies for them within the Private University;
- j. the appointment and emoluments of employees other than those for whom provision has been made in the statutes;
- k. the establishment of Centre of Studies, Boards of Studies, Inter- disciplinary Studies, Special Centres, Specialized Laboratories and other Committee;
- l. the manner of co-operation and collaboration with other Universities and authorities including learned bodies or association;
- m. the creation, composition and functions of any other body which is considered necessary for improving the academic mileage of the Private University;
- n. the remuneration to be paid to the examiners, moderators, invigilators and tabulators;
- o. such other terms and conditions of service of teachers and other academic staff as are not prescribed by the statutes.

In making ordinances, the Executive Council shall consult the Management Committee. All ordinances made by the Executive Council shall have effect from such date as it may direct.

1. The annual report of University shall be prepared under the direction of the Executive Council and shall be submitted to the Governing Council on or after such date as may be prescribed and the Governing Council shall consider the report in its annual meeting.
2. The Governing Council shall submit the annual report to the Chancellor along with its comments, if any.
3. The annual accounts and balance sheet of a Private University shall be prepared under the directions of the Executive Council and shall, once at least every year and at intervals of not more than fifteen months, be audited by an experienced and qualified firm of Chartered Accountant.

4. A copy of the annual accounts, together with the audit report thereon, shall be submitted to the Governing Council and the Chancellor along with the observations of the Executive Council for their approval.

## THE ACADEMIC COUNCIL

The Academic Council shall be the principal Academic Authority of the University and shall meet at least twice in each academic year.

The Academic Council shall be constituted as under:

- i. The Vice-Chancellor - Chairperson
- ii. The Pro-Vice-Chancellor
- iii. All Deans of the Colleges/Schools of Studies;
- iv. Dean Academic Affairs;
- v. Dean Research and Development;
- vi. All Heads of Department;
- vii. Two Assoc. Professors by rotation once in two years
- viii. Two Asst. Professor by rotation once in two years
- ix. Three distinguished professionals representing academia & industry,
- x. The Registrar- ex-officio Secretary.
- xi. The term of office of the ex-officio members shall be co-terminus with the term of their offices. While members of the Academic Council, other than the ex-officio members, shall hold office for a term of two years,
- xii. the meetings of the Academic Council shall be convened by the Vice-Chancellor sue motto whenever necessitated.
- xiii. The quorum of the meeting shall be one third of the total strength of the Academic Council.
- xiv. The written notice of meetings shall be issued by the Registrar and sent through email or delivered by hand or through registered post to every member at least two weeks before the date of the meeting;
- xv. Provided that the Vice-Chancellor may call a special meeting of the Academic Council at short notice.
- xvi. The agenda of the meeting shall be issued by the Registrar at least one week before the meeting.
- xvii. All questions considered at the meetings of the Academic Council shall be decided by a majority vote of the members present and voting;
- xviii. Provided that the Chairperson shall have a casting vote in case of a tie.

xix. The Academic Council may authorise the Vice-Chancellor to exercise the powers vested in the Academic Council in an emergent situation by a circulation note for approval of any urgent matter.

Provided that the emergency decision(s) taken shall be placed in the next meeting of the Academic Council for ratification.

- The recommendations of the Academic Council in matters falling under the jurisdiction of the Executive Council shall be placed before the Executive Council for approval, in the next meeting.
- Subject to the provisions as laid down in the University Act, the Academic Council shall have the following powers and perform the following functions:
  - consider and approve the proposals received from the Colleges of Studies with respect to the course structures, credit details and syllabi and the programmes proposed to be offered by the College;
  - exercise general control over the academic policies of the University, issue direction on methods of instruction, quality of question paper, co-ordination of teaching amongst various colleges, maintenance and improvement of academic standards and evaluation of research undertaken at the colleges of Studies.;
  - make proposals to Executive Council for establishment of new colleges, Departments, Specialised Centres and Laboratories;
  - recommend to the Executive Council institution of the Degrees, Diploma, Certificates and other academic distinctions, to be awarded by the University; and
- recommend to the Executive Council the recognition of degrees and diplomas of other Universities and institutions and to determine their equivalence with degree and diplomas offered by the University;
- The Academic Council shall be the principal academic body of University and shall subject to the provisions of the statutes, the ordinances and the applicable regulations, co-ordinate and exercise general supervision over the academic policies of the University.

## **THE FINANCE COMMITTEE**

The Finance Committee shall be the principal financial body of the University. The Finance Committee shall be constituted as under:

- a. Chancellor: Chairman
- b. The Vice-Chancellor
- c. The Pro-Vice-Chancellor
- d. The Registrar;

- e. A Professor of the University nominated by the Governing Council;
- f. One financial expert nominated by the Trust;
- g. The Finance Officer- Member Secretary.

The Vice-Chancellor shall be authorised to invite an expert in financial matters, to any meeting of the Finance Committee as a special invitees.

The term of the ex-officio members shall be coterminous with the office they hold and by virtue of which they are members of the Finance Committee. The term of office of a nominated member shall be two years.

In the absence of the Vice-Chancellor, a member from amongst the members present may preside over the meeting.

The Finance Committee shall meet at least twice in an academic year and shall be convened by the Chairman.

Provided that the Vice-Chancellor shall be authorised to call a special meeting of the Finance Committee at short notice.

The quorum of the meeting shall be one third of the total strength of the Finance Committee.

Decisions on all the matters considered in the meetings shall be made through majority votes of the members present and voting and in case of a tie, the matter shall be decided by the casting vote of the Chairman.

The notice of the meeting shall be sent by the Finance Officer at least two weeks before the date of the meeting, through email or delivered by hand or sent by registered post.

The agenda of the meeting shall be circulated to the members at least one week before the date of the meeting.

The Finance Committee shall have the following powers and functions:

- a. The Annual Accounts and Annual Budgets prepared by the Finance Officer shall be considered by the Finance Committee for its recommendations to the Executive Council for approval.
- b. The Finance Committee may, after scrutiny of the proposal for expenditure, recommend limits on total recurring and non- recurring expenditure for the year, based on income and resources of the University.
- c. The Finance Committee or an Fees Committee formed
- d. To give its views on any financial matter solicited by an ‘Authority’ or an ‘Officer’ of the University.

The recommendations of the Finance Committee shall be implemented with the approval of the Executive Council.

## **THE PLANNING BOARD**

The Planning Board shall consist of the following:

- a. The Vice-Chancellor- Chairperson
- b. The Pro-Vice-Chancellor
- c. Two nominees of the Trust;
- d. Manager Infrastructure
- e. Dean of Students' Welfare;
- f. The Finance Officer;
- g. The Registrar- Member Secretary.

The term of office of ex-officio members shall be coterminous with their term in office they hold and by virtue of which they are members of the Planning Board. The term of office of nominated members shall be for a period of two years.

The quorum of the meeting shall be one third of the total strength of the Planning Board.

The decisions on all the matters considered by the Planning Board shall be made through majority votes of the members present and voting and in case of a tie, the matter shall be decided by the casting vote of the Chairman.

The Planning Board may advise the Executive Council on necessary infrastructure and academic support systems required as per the norms of the State Government/ UGC/ or a Regulatory authority;

Provided that the Planning Board shall provide the estimate of the expenditure likely to be incurred for such Infrastructure/ the academic support system.

The Planning Board shall have at least one meetings in a year and the minutes thereof shall be reported to the Executive Council in its next meeting.

The Planning Board shall be the principal planning body of a Private University. The Planning Board shall ensure that the infrastructure and academic support system meets the norms prescribed by the regulatory bodies.

## **THE RESEARCH ADVISORY BOARD**

The Research Advisory Board shall be constituted as under:

- a. Vice – Chancellor - Chairperson
- b. The Pro-Vice-Chancellor;
- c. Dean, Academic Affairs;
- d. Two Deans of Colleges nominated by the Vice-Chancellor;
- e. Out-side experts, not exceeding two, nominated by the Chancellor;

- f. The Vice-Chancellor may co-opt one distinguished Scientist/ Professor from within
- g. or outside to any meeting of the Research Advisory Board, as and when necessary; and
- h. Dean, Research and Development - Member Secretary.

- All the members of the Research Advisory Board, other than the ex- officio members, shall hold membership for a term of two years.
- The Research Advisory Board shall meet as often as may be necessary but not less than two times during an academic year. The Board may devise its own procedure for the conduct of the meetings.
- The Research Advisory Board shall be the principal research body of the University and shall provide the larger holistic vision, the research to be undertaken, including prioritization of the research areas.
- The Board will develop and house other knowledge capabilities that may include referral and participatory networks of scholars and industry experts.
- The Board may select e-resources such as e-journals, e-books, on- line lectures reference material and reference websites for students and faculty.
- The Board, shall develop, sustain and manage:
  - incubation/Innovation Centre, basic workshop for entrepreneurs;
  - develop business models and field test products and services; and
  - development of start-up ventures.
  - The Board shall advise the Deans of Schools/Colleges in matters relating to industry sponsored research and consultancy, as also in facilitating the faculty in procuring equipment necessary to conduct research / consultancy work, recruitment of project staff.
  - The Board shall suggest necessary steps to improve the quality benchmark in the matter of research; as also filing of research patents and registration of designs. It will also work towards protection of IPRs and its awareness.
  - The Board shall monitor the quality of research publications as also shall provide guidance for submission of research proposals for funding by external agencies.
  - The Board shall oversee all the issues related to bio-safety and ethics and help the Deans develop necessary safeguards against scientific misconduct and plagiarism.
  - The Deans shall report every matter relating to plagiarism and scientific misconduct to the Board which will, after due consideration, make necessary recommendations to the competent authorities for appropriate penal action.

- The recommendations made by the Research Advisory Board shall be reported to the Executive Council.

## **CURRICULUM COMMITTEE/ACADEMIC ADVISORY COMMITTEE**

The curriculum committee of each of the School/College of study shall be constituted as under:

- a. The Dean of Schools/ Colleges- Chairperson;
- b. All the Heads of the Departments;
- c. All the Professors of the School/College concerned;
- d. Provided that if there is no Professor in a Department, the senior most Associate Professor shall be the member of the curriculum committee;
- e. Provided further that the Department having no Associate professor as well, an Assistant Professor may represent the Department till appointment of a Professor/Associate Professor;
- f. Two outside experts nominated by the Vice-Chancellor;
- g. Special Invitees may be invited to the curriculum committee meetings, with the prior approval of the Vice-Chancellor. However the Special invitee shall not have any voting right.

## **POWERS & FUNCTIONS OF THE CURRICULUM COMMITTEE:**

- The curriculum committee shall control and guide the Academic, Research and other activities of the various Departments of the College and shall:
  - consider and approve the decisions taken by the Board of Studies of a Department;
  - approve the names of the examiners in each subject recommended by the Board of Studies of a Department; and
  - consider and approve the research proposals received from the Department before their submission to the Research Advisory Board.
- In case it is not possible to convene the meeting of the Faculty Board for any reason, the Dean of the College shall have emergency powers to take a decision on behalf of the curriculum committee.
- All the emergent decisions taken by the Dean shall be placed before the next meeting of the curriculum committee for ratification.

## **THE BOARD OF STUDIES**

The Board of Studies shall normally be constituted for each of the Departments of a School/College;

Provided the Dean of the School/College, with the approval of the Vice- Chancellor may club one or more than one Department to constitute their Board of Study.

The Board of Studies shall comprise as under:

- a. Dean/The Head of Department- Chairperson
- b. Provided that if the Board has been constituted by clubbing more than one Department, the senior-most Head of the Department or the senior-most Professor/Associate Professor/Assistant Professor shall be nominated as Chairman of the Board of Studies by the Dean of the College
- c. Professors relating to the Faculties
- d. provided that the teachers involved in designing a particular course shall also be the special invitee to the meeting;
- e. Two Associate professors on rotation
- f. Two Assistant professors by rotation
- g. Two experts from another University/Institution, nominated by Vice-Chancellor.
- h. Controller of Examination shall be called as a special invitee.
- i. The Board of Studies shall be authorized to:-
- j. examine and approve the course structure, credit details and the syllabi of each and every course proposed to be offered by the Department;
- k. propose names of the examiners both internal and external;
- l. ensure quality of teaching and research undertaken by the Department; and
- m. make suitable recommendations on any other matter referred to it by an Authorities or Officer of the University.
- n. All the decisions of the Board of Studies shall be placed before the Academic Council for approval / recommendations to the Academic Council,

## **THE ADMISSION COMMITTEE**

The Admission Committee shall be constituted as under:

- a. The Vice -Chancellor - Chairperson;
- b. The Pro-Vice-Chancellor(s);
- c. The Registrar;
- d. Dean Academic Affairs;

- e. All the Deans of Schools/Colleges;
- f. Any other official of the University co-opted by the Vice- Chancellor; and
- g. Head of the Admission Cell - Member Secretary.

- The Admission Committee may appoint such other sub-committee(s) as it may deem necessary. The meeting of the admission committee will be held twice in a year.
- Subject to the superintendence of the Academic Council, the Admission Committee shall lay down the minimum qualification, admissions of students (following binary method in case of programmes where binary admission method is allowed as per the UGC norms) and following the norms as stipulated by the councils for the programmes regulated by the concerned councils, number of seats and the Fees to be charged for each of the programme of study and also the date(s) of the commencement and conclusion of the admission process;

Provided that in Council based courses, the decision of the Council concerned shall be final and binding.

- a. The admission made each academic year shall be reported to the Academic Council.
- b. The Examination Committee

The Examination Committee shall be constituted as under:

- a) The Vice Chancellor – Chairperson
- b) The Pro-Vice-Chancellor(s);
- c) The Registrar;
- d) All the Deans of Schools/Colleges;
- e) Dean Academic affairs;
- f) Three members nominated by the Vice-Chancellor;
- g) The Controller of Examinations - Member-Secretary;

- Provided that any Deputy Controller or an Assistant Controller of examinations appointed by the University shall have the right to attend the meetings and express their opinion, however they will not be eligible to vote.
- The Committee shall ensure smooth and fair conduct of all examinations of the University, including moderation and tabulation of the results.
- It shall scrutinize and recommend to the Academic Council the names of examiners received from College, for approval.
- It shall also ensure maintenance of high quality of the question bank and its availability to the students.

- The Committee shall be authorised to take action, including debarment, in case any student found guilty of using unfair means at any examination; it may also take action against any paper setter, examiner, moderator or any other person connected with the conduct of an examination, found indulging in any malpractice.
- The Examination Committee shall review and analyze the results of examinations and submit its report to the Academic Council with its recommendations, if any, with regard to the improvement in the examination system.
- The Committee shall also get an academic audit conducted and make suitable recommendations to the Academic Council on the action proposed to be taken on the findings of such audit.
- The Examination Committee may appoint such other sub- committee(s) as it may deems fit, and may delegate to any one or more persons or sub-committees the powers for fair conduct of examination(s).
- The quorum of the meeting shall be one third of the total strength of the Examination Committee.
- The Committee shall have at least two meetings, in an Academic Year.

### **INTERNAL QUALITY ASSURANCE CELL (IQAC)**

The University shall constitute an Internal Quality Assurance Cell consisting of the following members:

- a. The Vice-Chancellor- Chairperson
- b. The Pro-Vice-Chancellor(s);
- c. The Registrar;
- d. Dean, Academic Affairs;
- e. Deans of all the Colleges;
- f. Dean of Students' Welfare;
- g. Controller of Examinations;
- h. Two experts nominated by the Chancellor;
- i. Up to two faculty members to be nominated by the Vice- Chancellor;
- j. Director, IQAC - Convener

It shall be ensured that there are woman members nominated under various categories.

#### **Role and functions of the IQAC**

- Development and application of quality benchmarks / parameters for various academic and administrative activities of the University.
- Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt required knowledge and technology for participatory teaching and learning process.

- Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes and analysis thereof.
- Dissemination of information on various quality parameters of higher education.
- Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles.
- Documentation of the various programmes/activities leading to quality improvement.
- Acting as a nodal agency of the University for quality-related activities, including adoption and dissemination of best practices.
- Development and maintenance of institutional database through MIS for the purpose of maintaining/enhancing the institutional quality.
- Development of Quality Culture in the University.
- Preparation of the Annual Quality Assurance Report for submission to NAAC.
- The IQAC shall develop a mechanism for its robust functioning by optimising on the strength and contribution by the members.
- The IQAC shall meet quarterly in a year and shall periodically report the progress made to the Chancellor for his information and guidance.
- Each member of the IQAC, except the ex-officio members, shall have a term of two years;
- Provided the membership may be extended by another year to a maximum of total three years.

## **THE STUDENTS' COUNCIL**

The Students Council shall be constituted each Academic year as below:

- a. The Dean of Students' Welfare - Chairperson;
- b. Associate/ Assistant Dean Students Welfare;
- c. One student representative from each of the College of Studies nominated by the Dean on merit provided that the Colleges having more than 500 students, may nominate one additional student for every block of 500 students or a fraction thereof;
- d. five students to be nominated by the Vice-Chancellor on the recommendations of the Dean of Students' Welfare, keeping in view their participation and involvement in sports, co- curricular and extra-curricular activities;
- e. Ombudsperson nominated by the University as per the UGC Regulations on Students' Grievances, 2023.
- f. provided that no student shall be nominated more than twice during the entire period of his studies in the university.
- g. Associate Dean Students' Welfare <sub>23</sub> Member Secretary;

A student shall be nominated to the Students' Council only if:

- he has a minimum of 75 per cent attendance in all courses taken by him during the previous semester(s), except those who are in the first semester;
- he must not have any academic arrear, i.e., he must have successfully completed all the courses in the previous semester;
- he must not have any fee arrears; and
- his conduct in the University must have been exemplary and he must not have been subjected to any disciplinary action.
- The Council shall meet at least twice in an academic year and shall recommend to the appropriate authorities on matters related with students' welfare and other matters of importance to them with regards to the cultural, social and recreational interests of students.
- Any student of the University may bring up any matter concerning the students welfare before the Students' Council, however he will be required to submit his proposal to the Chairman of the Council at least two weeks before the date of the meeting and if permitted by the Chairman, shall have the right to participate in discussions in the meeting when the said matter is taken up for consideration.

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

- ❖ Admission to different programmes of the University shall be based on merit, providing equal opportunity to all without any prejudice towards gender, religion, caste, creed or nationality of a candidate. Admission to various courses of the university shall also be carried out by conducting a common admission test, as decided by the university, following relevant norms and regulations.
- ❖ The admission criterion recommended by the Admission Committee and approved by the Academic Council shall be followed for admission in all the Programmes of studies.
- ❖ The Admission committee will frame the regulations for admissions to the university including academic norms, fix number, last date of admission and shall deal in general, with all matters relating to admission of students. The committee may appoint such number of Sub-Committees as it thinks fit.
- ❖ Provided that the number of seats in each programme of study, as determined by the Admission Committee and approved by Academic Council may, at the discretion of the Vice Chancellor in his capacity as the Chairman of the Academic Council, be increased by a maximum of 15% of

the approved seats for additional intake of students in the said program. This proviso, however, shall be subject to the condition that there are no overhead costs of faculty and resources.

- ❖ Provided further, that the criterion, if any, prescribed by respective Statutory Council shall be followed in admissions to council-based programmes.
- ❖ The University may make provisions for admission through lateral entry in programmes, as may be approved from time to time.
- ❖ The University shall also carry out admissions on a biannual admissions (twice in an academic year), as per the relevant rules and norms, as specified by the Statutory bodies/Government/UGC from time to time.
- ❖ The registration of the provisionally admitted and continuing students shall be done by the College/School (s) on dates notified in Academic Calendar each year.

#### **ENROLMENT**

- ❖ A student shall be recognized as a member of the university as soon as he/she gets himself/herself enrolled for a diploma, degree and other academic course duly instituted by the University.
- ❖ A student shall be recognized as a bonafide student of a teaching department of the university or of a constituent college, as the case may be, as soon as his/her name has been entered into the Register of the Faculty / Department / College on payment of the prescribed fees after being duly admitted.
- ❖ Provided that the admission of a student can be cancelled at any time if the same has been made in contravention of the ordinances or of the instructions issued by the Admission Committee or if the admission has been procured by fraud, misrepresentation or concealment of facts. This provision shall also be reproduced on the fee receipt relating to the admission.
- ❖ A student's studentship shall expire on the date the result of the examination of the degree to which he is enrolled/declared or (date) without year whichever is earlier.
- ❖ A student seeking admission to the University after being enrolled in any other statutory University in India shall be required to produce a Migration Certificate from the University, last attended by him/her.
- ❖ No one shall be admitted to any examination of the university unless he has been enrolled as a student of the university.

- ❖ The enrollment fee shall be paid once only, irrespective of the number of times, the candidate appears at examination of the University: Provided that if a student has passed out the course and there is lapse of five years or more, his enrollment in the University shall be forfeited.
- ❖ The application for enrolment together with the enrolment fee and the migration/transfer certificate from the university/college concerned, as the case may be shall be submitted so as to reach the Registrar by the 1<sup>st</sup> November / 1<sup>st</sup> May in the academic year
- ❖ Student seeking admission to the University will not be enrolled unless their application for enrollment are accompanied by a Migration/ Transfer Certificate from the previous institution.
- ❖ The University shall maintain a register and a card index of all the students enrolled in the University. The card shall contain the information required for identification purposes, at the time of enrollment and shall be supplemented by the Scholar register in which information regarding re-admission, transfer, migration, success or failure at an examination shall be entered.
- ❖ The Registrar shall maintain an Enrollment register. On enrolment, every student shall receive from the Registrar an Enrolment Certificate on the prescribed form showing the Enrolment Number under which his name has been entered in the register and that number shall be quoted by the student in all communications to the University and subsequent applications for admission to an examination of the University.
- ❖ A duplicate copy of the Enrolment Certificate may be granted on payment of prescribed fee.
- ❖ A student applying for change of his name in the record of students, during the course of study shall submit his application to the Registrar accompanied by the prescribed fee
- ❖ An Affidavit relating to his present and proposed name, duly sworn in the presence of a Magistrate by himself;
- ❖ A publication in a newspaper / Gazette of Tamil Nadu in which the proposed change of name has been advertised. However, the provision relating to publication shall not be applicable in case where a woman student wants to change in her name following her marriage in which case marriage certificate indicating the new name shall be valid.

## **MIGRATION OF STUDENTS**

- ❖ Inter-university migration of students may be allowed in special circumstances as per the policy notified on the subject. It shall be allowed under special circumstances on the recommendations of the Equivalence Committee, appointed by the Vice- Chancellor under the chairmanship of the Dean Academic Affairs.
- ❖ If a student takes a Migration Certificate to join another University, his enrolment to the University shall lapse until such time. He may subsequently return with a Migration Certificate from that University, to take admission in another programme of this University. Fresh enrolment in such cases shall be necessary.

## **RE-ADMISSION:**

- ❖ A student of the University having failed at any examination of the University may be registered for re-admission to the class he studied last, at the discretion of the University, within the prescribed period of registration, subject of the norms that may be laid down by the Admission Committee for the purpose.
- ❖ If a student's name is struck off the rolls of his department, he / she may be re-admitted to the same class at the discretion of the Head of Department/Dean of the Faculty concerned in the same academic year on payment of required fee.
- ❖ If re-admission is sought in subsequent year, no enrolment fee shall be charged, but re-admission fee shall be charged.

## **PROCEDURE OF WITHDRAWAL**

Student may withdraw his admission from the course on or before the prescribed date. The University will refund the deposited amount after deducting processing fee in accordance with the guidelines issued by the concerned regulatory authority, from time to time / UGC.

## **COURSES OF STUDY FOR CERTIFICATE, DIPLOMA, AND DEGREE PROGRAMMES**

### **Programme of Studies**

The University on the recommendations of the Academic Council and with the approval of the Executive Council, shall offer under-graduate and post-graduate programmes in areas of Agriculture, Allied Health Sciences, Anthropology, Archaeology, Architecture, Basic and Applied Sciences, Business Studies, Commerce, Culture, Design, Dental Science, Economics, Education, Engineering and Technology, Hotel and Hospitality,

Humanities, Languages, Law, Life Sciences, Literature, Management, Media and Journalism, Medical Sciences, Nursing, Pharmacy, Philosophy, Political Science, Psychology, Social Sciences, and in other streams as approved from time to time. The University may also run Diploma and Certificate courses of shorter durations.

The University shall also offer doctoral and or post-doctoral programme in chosen areas of a specialization in regard to the degree programmes.

The nomenclature of various degrees shall be in consonance with the regulations framed by the regulatory authorities / specified degrees by the UGC as defined in sec of 22 of UGC Act, 1956 or as may be approved by the Executive Council.

The structure of the academic programmes and their durations shall be in accordance with the norms and standards prescribed under applicable laws and guidelines by the concerned central and state regulatory bodies.

The University may make provisions for lateral entry admissions.

The University, subject to applicable laws, if any shall run regular, full time, part-time, distance learning/correspondence /online certificate, diploma and degree courses in various disciplines on the recommendation of such statutory authorities and academic council. The university may integrate/take over the academic programmes run by the Trust and restructure them into viable constituent units of the university, as it thinks necessary. In this regard, the consent of the Trust/Chancellor-Chairman will be necessary.

The Executive council shall specify the administrative structure of the constituent units of the university and frame regulations for smooth running and effective management of their academic programmes, co-operation and co-ordination among them and their linkages with other academic and research organizations as well as the industry.

The academic programmes (including syllabus) of the constituent units shall be approved by the Academic council which shall ensure high standards of those programmes keeping in view of the syllabus and other term and condition laid down by the regulatory bodies.

The Executive Council shall consider and approve regulations to declare an institution, school, college or Centre established operated maintained and owned by the trust as a constituent unit.

The Executive council shall frame regulations for periodic review of the working and the performance of the constituent units.

## **REGISTRATION OF STUDENTS**

### **Academic Registration**

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

- b) Every student shall register himself for the courses that he wishes to pursue in that semester as prescribed.
- c) Each Head of Department, with the approval by Dean of the College/School, shall nominate Mentors from amongst the faculty members of the Department to provide necessary information on the courses and to advise the students on registration.

### **Registration for Semesters**

- a) Registration for each semester has to be done on date(s) notified in Academic Calendar. It will involve:
  - Clearance of all dues of the University,
  - Submitting the registration form on the date(s) specified in the Academic Calendar.
- b) 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.
- c) 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.
- d) A student will not get any credit for a course for which he has not registered or has registered without being eligible.

### **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 the Academic Calendar / or as permitted by the University. Late registration may be allowed, beyond the period of two weeks, by the Vice Chancellor or any other authorized official only on valid reasons and on the recommendations of the Mentor/ Head of Department/ Dean of College/School;
- b) Students registering late may be allowed to compensate for the loss of any component of continuous assessment by the Dean of the College/School. The student may be allowed to complete the same on date(s) decided by the Dean of the College/School.

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

The maximum duration for completion of a degree or a diploma Programme, shall be given double the duration. But this will not apply to the students admitted under statutory councils. The regulations as prescribed by the statutory councils shall be followed in prescribing maximum duration.

In exceptional circumstance a further extension of one more year may be granted. The Vice Chancellor may consider allowing extension by one year beyond the double the duration for completion of a degree on case to case basis, depending on the merit of each case.

## **DURATION OF THE SEMESTER**

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

The duration of each semester shall be on an average 15-18 weeks excluding examinations - 6 days a week-with Saturday off as prescribed by the University.

## **MEDIUM OF INSTRUCTION AND EXAMINATIONS**

English shall be the medium of instruction and examinations.

## **UNIVERSITY FEE**

Fee structure shall be determined with the objectives of the university to provide quality education which shall be ensured by appointments of competent faculty, well equipped laboratories, virtual class rooms and libraries, computers with networking facilities other infra-structure of high quality and some sort of future development.

Annual Fee once decided shall normally be applicable for his/her full tenure of the course for student.

Subject to the provisions made under the Statutes, the course and the examination fee for other purposes shall be charged from students for various courses.

The fee-structure shall be proposed by a Fee committee comprising of following members and as per the provisions contained in the 1<sup>st</sup> Statutes of the University:–

1. Retired Justice of High Court, Ex-officio Chairperson
2. Vice Chancellor
- A Chartered Accountant nominated by the Trust,
3. A legal expert in financial matters, nominated by the Chancellor.
4. One of the Deans nominated by the Vice-Chancellor.
5. Finance Officer, Ex-Officio convener
6. Registrar, Ex-Officio Co-convener

The term of office of members, other than Ex-Officio members, shall be two years. The Committee may co-opt any expert as and when it thinks necessary.

The recommendations of the Fee Committee shall be considered for approval by the

Executive Council. A built in provision for a reasonable yearly escalation of fees may be made in regulations to offset the rise in cost. This provision shall be included in the letters of admission to students.

The Fee committee will review the escalation and the levels of fee every year and may recommend changes in the fee structure as it thinks appropriate. However, fees shall be categorized under following Heads –

1. Tuition Fee
2. Development and Maintenance Fee
3. Library Fee
4. Laboratory including computer fee, if applicable
5. Games, sports and recreation fee
6. Fee for co-curricular activities and (Tutorial, seminar, external clinical postings, attending conferences, club activities, workshop etc.).
7. Miscellaneous Fees.
8. Caution Money Deposit (refundable without any interest).

➤ Examination including Practical and other allied fees, as prescribed shall be deposited with the examination form.

➤ Hostel and Mess charges shall be paid at the time of admission.

➤ The fee revision if any shall be duly notified and the revised fee shall be applicable to all the students admitted in that Academic Year and onwards.

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

➤ The tuition, examination and any other fee chargeable from the students shall be as recommended by the Fee Committee and as approved by the Executive Council keeping in view of the provisions of University Statutes. The fee revision shall be duly notified.

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

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

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

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

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

## **EXAMINATIONS AND EVALUATION**

University will follow the Examination Manual and Examination Regulations as recommended by the Academic Council and approved by the Executive Council for all examination and evaluation purposes.

After being enrolled in the university, each student will be required to fill in the examination / registration form and submit the same within the prescribed time limit along with the requisite examination fee for the course concerned to the Controller of Examinations.

## **REGISTRATION FOR EXAMINATION**

- a. No student shall be admitted to any examination of the University, unless he has been duly enrolled / registered as a student for the prescribed number of courses.
- b. A student who fails to submit the registration form (every Semester) shall be deemed as an unregistered student and shall not be allowed to attend classes and take examinationseven if he has paid the fees.

## **EVALUATION**

**The guideline for an efficient, transparent and fair evaluation of students including the conduct of examinations shall be prepared by the examination committee.**

### **For Council-based Programmes:**

For all Council-based programmes, the University shall follow the rules and regulations of the respective Councils for Assessment and Evaluation.

## **CONDUCT OF EXAMINATIONS**

The End-Semester examinations shall be conducted by the Controller of Examination of the University on the date(s) notified in Academic Calendar.

### **Transparency guidelines**

All marks obtained in assignments / practical, presentations or a report shall be made available to the students within a reasonable time after evaluation.

## **Attendance Requirements - Course-Wise 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) Attendance shall be monitored course-wise.
- b) A student shall be required to satisfy the attendance requirement stipulated in the concerned regulations of the programme for theory as well as practical to become eligible to appear in ESE in the said course. T
- c) Student shall be given attendance on account of his 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, provided prior approval has been obtained from the competent authority.
- d) In extreme cases of hardship on account of hospitalization of self, immobilization for valid reasons, or in case of natural calamity, the Dean of the College/School may allow attendance to the extent of 5%, provided the claim is duly supported by requisite documents to the satisfaction of the Dean concerned.
- e) In case of hospitalization, complete medical treatment records of the hospital, may be verified by the University.
- f) In case of natural calamity, the official government notification relating to the calamity in the concerned region will suffice.
- g) 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.
- h) Irrespective of whether a student has registered late or on time (except for those who join the programme for the first 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.
- i) Every Student should have earned the minimum percentage of attendance required in each semester to be eligible for attending the examinations.

## **COUNCIL-BASED PROGRAMMES**

For all council-based programmes, the University shall follow the rules and regulations of the respective Councils. 33

## **Use of Unfair Means**

An Examination Manual shall provide for what constitutes use of unfair means and penalties there for.

## **System of Grading**

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

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.

The credits assigned to a course reflect its weightage in determination of the Grade point. The courses that have not been assigned any credit shall be treated as non- credit courses.

## **AWARD OF GRADES**

A student shall be awarded a letter Grade in each course.

The letter grades as stipulated in the respective regulations shall be followed.

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

## **GENERAL GUIDELINES FOR THE AWARD OF GRADES**

- a. Evaluation of different components of a course outlined in the course plan shall be done in marks.
- b. The marks obtained in various components shall be added to get total marks secured on a 100-point scale for theory and laboratory courses syllabus.
- c. The End-Semester Examinations' question paper shall cover all the sections of the
- d. The grades shall be notified with the approval of Vice-Chancellor on the recommendations of the Grade Moderation Committee (GMC). The GMC shall consist of:
  - i. Dean Academic Affairs - Chairman
  - ii. Dean/Principal of the College/School – Member
  - iii. Controller of Examination - Convener

**Note:**

*A student shall be 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.*

*A student shall normally have to clear his backlogs in the sequence in which he has obtained the low grades.*

*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.*

*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.**

**Minimum CGPA Requirement for award of Degree for Under-Graduate and Post-Graduate Programme**

Unless approved otherwise, the minimum CGPA requirement for the award of a degree in an Under-Graduate Programme /Post graduate programme shall be as prescribed in the respective regulations and also after satisfying other conditions as specified in the Programme details.

**RESULT**

- The results for each semester shall be declared on the date(s) notified in Academic Calendar.
- The mathematical principle of rounding off shall be followed to round off the grade points up to two places after decimal.
- The result of a student may be withheld if he has not paid the university dues, or a case of misconduct or use of unfair means pending against him; or for any other reason, as may be decided by the University.

**AWARD OF DEGREES**

- A student shall be deemed to have completed the requirements of a Programme and declared eligible for award of degree only if he has completed all the requirements specified in the Regulations of the programme.

**Note:** *For securing a Degree in First Division with Distinction 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.*

## **Doctoral Programme**

Examination, evaluation, and award of degrees of Doctoral Programme(s) shall be conducted in accordance with the rules and regulations framed by the University in this regard after due approval by the Academic Council and Executive Council. The University will follow the UGC Regulations on Award of Ph.D., degree, in vogue and as notified from time to time.

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

- The Degrees 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.
- The Degrees shall be awarded in annual Convocation or in a function specially organized for the purpose.
- The text and the format of the degrees and citations shall be approved by the Academic Council.
- The Chancellor or in his absence, the Pro-Chancellor or in their absence the 'Executive Director' shall preside over the Convocation/ Special function.

## **DUPLICATE CERTIFICATE, DIPLOMA AND DEGREE CERTIFICATE**

A duplicate degree certificate shall be issued to a student who has lost his degree, after the completion of following steps:

- a) The student shall file an F.I.R. at the local police station and shall publish it in the national newspaper also.
- b) The student shall submit an affidavit on an INR 20/- stamp paper that he has lost the degree.
- c) The student shall submit a written request together with a payment of prescribed fees to the office of the Dean of the School concerned.
- d) The Dean's Office will forward the application with all documents to the Registrar's office who shall issue orders to the Office of Controller of Examination for issue of Duplicate degree certificate.
- e) After checking all the documents, the data of the student shall be sent to the printing agency for printing the degree.
- f) Once the degree has been printed and received, a "DUPLICATE" stamp shall be affixed to the duplicate of the degree at the Controller of Examination office and sent to the student.

## **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 applicable rate. 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 Manual, the rules and regulations framed by IHA shall be implemented with the approval of the Executive Council.

## **SPECIAL ARRANGEMENT FOR THE RESIDENCE AND TEACHING OF WOMEN STUDENTS**

- i. The campus shall have hostel facility for the women students. The hostel shall offer lodging and boarding facilities to cater to the needs of the female students. Every hostel shall be supervised by a warden, who shall ensure that utmost care is taken to provide the best amenities and security to the students.
- ii. The University shall not only seek to promote equality amongst students without any prejudice to their sex, but shall ensure that every woman employee and student is treated with dignity and respect. The general policy shall be geared towards elimination of any discrimination against or harassment of a woman.
- iii. The University shall endeavor to ensure a safe and secure environment for all the females on the campus. The campus shall have hostel facility offering lodging, boarding and other amenities for the women students. Every hostel shall be supervised by a warden.
- iv. In pursuance of the UGC guidelines, as issued from time to time, the University shall constitute an Internal Complaint Committee (ICC) to prevent sexual harassment on the campus. The Committee shall take necessary steps for prompt redressal of complaints in conformity with 'The Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal)' Act, and the rules framed there under.
- v. The Committee, apart from handling the specific cases of complaints received from female students/employees, shall also initiate measures for prevention of sexual harassment and strengthening of the safety and security of women. It shall help spread awareness on gender related issues through planning of workshops, skits, street plays, etc.

## **MAINTENANCE OF DISCIPLINE AMONG STUDENTS**

### **General**

- a) Section 31 of the Statutes provides that all powers relating to maintenance and enforcement of discipline and taking disciplinary action against the students shall vest in the Vice-Chancellor and the Registrar.
- b) Section 31 of the Statutes provides that “without prejudice to the generality of his powers relating to maintaining discipline amongst students of the University and taking desired action in the interest of maintaining discipline, the Vice Chancellor shall be guided by the recommendations of the Registrar/ Chief Proctor or the Proctorial Committee’.
- c) Section 31 of the Statutes provide that “the Vice Chancellor may delegate all or such of his powers, as he deems proper, except that of expulsion of a student from the University, to the Registrar/Chief Proctor, to such other persons as he may specify in this behalf
- d) The Deans of College/Schools may be delegated powers to exercise disciplinary control over the students in their respective College/Schools.
- e) Dean of 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.

### **ETHICS AND CONDUCT**

The code of conduct and ethics for students includes, *inter-alia*, the following:

1. He shall be a regular student and will complete his studies in the University, in accordance with the University Ordinances, rules and regulations in regard to attendance, examinations and academic progression;
2. In case he is forced to discontinue his studies for any legitimate reason, he may be relieved from the University only after the written approval of the College/School through its Dean or any such authority who has been authorized for the purpose;
3. He undertakes to deposit University fee and other charges as per the University schedule and that they are aware that in case of default in payment, late fee charges shall be applicable and, pending clearance of any such dues, the students may not be allowed to attend classes or to take the examination.
4. The students are expected to uphold highest standards of academic integrity, respect towards teachers, fellow students and society as a whole, and also honour the right to property and safety of others.

5. At the time of admission, each student/parents shall undertake that in case the student is admitted to the University hostel he shall scrupulously follow the Hostel Manual.

Students must deter/ refrain from indulging in any form of misconduct, including participation in any activity, including dharna or agitation on the campus or off the campus that may affect the University's reputation and interests. The various forms of misconduct include:

6. Any act of discrimination or abuse, physical or verbal, based on any person's gender, race, religion, religious beliefs, caste, colour, region, language, disability, sexual orientation, marital or family status, physical or mental disability, etc.;
7. intentionally damaging, destroying or causing harm to University assets and property or properties of other students, staff or faculty members;
8. any disruptive activity in the class room, examination room or in any event sponsored or organized by the University;
9. Inability to produce the identity card issued by the University or refusing to produce it on demand by the University authorities, including the security personnel on the campus. Forceable entry through the turnstile gates or boom barriers or scaling of the boundary wall;

**Indulgence in the activities prohibited by the University include:**

10. organizing gatherings/meetings or processions without permission from the University;
11. accepting membership of religious, terrorist, and anti-national groups prohibited by the University/Government;
12. Encouraging or indulgence in violence or any act of moral turpitude.
13. possession of or carrying of or use of any weapon, potential weapons, ammunition, explosives or fireworks, contrary to law or University instructions on the campus or off-campus;
14. Possession or use of harmful chemicals and banned drugs;
15. Indulging in physical assault or threat to use physical force against any member of the teaching, non-teaching staff or any student of the University.
16. indulgence in any form of gambling, bribing, or corruption in any manner;

17. indulgence in absenteeism, unpunctuality, and resorting to mass bunking, and or boycotting examinations, or extra-curricular activities;
18. smoking on the University campus or University provided transport;
19. possessing, consuming, distributing, selling of alcohol on the University campus and/or throwing any empty/filled bottles inside the campus or on the University road, particularly with an intention to harm someone;
20. parking a vehicle in a no parking zone or in area earmarked for parking other type of vehicles or bringing vehicle inside the University campus, without proper authorization;
21. rash driving on the campus that may cause any inconvenience or injury to others;
22. not disclosing a pre-existing health condition, either physical or psychological, to the Mentor/Warden, which may cause obstruction to the academics of either self or other students or putting them to any kind of risk;
23. theft of University property or the property of any student, staff and faculty;
24. unauthorized access to the privacy or property of the University and other fellow students, Staff and Faculty members;
25. misbehavior with other students, faculty and staff at any time, including at the time of University events or activities;
26. engagement in disorderly, lewd, or indecent conduct including, but not limited to, creating unreasonable and loud noise; pushing and shoving of fellow students or any staff; inciting or participating in a riot or group disruption at the University premises.
27. indulgence in any act that violates the dignity of or is derogatory to the women in general which may include any gesture, inappropriate behavior, any verbal or written communication including What's App messages, etc.; and
28. Violation of any provision of the Civil Right Protection Act ; which prohibits casteism and untouchability in any form or inciting any other person to do so.
29. Students are expected not to interact, on behalf of the University, with media representatives or invite media persons on to the campus, without the permission of the University authorities
30. Students are not permitted to tape or record lectures/discussions/exchanges in the classroom or actions of other students, faculty, or staff through audio or video gadgets without prior permission.

31. Students are not permitted to provide audio and video clippings of any activity on the campus to media without prior permission.
32. Students are expected to use social media such as face book, What's App, twitter, etc. and other electronics and print media carefully and responsibly. They cannot post derogatory or offensive comments on social media or electronic & print, or indulge in any such related activities that may have grave ramification on the reputation of the University or any individual
33. Theft, abuse or unauthorized interference with the University IT infrastructure and other electronic resources such as computer and electronic communication facilities/systems and services that includes unauthorized entry, use, tampering, etc. of the University property or facilities, private residences of staff/faculty etc., offices, classrooms, and other such facilities are liable for strict disciplinary action which may include expulsions / rustication from the University.
34. There is zero tolerance towards any student indulging in any form of obscene comments, harassment, etc., which are defined as misconduct and are triggered on account of a person's race, colour, caste, creed, national or ethnic origin, citizenship, sex, religion, age, sexual orientation, gender identity, marital status, physical or mental disability, medical condition, etc.

## **DISCIPLINARY MEASURES**

If there is a case against any student for a possible breach of Code, the case shall be referred to the **Proctorial Committee** who will recommend a suitable disciplinary action after proper enquiry into the alleged violation. The accused shall be given a reasonable opportunity to defend himself but in case the accused fails to appear before the Proctorial Committee, the Committee may make an *ex parte* recommendation. The Committee may interrogate the affected students and concerned staff to ascertain the misconduct and suggest one or more of the following disciplinary actions, based on the gravity/nature of the misconduct/offence committed for approval of the Vice- Chancellor.

**Warning and/ or Placed on Conduct Probation-** Indicating that the action of the accused student was in violation of the Code of Conduct and Ethics for the students of the University, and any further act(s) of misconduct shall result in severe disciplinary action.

**Debarred** from taking examinations or punished by cancellation of examination results.

**Suspension-** A student may be suspended for a specified period of time which will entail prohibition on participating in student related activities, classes, programs, etc. Additionally, the student will be forbidden to use various University facilities, unless permission is accorded by the competent authority. Suspension may also follow by possible expulsion / rustication from the University, along with additional penalties:

**Restrictions-** Indicating that the student is perceived as a threat to other students, staff or university property, etc. and as such he is being reprimanded with restricted access to various facilities on the campus for a specified period.

**Community Service-** A student may be asked to do some kind of community service for a specified period of time, which may be extended, if need be. However, any future misconduct, along with failure to comply with any specified conditions imposed on the student, may lead to severe disciplinary action, including suspension or expulsion.

**Monetary Penalty-** A monetary penalty or addition security deposit may be imposed on the delinquent student, which may also include suspension and / or forfeiture of part or whole scholarship/fellowship, for a specific period.

**Expulsion/Rustication-** The student may be expelled/rusticated from the University permanently, indicating prohibition from entering the University premises or participating in any student related activities or entering campus residences, etc. The attendant penalty may include withholding the Grade cards, Degree Certificate or any other certificate for the courses studied or work carried out and ineligibility to reapply for admission to the University for a specified period.

## **APPEAL**

If any student is aggrieved by the imposition of any of the above mentioned penalties, He may appeal against the punishment to the Vice Chancellor. The Vice Chancellor may decide on one of the followings:

- i. may accept the recommendation of the Proctorial Committee and confirm the punishment as recommended by the Committee **or** may modify and impose any of the punishments as contained herein, keeping in view the gravity of his misconduct; or
- ii. May refer the case back to the Proctorial Committee for re-consideration.
- iii. The Vice Chancellor's decision shall be final and binding in all such cases.

## **ANTI-RAGGING**

The University shall put in place an effective and zero-tolerance policy of Anti- Ragging, based on the 'UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 / MCI's Prevention and Prohibition of Ragging in Medical College/Schools Regulations 2009 as amended upto 2018). The said Regulations shall apply *mutatis mutandis* to the University and the students shall follow the rules and regulation laid down in this regards.

## **What Constitutes Ragging**

Ragging constitutes one or more of the following acts:

- any conduct by any student or a group of students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness of any student;
- indulging in rowdy or in disciplined activities by any student or students which causes or is likely to cause annoyance, harassment, hardship, physical or psychological harm or to raise fear or apprehension in any other student;
- forcing or asking any student to do an act which such student may not in the ordinary course do and which has the effect of causing or generating a sense of shame, torment or embarrassment so as to adversely affect the physique or psyche of such a student;
- any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any student;
- exploiting the services of a student for completing the academic tasks assigned to an individual or a group of students;
- any act of financial extortion or forceful expenditure burden put on a student by senior students;
- any act of physical abuse including all variants of it: sexual abuse, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to any other student;
- Any act that affects the mental health and self-confidence of any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any other student.

## **Anti-Ragging Committee**

The Anti-Ragging Committee, as constituted by the Vice Chancellor and headed by Dean, Students' Welfare or any other Senior Professor from the University, shall examine all complaints of anti-ragging and come out with recommendations based on the nature of the incident. The Committee shall have, as its members, the Dean(s), faculty members, student counselors, senior administrative officers, etc.

## **Anti-Ragging Squad**

To render assistance an Anti-Ragging Squad, is a smaller body, may also be constituted consisting of certain members drawn from the campus community. The said Squad shall keep a vigil on ragging incidents, if any, taking place on the campus. The Squad is empowered to inspect places of potential ragging, and also to make surprise raids in hostels and other hotspots. It may also investigate incidents of ragging and make recommendations to the Anti-Ragging Committee and shall work under its overall guidance of the Anti-Ragging Committee.

## **Punishment**

A student found guilty by the Committee will attract one or more of the following punishments, as imposed by the Anti-Ragging Committee:

- Suspension from attending classes and academic privileges;
- Withholding/withdrawing scholarship/fellowship and other benefits;
- Debarring from appearing in any test/examination or other evaluation process;
- Withholding of results;
- Debarring from undertaking any collaborative work or attending national or international conferences/symposia/meeting to present his/her research work;
- Suspension/expulsion from the hostels and mess;
- Cancellation of admission;
- Expulsion from the University and consequent debarring from admission to any other institution for a specified period;
- In cases where the persons committing or abetting the act of ragging are not identified, the University may resort to collective punishment;
- If need be, in view of the intensity of the act of ragging committed, a First Information Report (FIR) shall be filed by the University with the local police.
- The Anti-Ragging Committee of the University shall take appropriate decision, including imposition of punishment, depending on the facts and circumstances of each incident of ragging and its gravity.

## **Appeal**

An appeal against any punishment that may be imposed shall lie to the Vice- Chancellor and his decision shall be binding on all concerned.

## **SEXUAL HARASSMENT REDRESSAL**

- The Policy in regard to Prevention, Prohibition and Redressal of sexual harassment of students at the University shall be in line with the University Grants Commission (Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions) Regulations, 2015 and shall apply *mutatis mutandis* to the students of the University. In the light of the UGC Regulation, an Internal Complaints Committee (ICC) shall be constituted by the University.
- Students may note that sexual misconduct or harassment encompasses a range of conduct, including but not limited to sexual assault, unwanted touching or persistent unwelcome comments, e-mails, or pictures of an insulting or degrading sexual nature, which shall be determined on the basis of circumstances in each case. Any aggrieved student may approach the Internal Complaints Committee (ICC).
- A representative from among students of the School to be nominated by the Vice-Chancellor based on academic merit/excellence in sports / Performance in co-curricular activities – special invitee.

*Note: To ensure representation of women on the committee, the Vice-Chancellor may induct one women faculty.*

- The term of the Chairperson, members of the committee and the nominees shall be of two years.
- The quorum for the meetings of CLSGRC, including the chairperson, but excluding the special invitee shall be three.
- Any complaint relating to the college, Department or Centre of the institution shall be addressed by the aggrieved student to the administrative officer of the said school, who will either deal with it at the college level or shall remit it to the concerned department or Centre of the institution.
- In case the said grievance does not get resolved within five (05) working days of the receipt of the complaint in the college, the same shall automatically be forwarded to the (ISGRC).

## **INSTITUTIONAL STUDENT GRIEVANCE REDRESSAL COMMITTEE (ISGRC)**

There shall be an Institutional Student Grievance Redressal Committee (ISGRC) constituted by the Vice Chancellor at the level of the University to deal with such complaint that do not relate to any academic Department, School or Centre of the University. The composition of the Committee shall be as under:

1. Dean/Senior Professor of University, nominated by the Vice-Chancellor– Chairperson;
2. Dean, Students Welfare – Member;
3. One senior non-academic functionary nominated by the Vice-Chancellor – Member;
4. Proctor – Member;
5. A representative from among students of the University to be nominated by the Vice Chancellor based on academic merit/excellence in sports/performance in co-curricularactivities – Special Invitee.

***Note:** To ensure representation of women on the committee, the Vice-Chancellor may induct one women faculty.*

- a) The term of the members/nominee of the committee shall be of two years.
- b) The quorum for the meetings of the ISGRC, including the Chairperson, but excluding the special invitee, shall be three.
- c) Any complaint other than those relating to the College/School, Department or Centre shall be addressed by the aggrieved student to the concerned administrative head, who will deal with it at his level, in consultation with his staff.
- d) In case the said grievance does not get resolved within five (05) working days of the receipt of the complaint in the Department, the same shall automatically be forwardedto the USGRC.

## UNIVERSITY STUDENT GRIEVANCE REDRESSAL COMMITTEE (USGRC)

The Vice Chancellor shall constitute such numbers of University Student Grievance Redressal Committees (USGRC), as may be required to consider grievances unresolved by one or more SLSGRC or the ISGRC.

- a) Pro-Chancellor or in his absence a Dean nominated by the Vice-Chancellor – Chairperson;
- b) Dean, Student Welfare or equivalent – Member;
- c) Two Deans drawn from the College/School of the Studies, other than those connected with reports of SLSGRC under review, to be nominated by the Vice-Chancellor – Members;
- d) One Professor of the University nominated by the Vice-Chancellor- Member;
- e) Two representatives from among students of the College/School to be nominated by the Vice Chancellor based on academic merit/excellence in sports/ performance in co-curricular activities – Special Invitees.

***Note:*** *To ensure representation of women on the committee, the Vice-Chancellor may induct one women faculty.*

- a) The Chairperson, members and the special invitee/nominee shall have a term of two years.
- b) The quorum for the meeting, including the Chairperson, but excluding the special invitee, shall be three.
- c) In considering the grievances before it, the USGRC shall follow principles of natural justice.
- d) The USGRC shall send its report and recommendations, if any, to the Dean of the School, Heads of Department & Centre, or the Registrar and other administrative Heads, with a copy thereof to the aggrieved student, within 15 days of the receipt of the grievance by the Committee, for necessary compliance and report to the Vice-Chancellor.
- e) Any student aggrieved by the decision of the University Student Grievance Redressal Committee may prefer an appeal to the Vice-Chancellor who shall, within a period of fifteen days from the date of receipt of the appeal, take a final view which shall be communicated to the aggrieved student within the next three working days.

- f) Any student aggrieved by the decision of the University Student Grievance Redressal Committee and disposal of the appeal by the Vice-Chancellor, may prefer further appeal, within a period of fifteen days to the Chancellor who shall be the final authority for disposal of the appeal(s).

## **PROCEDURES TO DEAL WITH THE APPEAL TO THE CHANCELLOR**

- a) The Chancellor shall hear appeals from an aggrieved student, only after the student has availed all other remedies provided under this Ordinance.
- b) While issues of malpractices in the conduct of examination or in the process of evaluation may be referred to the Chancellor no appeal or application for revaluation or re-totaling of answer sheets from an examination, will be entertained by the Chancellor unless specific irregularity materially affecting the outcome of specific instance of discrimination is indicated.
- c) The Chancellor may avail assistance of any person, as amicus curiae, for hearing complaints of alleged discrimination.
- d) The **Chancellor** shall make all efforts to resolve the grievances within a period of 30 days of receiving the appeal from the aggrieved student(s).

## **PROCEDURE FOR REDRESSAL OF GRIEVANCES BY THE CHANCELLOR AND STUDENT GRIEVANCE REDRESSAL COMMITTEE**

- a) The University shall maintain an Online Portal where any aggrieved student may submit an application seeking redressal of grievance.
- b) On receipt of an online complaint, the University shall, depending on the nature of complaint refer the complaint to the appropriate Administrative Officer in the College/School of (for academics) or the Head of the Service Departments (other than academics) for appropriate necessary action, as indicated in the preceding sub-clause of the Grievance Redressal Committee(s).
- c) The Student Grievance Redressal Committee, as the case may be, shall fix a date for hearing the complaint which shall be communicated to the concerned officials in the University and the aggrieved student.
- d) An aggrieved student may appear either in person or authorize a representative to present the case.
- e) Grievances not resolved by the University Student Grievance Redressal Committee or on appeal to the Vice Chancellor, shall be referred by the student to **Chancellor** within the stipulated period.

- f) University shall extend co-operation to the **Chancellor** or the Student Grievance Redressal Committee(s), as the case may be, in early redressal of grievances
- g) The **Chancellor** shall, after giving reasonable opportunities of being heard to both parties, on the conclusion of proceedings, pass such order, with reasons thereof, as may be deemed fit to redress the grievance and provide such relief to the aggrieved student, as may be appropriate. **Chancellor**.
- h) The University, as well as the aggrieved student, shall be provided with copies of the order under the signature of the **Chancellor** and the University shall place it for general information on its website.
- i) The University shall comply with the recommendations of the **Chancellor**;
- j) The **Chancellor** may recommend appropriate action against the complainant, where a complaint is found to be false or frivolous.
- k) The composition, powers, functions and the tenure of these bodies / committees shall be as decided by the Executive council.

#### **COOPERATION AND COLLABORATION WITH OTHER UNIVERSITIES / INSTITUTIONS, ETC**

- a) The University shall network and collaborate with institutions of higher education, research institutions, industry, 'persons of eminence' and / or non-governmental organizations of national and international repute, subject to compliance with the applicable UGC Regulations, as issued from time to time.
- b) The objective of such networking and collaboration shall be to have higher standard in teaching, research, extension, consultancy aimed at providing opportunities of enhanced learning, hands on experience, cross-cultural dialogue and exchange of ideas for the faculty, research scholars and students, and to consider offering joint degree programs, Indian as well as foreign, subject to the UGC Regulations if any on the subject.
- c) For the purpose, the University may enter into exchange programmes of teachers and students, sharing of course and instruction materials, sharing of credits, and holding of joint workshops, joint research projects funded by national and international agencies, and providing access to each other's facilities, and to institute joint academic degrees in accordance with the standards recognized by the regulatory bodies of the respective countries.
- d) The University may collaborate for establishment of University centres abroad, may develop e-courses for interactive and integrated learning, sharing of library, laboratory and other learning resources or any other activity of mutual benefit.

- e) The University may enter into contracts, including Memorandum of Understanding (MoU) with other institutions of national and international repute for the purpose outlined herein above.
- f) Any proposal in regard to the above, emanating from the Department/College/School shall be examined by the Dean Academic Affairs and /or Dean Research, and the same shall
- g) be submitted through the Registrar to the Vice-Chancellor who shall, after due consideration, submit the proposals to the relevant statutory authority of the University for approval.
- h) All the contracts and MoUs will be for a specified time period and will be reviewed periodically at appropriate level

## **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 payment of remuneration shall be decided by the decided by the Chancellor.

## **CONVOCATION**

### **General**

- a) Convocation for the award of degrees and diplomas and other distinctions of the University shall normally be held annually in the main campus of the University or at such other places as approved by the Executive Council on such date as the Chancellor may fix.
- b) The Chancellor shall, if present, preside over the Convocation as well as Special Convocation of the University held for conferring degrees. In the absence of Chancellor, Pro Chancellor, and in his absence Executive Director/Vice Chancellor shall preside.
- c) Further, provided that in extreme emergency, the degrees, diplomas, certificates shall be awarded to the successful candidates before the Convocation with the approval of Chancellor/Vice Chancellor and the matter may be reported to the Academic Council.
- d) 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 Registrar of the University in this regard.

- e) The Registrar shall forward the list to the Vice-Chancellor with their recommendation.
- f) 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.
- g) The Academic Council shall determine from time to time, as to the degrees and diplomas which may be conferred on graduates in person and the degrees and diplomas to be conferred in absentia at the convocation.
- h) The Degree and Diploma Certificates may bear the signatures of the Registrar, and the Vice Chancellor. Provisional Degrees shall be signed by the Asst. /Dy. COE. Honorary Degree Certificates, however, shall be signed by the Vice Chancellor and Chancellor.

### **ORDER OF PRECEDENCE FOR ACADEMIC PROCESSION**

The following order of precedence shall normally be observed (for entry) to the Convocation Venue, at the time of Convocation:

- a. The Registrar
- b. The Finance Committee
- c. The Planning Board
- d. The Academic Council
- e. The Executive Council
- f. The Governing Council
- g. The Dean, Academic Affairs, The Deans of Schools, The Dean Research and Development, The Controller of Examinations and The Dean of Students' Welfare
- h. The Pro-Vice Chancellor (s)
- i. The Vice Chancellor
- j. Guest(s) of Honour
- k. Executive Director
- l. The Pro Chancellor
- m. The Chancellor
- n. Chief Guest

- In case of other distinguished dignitaries present, precedence shall be regulated in accordance with the warrant of precedence or such official rules as may govern the matter.
- The Vice Chancellor shall with the advice of Chancellor determine from time to time as to persons who will form the procession at the Convocation and their order of precedence.

## **ACADEMIC COSTUME**

The Academic Costume shall be worn at the time of convocation by all members who are part of the procession and the Recipients of the degrees. The specifications viz colour, material, weaving, dying etc. shall be determined each time, as per the Government orders and UGC instructions in vogue.

The colours for Recipients of degrees for various levels of programmes shall be different and determined each time.

## **Instructions for the Recipients of the Degrees / Awards**

- The Recipients must appear in the prescribed Academic dress.
- After the issuance of “Convocation” notice, the Recipients must inform their confirmation to be present a week before the date fixed for Convocation. No Recipients be admitted to the Convocation, who has not sent his confirmation to be present, to the Registrar within the prescribed time. In exceptional cases, the Registrar may permit Recipients who have not sent their names to him within the prescribed time to be admitted to the Convocation, provided their applications are received by Registrar not later than 48 hours before the date of Convocation and are accompanied by a prescribed fee in each case. No Recipients whose application and requisite fee are received later than 48 hours before the time of Convocation will be allowed to take their degrees / diplomas at the Convocation.
- Recipients who are unable to attend the Convocation will be admitted to the degrees in absentia in accordance with the rules prescribed from time to time.
- The Recipients who fail to attend the Convocation or wish to have their degrees in absentia shall pay a prescribed fee to the University, before they are admitted to the degree. Their degree certificates will be mailed by Registered post.
- Candidates must appear in the prescribed academic dress.

**Note:** A rehearsal shall be arranged on or before the date of the Convocation at which the candidates getting degrees may present.

- The Chief Guest, Guest(s) of Honour, Chancellor, the Pro Chancellor, Executive Director, the Vice Chancellor, Pro-Vice Chancellor (s), Registrar, Deans, Directors, and other members of procession shall take their seats at the designated places reserved for them.
- On the procession entering the hall, the recipients and the audience shall stand and remain standing until the members of the procession have taken their seats.
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- The Chancellor, present, shall declare the convocation open. In the absence of Chancellor, the Pro Chancellor, and in his absence the Executive Director/Vice Chancellor shall declare the Convocation open.
- The proceedings of the Convocation shall begin with recital of “University Song/Tamizhthai Vazhthu.
- The Vice Chancellor will present the annual report of the University.
- In case degree of Honoris Causa is to be awarded, the Vice Chancellor shall welcome the distinguished person and shall read out citation and request the Chancellor to confer the Honorary Degree in the following words:
- “By virtue of the authority vested in me as the Vice Chancellor of ‘Sri Venkateshwaraa University, I request Chancellor that he may be pleased to graciously confer upon (Name of the distinguished person) the degree of Honoris Causa for his / her outstanding service.” Provided, that if the Vice Chancellor is presiding over the Convocation, the Pro-Vice Chancellor or in his absence the Dean Academics or the senior most Dean of College/School, shall read the citation and perform such functions which the Vice Chancellor would have performed.
- In case of other degrees, the Recipients who are to be awarded degrees at the Convocation shall be presented by the Deans of School.
- The Deans of Schools concerned will direct the recipients of the Degree of concerned programme to rise on their seats, and shall present them to the Chancellor / Pro Chancellor/ Executive Director/Vice Chancellor for Investiture.
- The concerned students will acknowledge by a bow and sit down.
- The Chancellor / Pro Chancellor/ Executive Director/Vice Chancellor will request the Chief Guest to present the medals and awards to the students. The Dean of Academic Affairs will announce the names of recipients of medals and other distinctions present them to the Chief Guest of the Convocation.

This will be followed by:

- Address by the Executive Director/Pro Chancellor
- Address by the Chancellor
- Address by the Guest(s) of honour/Special Guest(s)
- Convocation Address by the Chief Guest.
- Administering Oath to the Graduated students by the Registrar.

- The Pro Vice Chancellor will thank the Chief Guest & other dignitaries present.
- The Chancellor, if present, will declare the Convocation as closed. In the absence of Chancellor, the Pro Chancellor, and in his absence the Vice Chancellor shall declare the Convocation as closed.
- National Anthem.
- The Academic Procession shall then leave the Convocation hall in the reverse order as it entered.

## **SPECIAL CONVOCATION**

- A special Convocation may be held for the purpose of conferring Honorary Degree on a distinguished person(s).
- The Academic procession of the special convocation shall be formed in the same order as laid down under above clause and followed by steps as laid down.
- 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 Sri Venkateswaraa University do hereby request Hon’ble Chancellor 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 \_\_\_\_\_ Honoris Causa.” (name of the Chief Guest) the degree of ‘Honoris Causa’ for his / her outstanding services

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.

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

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.”

The Chancellor: "I permit."

The Registrar: "I declare the convocation closed."

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

The National Anthem.

Academic procession will leave in the reverse order as it entered.

## **APPOINTMENT, EMOLUMENTS, AND OTHER SERVICE CONDITIONS OF THE EMPLOYEES**

### **Appointment, Emoluments, and Other Service Conditions of Non-Teaching Staff**

The qualifications, experience, procedure of selection and the service conditions of appointment of 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 and other positions shall be governed as per provisions in the University Statutes and Manual of Human Resource Administration, Policies and Procedures.

### **The Teachers of the University**

The qualifications, experience, procedure of selection and the service conditions of appointment of teaching staff shall be as laid down in Statutes and elaborated in the Manual of Human Resource Administration, Policies and Procedures and as approved by the Executive Council. The Statutory and other positions shall be governed as per provisions in the University Statutes and Manual of Human Resource Administration, Policies and Procedures.

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.

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

Employees paid by the University and are appointed as Professors, Associate Professors, and Assistant Professors or otherwise as teachers of the University in the manner prescribed in the University Statutes/ HR Manual and persons appointed by the University as Honorary, Distinguished or Adjunct Professors.

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

- The guest/visiting faculty members or subject area experts, recognised by the University for guiding research and/ or delivering expert/special lectures and doing all other academic activities as assigned.
- The qualifications of a recognized teacher shall be the same as that of appointed teachers of the University. Any relaxation to eligibility for appointing recognized teachers may be as per the guidelines laid down in Manual of Human Resource Administration, Policies and Procedures.
- 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.

### **Professor Emeritus:**

On a proposal received from the Faculty Board of a School and on the recommendations 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. Terms of other service conditions to engage the Professor Emeritus shall be as per the provisions laid down in Manual of Human Resource Administration, Policies and Procedures under heading of 'Teacher / Staff appointed beyond the age of Superannuation.'

## **INTERPRETATION**

- 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.
- Notwithstanding anything contained in the Ordinances framed herein, any issue(s) not covered by these Ordinances, or in case of a difference of opinion in the interpretation in respect of any matter, whether expressly provided herein or not, the Chancellor/Vice Chancellor may take such measures as may be considered necessary and expedient by him to do so.

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