



ARYAVART INTERNATIONAL UNIVERSITY

Tilthai, Dharmanagar, North Tripura, Tripura, India 799260

Recognised Under Section 2(f) of UGC Act, 1956.

Established by State Legislature of Government of Tripura by Act No. 03 of 2023

First Ordinance of **THE ARYAVART INTERNATIONAL UNIVERSITY**

Email: info@aiuniversity.edu.in

Phone: +91-9355822001

THE ARYAVART INTERNATIONAL UNIVERSITY

FIRST ORDINANCES

Of

THE ARYAVART INTERNATIONAL UNIVERSITY

TO BE SUBMITTED TO

THE DEPARTMENT OF HIGHER EDUCATION, GOVT. OF TRIPURA

Applicable from AY 2023-24

In exercise of the power conferred by the Section 31 of THE ARYAVART INTERNATIONAL UNIVERSITY Act 3 of 2023, the following Ordinances were passed in the meeting of Academic Council, further from meeting of Executive Council and meeting of Court for the effective and smooth academic operations of the University and received the assent of the Chancellor is here by published for general information. These Ordinances are defined in three Sections:

Section 1: Ordinances for Admissions, Fees, Course Curriculum, Examination, Evaluation, Result, and Award of Degree.

Section 2: Ordinances for Recruitment and selection procedure of Faculty and staff.

Section 3: General Ordinances for Authorities and overall functioning of the University.

	Short Title And Commencement	2
	General Aspects	2
	Definitions	2
<u>Section 1</u>	Ordinances For Admissions, Fees, Course Curriculum, Examination, Evaluation, Result, And Award Of Degree	4
Ordinance No.- 1	Ordinances For Admission And Registration Of Students In The University	10
Ordinance No. - 2	Ordinances For Medium Of Instruction, Examination, Evaluation And Grading Credit System For Programmes Of Studies Other Than The Research Degree Programmes	17
Ordinance No. - 3	Ordinances For <i>Fees And Other Charges</i> Payable By Students Of The University	42
Ordinance No. - 4	Ordinances For Governing The Certificate, Diploma, Advanced Diploma And Post Graduate Diploma	46
Ordinance No. - 5	Ordinances For Governing The Bachelor Degree (Three Years) Programme	52
Ordinance No. - 6	Ordinances For Governing The Post Graduate Degree Programme	58
Ordinance No. - 7	Ordinances For Governing Bachelor Degree (Four Years) Programme	64
Ordinance No. - 8	Ordinances For Governing Five-Year Integrated Degree Programme	70
Ordinance No. - 9	<i>Ordinances For Governing The Bachelor Of Education (B.Ed.) Degree Programme</i>	76
Ordinance No. - 10	<i>Ordinance For Governing The Bachelor Of Laws (LLB) Degree (Three-Years) Programme</i>	81
Ordinance No. - 11	Ordinances For Curricular Framework, Programme Of Studies And Conditions For The Award Of The Degree/Diploma/Certificate	86
<u>Section 2</u>	Ordinances For Recruitment And Selection Procedure Of Faculty And Staff	97
Ordinance No. - 12	Ordinance For Recruitment Of Academic And Administrative Staff	98
Ordinance No. - 13	Ordinances For Discipline And Conduct Rules	102
<u>Section 3</u>	General Ordinances For Authorities And Overall Functioning Of University	119
Ordinance No. - 14	Ordinance For Constitution Of Authorities And Committees In The University	120
Ordinance No. - 15	The Alumni Association Of The University	171
Ordinance No. - 16	Equivalence Of Examination	173

1. SHORT TITLE AND COMMENCEMENT

- a.** These Ordinances may be called the “THE ARYAVART INTERNATIONAL UNIVERSITY FIRST ORDINANCES” and shall apply to students admitted during the academic year 2023-24 and onwards.
- b.** They shall come into force on such date as the Registrar may notify, after getting direction from the Chancellor in accordance with Section 31 (1) of THE ARYAVART INTERNATIONAL UNIVERSITY Act No. 3 of 2023.

2. GENERAL ASPECTS

- a.** The University shall be open to the persons of either sex and of whatever caste, creed, race or class, and it shall not be lawful for the University to adopt or impose on any person, any test what so ever of religious belief or profession to entitle him to be admitted as a student in the University or to graduate there at or to enjoy or exercise any privilege thereof.
- b.** The University shall maintain an all-India character and high standards of teaching and research and shall admit students strictly on merit as determined through a common national level entrance examination conducted by the University either individually or jointly with other universities.
- c.** The University shall conduct the Entrance Examination for admission in the undergraduate, postgraduate degree programs, respectively, as per the need. While for research degree programs, it has separate entrance examination.
- d.** The common national level Entrance Examination shall be aimed at assessing the knowledge, comprehension, and aptitude of the student to pursue higher studies, and the merit of the candidates shall be determined by a composite core based on the marks scored in the written test, past academic performance, viva, group discussion, and personal interview.
- e.** The University will have a single common application form for admission to all programs of studies at a particular level, i.e., a single common form for all programs of studies at the Undergraduate (UG) Level, and a single common form for all programs of studies at the Postgraduate (PG) Level. While for research degree programs, it has separate application format.
- f.** The University shall follow the government’s regulation and policies regarding

reservation quotas (e.g., SC/ST/OBC/EWS/Women/PwD) in admission as mandated under the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995.

- g.** A participant of the programme is a student who has registered himself/ herself with THE ARYAVART INTERNATIONAL UNIVERSITY. (hereinafter, referred to as the University or TAIU) for a course of study and attends the same.
- h.** Full-time programs are those programs where the participants devote their entire available time to the studies and research work as per the schedule and are not employed, except in the case of sponsored candidates.
- i.** Part-time programs are Industry Integrated programs where the participants devote Part of their time to the studies and the other time to the traineeship or internship in the selected Industry or organization. The University offers Research programs in part-time mode, where scholars may be working professionals.
- j.** Online and Open & Distance Learning programs are Flexible Learning programs where the participants learn anywhere, anytime through Virtual Learning Environments or Self Study Printed Materials, as well as Personal Contact Classes.
- k.** Vocational Programs are Industry-integrated programs where on-time practical training in Industry will be a part of the curriculum.
- l.** The Weekend Programs are Work Integrated Learning programs where the participants devote weekends towards the pursuit of a Programme of studies while discharging his/her employment obligations.
- m.** With a motto to 'Knowledge for all', TAIU follows the principle of freedom to learn, i.e., what to learn, when to learn, how to learn, and when to appear in the examination is decided by you. There is no restriction on time, place, or pace of learning.
- n.** Collaborative Programme/collaborative Exchange programme is a program where the participants pursue any programme of studies, approved by the Executive Council of the University, either fully or partly in any other Indian/Foreign Institute with whom an appropriate MOU/similar agreement has been signed by the University. The Collaborating Institute where the participant(s) pursue partly/fully any programme of studies will be known as the Host Institute(s).

- o.** Sponsored Programs are those Programs which are specific Pre-University Certificate /Certificate/Diploma/Degree Programme tailored to the needs of the Sponsoring Agency for a certain defined period and group of participants.
- p.** The decision of the Academic Council of TAIU shall be final, and no suit, applications, petition, revision, or appeal shall lie in any Court of Law or in any authority outside the university in respect of the interpretation of these Ordinances.
- q.** Co-curricular activities shall be organized simultaneously with academic activities after class hours. Loss of instructional days due to inter-class/inter-university competitions in sports/games/cultural activities, etc., or due to any other reason shall be compensated by providing additional instructional days. Any change in the notified schedule of the academic year/semester due to any unforeseen reason shall be made with the approval of the Vice-Chancellor and shall be placed before the Academic Council for information.
- r. Removal of difficulties:** If any difficulty arises in giving effect to the provisions of this Ordinance, the Vice-Chancellor may, by order of notification, do anything which appears to him necessary for the purpose of removing the difficulty. Every such order so notified shall, as soon as may be after its notification, be laid before the Executive Council for ratification.
- s. Power to add or to amend:** The Academic Council, after approval from the Executive Council, shall be competent to alter or to add or to amend or to cancel any Ordinance, from time to time, subject to the provisions contained in Section 31 of the Act.

3. DEFINITIONS

- a.** “Academic Year” means a period consisting of two consecutive semesters, including the inter-semester break as announced by the University. The first year of study shall be the first and second semesters following a student’s admission. The second year of study shall be the third and fourth semesters; the third year, the fifth and sixth semesters, and the fourth year, the seventh and eighth semesters. However, the Academic Council has the authority to decide the exact dates and months of commencement and termination of an academic year.
- b.** “Academic counsellor” means a teacher of the faculty who has been nominated by the University for counselling a group of students in academic matters.

- c. “Academic council” means the Academic Council of the University as constituted under Section 24 of the Act.
- d. “Act” means THE ARYAVART INTERNATIONAL UNIVERSITY Act No.3 of 2023;
- e. “AIU” means Association of Indian Universities, New Delhi.
- f. “Approved Institution” means an Institution recognized by the University within or outside of the country in accordance with Section 8 (v, vi & xiv) of the Act for the purpose of conducting research or specific studies or specialized studies through the formal, non-formal, flexible, and online education mode.
- g. “TRIPURIST” means the Tripura Scheduled Tribes notified by the Government of Tripura from time to time.
- h. “Associates” means Community Colleges, Institutions, and Centres which are approved by the University for furtherance of the objectives in THE ARYAVART INTERNATIONAL UNIVERSITY Act, 2023 (Act No.3 of 2023).
- i. “Authority or Authorities of University” means Authorities of University as referred to in Section 21 of the Act;
- j. “Court” means Court of the University as constituted under Section 22 of the Act;
- k. “Executive Council” means Executive Council of the University as constituted under Section 23 of the Act;
- l. “Cumulative Grade Point Average” means the total credit points earned by a student divided by the total number of credits registered by the end of the semester (all completed semesters), expressed up to the second decimal place.
- m. “Community College” means Community College established, maintained, or recognized by the University within or outside of the country;
- n. “Continuing Education” means the Continuing Education will provide a chance to the discontinued students to continue their studies in the University through any Mode of Learning under Section 7 (iii) of the Act;
- o. “Controller of Examination” means the Controller of Examination appointed under Section 19 of the Act;

- p.** Curriculum refers to a group of courses approved to meet the requirements for the fulfilment of a degree/diploma/certificate programme.
- q.** Course means a unit of instruction in a discipline carrying a specific number and credits and to be covered in a semester as laid down in detail in the syllabus of a degree/diploma/certificate programme.
- r.** Credit means the unit of workload is measured. Credit is a way of describing an educational programme by attaching to its components, such as student workload, learning outcomes, and number of hours of instruction or practical work, project work, or Industry exposure.
- s.** The Credit Load of a student refers to the total number of credits of the entire course he registers during a particular semester.
- t.** Credit Point refers to the Grade Point multiplied by the number of credits of the course, expressed up to the second decimal place.
- u.** “Examination Centre” means an Examination Centre established or maintained, or recognized by the University within or outside of the country under Section 8 (vi) of the Act for the purposes of conducting examinations for those students who are registered with the University under any Mode of Learning;
- v.** “(External) Student” means a person interested in seeking admission to appear in the examination of any certificate or diploma, or degree program as an external student without having pursued the prescribed course of study in the University or in one of the Institutions admitted to the privileges of the university, provided they are otherwise eligible for admission under the Ordinance;
- w.** “Flexible Learning” meaning Flexible Learning provides learners with choice about learn what they want, how they want, where they want. It is designed as a blended approach with tools such as Virtual Learning Environments or Learning Management Systems, as well as face-to-face classroom training and lectures.
- x.** Grade Point of a course is a measure of the quality of work done. It is obtained by dividing the percentage mark secured by a student in a particular course by 10, expressed up to the second decimal place.
- y.** “Grade Point Average” means the total points earned by a student divided by the total

number of credits of all courses registered in a semester, expressed up to the second decimal place.

- z.** “Government” means the Government of Tripura;
- aa.** “Industry Integrated Learning” means the Industry Integrated Learning system of the University as described under Section 8 (xvi) of the Act;
- bb.** “Industry Integrated Learning Centre (IILC)” means the Centre recognized by the university within or outside of the country under Section 7(xxiv), 7(xxvi) & 8(xvii) of the Act for Internship, Training, Research and for rendering any other assistance required by the students in the context of Industry Integrated Learning or Work Integrated Learning;
- cc.** “Overall Grade Point Average” means the total credit points earned by a student in the entire degree programme divided by the total number of credits required for the degree/diploma/certificate, expressed up to the second decimal place.
- dd.** “Pre-University Certificate (PUC)” means Pre-University Certificate is an examination conducted by THE ARYAVART INTERNATIONAL UNIVERSITY, equivalent to the secondary and Senior Secondary level of the school education. The PUC can be considered a degree bridge course to prepare students for university education.
- ee.** “Programme” means a Programme is a set of courses that are linked together in an academically meaningful way and ends with the award of a Certificate or Diploma, or Degree, depending on the level of knowledge attained and total duration of study.
- ff.** “Registrar” means Registrar of the University appointed under Section 16 of the Act;
- gg.** “Regulatory bodies” means a bodies established by the Central Government for laying down norms and conditions for ensuring academic standards of higher education, such as University Grants Commission (UGC), All India Council of Technical Education (AICTE), Dental Council of India (DCI), National Council of Teacher Education (NCTE), Medical Council of India (MCI), Pharmacy Council of India (PCI), Indian Nursing Council (INC), Bar Council of India (BCI), National Council of Assessment & Accreditation (NAAC) and National Board of Accreditation (NBA) and includes the State Government;

- hh.** The Result is a measure of performance in a course at the end of the semester.
- ii.** “Research Centre” means a Centre established, maintained, or recognized by the University for organizing and promoting research in accordance with Section 8(xxxviii) & 8(xli) of the Act.
- jj.** “Research & Development Committee” means the Research & Development Committee of the University as constituted under Section 8 (xxxviii) of the Act;
- kk.** “Semester System” means semester shall generally consist of 22 weeks and shall have not less than 110 working days, including 95 net instructional days and 15 days for examinations. The study tour shall be organized during the inter-semester break. Any study tour that needs to be organized during the semester, a loss of instructional days has to be compensated for.
- ll.** “Service Provider” means the Service Provider designated by the university within or outside of the country for providing various services and delivering educational and other resources in collaboration with Industries or Institutions, or NGOs;
- mm.** “Skill Knowledge Provider (SKP)” means an industry, organization, or any other institution that gives training to students as per Section 7(xxvii) of the Act;
- nn.** “Sponsoring Body or Sponsor” in relation to these Statutes means the IRA Social Charitable Trust, Ghaziabad (India);
- oo.** “State” means the State of Tripura;
- pp.** “Statutes and Ordinances” means, respectively, the Statutes and Ordinances of the University made by the respective authorities of the University;
- qq.** “Student” means a student registered with the university in any course under any Mode of Learning;
- rr.** A Syllabus refers to a detailed outline of courses approved for the fulfillment of a particular degree/diploma/certificate programme.
- ss.** “Training Centre” means the Centre established, maintained, or recognized by the university within or outside of the country in accordance with Section 8(xxxviii) of the Act for technology-based learning, face-to-face Training, Assessment, and for rendering any other assistance required by the students in the context of Flexible Learning;

- tt.** “eLearning Centre” means Centre established, maintained or recognized by the University for the purposes of advising, counselling or rendering any other assistance, including training, virtual classes and administering examinations required in the context of online education;
- uu.** “University or TAIU” means THE ARYAVART INTERNATIONAL UNIVERSITY established under Section 3 of the 2023;
- vv.** “UGC” means the University Grant Commission established under Section 4 of the University Grants Commission Act, 1956 (Central Act 3 of 1956);
- ww.** “Vice-Chancellor” means Vice-Chancellor of the University.
- xx.** “Vocational education” means Vocational education that prepares people for specific trades, crafts, and careers at various levels, from a trade, a craft, a technician, or a professional position in agriculture, Forestry, accountancy, nursing, medicine, architecture, pharmacy, law, etc.

Section 1

Ordinances for Admissions, Fees, Course Curriculum, Examination, Evaluation, Result, and Award of Degree

ORDINANCE NO.- 1

1.1 This Ordinance shall be called “**ORDINANCES FOR ADMISSION AND REGISTRATION OF STUDENTS IN THE UNIVERSITY**” and shall apply to Full-Time, Part-Time, Online, Distance, Vocational, External, Weekend, Collaborative, and Sponsored programmes offered by THE ARYAVART INTERNATIONAL UNIVERSITY.

1.2 The University shall be open to the persons of either sex and of whatever caste, creed, race or class, and it shall not be lawful for the University to adopt or impose on any person, any test what so ever of religious belief or profession to entitle him to be to be admitted as a student in the University or to graduate thereat or to enjoy or exercise any privilege thereof.

1.3 The University shall maintain an all-India character and high standards of teaching and research, and shall conduct Common Entrance Examination for admission in the undergraduate, postgraduate, and research degree programs, respectively, as per the need.

1.4 The common national level entrance examination shall be aimed at assessing the knowledge, comprehension, and aptitude of the student to pursue higher studies, and the merit of the candidates shall be determined by a composite score based on the marks scored in the written test, past academic performance, viva, group discussion, and personal interview.

1.5 University will have a single common application form for admission to all programs of

studies at a particular level i.e. a single common form for all programs of studies at the Undergraduate (UG) Level, a single common form for all programs of studies at the Postgraduate (PG) and a separate common form for admission in Research Degree (RD) Programs (Ph.D.).

1.6 The University shall admit students based on criteria prescribed by the Academic Council, keeping in view the guidelines/norms in this regard issued by the UGC and other Regulatory bodies concerned, and considering the reservation policy.

1.7 Applications for admission must be accompanied by a non-refundable application fee in the form of an Account Payee Bank Draft/Pay Order (payable to THE ARYAVART INTERNATIONAL UNIVERSITY) or Direct/NEFT/RTGS/IMPS to the university account or receipt of remittance of cash transfer to the University through designated channels or a Cash Receipt obtained from the admission cell of the University.

1.8 Applicants for admission shall be required to indicate their choices of Programme of Studies in order of their preference in their application form, and admission shall be made strictly on merit based on the composite score of the selection criteria in accordance with the preference of the applicants.

1.9 The academic calendar and commencement of classes for all Programs of Studies shall be in accordance with the guidelines/Ordinances issued by the UGC and/or other national-level regulatory bodies as issued and amended from time to time.

1.10 The minimum and maximum duration of Programs of Studies shall be prescribed by the Academic Council in conformity with requirements of Ordinances prescribed by the UGC and other national regulatory bodies from time to time and shall be notified in the Prospectus.

1.11 No candidate, pursuing a full-time programme of study in the University, shall be allowed to take up a job without prior and explicit permission of the University.

Provided further that those already employed at the time of admission shall submit, within thirty days, in original, a certificate from their employer to the effect that the employer has granted them leave for the whole duration of the programme of study for pursuing the programme of study in the university.

Provided that the above shall not prohibit, exclude, or exempt a student from undergoing obligatory or optional work placement, if completion of the programme of studies in which he/she has taken admission so requires.

1.12 No student pursuing a full-time Programme of Study in the University shall be permitted to take any other regular examination leading to another degree of this University or any other educational institution. However, a student would be eligible to take courses under Career Oriented Proficiency/Certificate/Diploma Programs simultaneously, either from THE ARYAVART INTERNATIONAL UNIVERSITY or any other university/ educational institution/board, etc.

1.13 If at any time it is discovered that a candidate has made a false or incorrect statement or has furnished false or incorrect information or has used any other fraudulent means for securing admission, his/her name shall be removed from the rolls of the University.

1.14 A student admitted to a Programme of Study who is detained due to a shortage of attendance will be required to pay the fee for that particular semester and seek re-admission for the same semester. Attendance, internal exam marks, and other related assessments from the previous attempt will no longer be valid.

1.15 The eligibility requirements within the requirements prescribed by UGC and the concerned statutory body for admissions to academic programs shall be laid down by the Academic Council.

1.16 The School/Department may stipulate additional requirements over and above those specified by the Academic Council for admission to the academic programs.

1.17 The Rules and the procedure for admissions will be laid down by the Academic Council from time to time. The Academic Council shall also lay down the frequency of admissions to such programmes.

1.18 Candidates studying in the final year of their qualifying degree programmes may be considered for provisional admission to the academic programmes of the University, provided they satisfy all other prescribed requirements. The academic calendar of the University shall prescribe a cut-off date by which a student must complete all the requirements of the qualifying examination and be declared to have passed that examination with the minimum prescribed standard for admission, failing which the admission will be revoked. Such a cut-off date must be before the start of the term-end examination in the very first academic term of such a student.

1.19 The Academic Council shall lay down the rules, norms, and procedures for Admission and Registration.

1.20 Students register individually for courses at the beginning of an academic term, depending

on their standing in the Programme, their backlogs, and the prerequisites of the various courses.

1.21 Such registration will be on the advice and approval of the programme counsellor allotted to the student.

1.22 The registration will not be completed till the student pays the prescribed fees for the academic term and all other outstanding dues to the University and student hostels, if any.

1.23 The registration must be completed by the date prescribed for such registration each semester.

1.24 Students who do not register by the prescribed date for late registration may not be allowed to pursue their programme of studies in that semester.

1.25 A student will not get credit for any course for which he/she is not registered in any academic term.

1.26 The Academic Council may cancel or change the registration of any student, during or after a term, according to the process laid down for such change.

1.27 For sufficient reasons, a student may be allowed to register late, but no later than the prescribed date for late registration as laid down in the academic calendar.

1.28 Tripura State Seats: The University shall follow reservation in the admission in all programs of studies at Campuses/Constituent Colleges located in the State of Tripura as per State Govt. regulations. 5% seats shall be reserved horizontally for persons with benchmark disabilities (PwD) as per the Government of Tripura reservation policy. A significant portion of seats shall be reserved for domicile candidates of Tripura under the applicable state quota rules.

1.29 Candidates seeking admission under the reserved categories shall be required to fulfil the prescribed conditions of admission requirements of the Course. The Application Form of a candidate in their served category must be submitted along with the Caste/Tribe/Non-creamy layer certificate issued by the competent authority. An Application Form received without the required certificates is liable to be rejected.

1.30 Candidates belonging to the FN/NRI/PIO category shall not be required to appear for the single common entrance examination of the University, but will have to fulfil minimum eligibility conditions for admission. Seats and fees for them may be recommended by the Academic Council and Finance Committee and further approved by the Executive Council and the Court of the University.

1.31 Admission to these categories of students shall be granted on merit determined either by their past academic records or by internationally conducted aptitude tests for admission in higher education, or a combination thereof, with due regard to the need for providing opportunities to the nationals belonging to different countries.

1.32 Application for admission should be submitted to the Dean of the School/Head of the Department concerned along with the attested/certified copies of all the necessary documents.

1.33 Candidates seeking admission under the FN/NRI/PIO category shall be required to pay fees and other charges as applicable to their category and as specified in the concerned Regulations relating to fee structure and as notified on the website.

1.34 Candidates admitted under the FN/PIO category shall be required to undergo a medical test (including a test for HIV AIDS) within a week from the date of admission.

1.35 Candidates admitted under the FN/PIO category shall be required to produce a STUDENT VISA within one month of the date of completion of the admission, but before the commencement of the academic session, and submit a copy of the same to the Office of the Foreign Students Advisor, failing which their admission shall stand cancelled.

1.36 SYLLABUS, COVERAGE, AND WEIGHTAGE OF DIFFERENT COMPONENTS OF THE COMMON ENTRANCE EXAMINATION

a. The syllabus, coverage, weightage of different components, durations, and the degree and level of difficulty of the Common Entrance Examination as applicable for admission in various programs of studies of the University shall be approved by the Academic Council and duly prescribed and notified in the Prospectus.

b. Broadly, however, the common Entrance Examination shall be aptitude-based and of 2 to 3 hours duration. The time, date, and centres shall be notified in the University Prospectus. The components of the Common Entrance Examination are the same, but the difficulty level differs. Further, the Common Entrance Examination shall generally have Multiple Choice Questions (MCQs) aimed at assessing the knowledge, aptitude, and skills of candidates in terms of:

i. Verbal Ability: Intended to test the candidate's understanding of the basic rules of grammar and English usage, this section will cover Pronouns, Misplaced Modifiers, Subject-Verb agreement, Parallel Construction, Verbs, Quantifiers, Comparatives and Idiomatic Expression, Vocabulary, Synonyms and Antonyms, and Sentence completion.

ii. Critical Reasoning: Intended to assess aspirants' ability to analyse arguments, find underlying assumptions, discern flaws in arguments, and ascertain their validity, and also to assess aspirants' ability to critically evaluate the statements and situations, the questions in this part shall be based on short passages.

iii. Reading Comprehension: Intended to assess candidates' ability to understand and analyse information presented in text and also to assess aspirants' ability to apply concepts and information presented in a passage to parallel situations. In this part, candidates shall be provided one or more passages accompanied by sets of questions.

iv Quantitative Aptitude & Numerical Ability: This section is intended to assess the quantitative aptitudes of the applicants. Intended to evaluate aspirants' understanding and ability to apply the knowledge of basic mathematical concepts". This section shall have questions pertaining to functions, algebra, coordinate systems, inequalities, time, speed, distance, ratios and proportions, sets, profit & loss, simple and compound interest, and elementary statistics, central tendency, dispersion, Probability, etc.

v. Data Analysis and Data Sufficiency: Intended to measure candidates' ability to analyse a situation and make decisions based on available data". This section shall have questions based on data given either in a tabular form or in the form of diagrams of different types. This section shall comprise questions based on graphs, tables, bar charts, etc.

vi. Reasoning and General Intelligence: Intended to assess aspirants' ability and capacity to draw inferences from various given situations and their ability to use logic and general intelligence. This section will have questions that will require aspirants to use logic to draw inferences and make effective decisions.

c. Notwithstanding the above provisions, the University may also admit students, in case of a programme of studies where the number of intakes is small, based on marks obtained in the qualifying examination in such courses. In that case, the weightage of different components of the selection criteria shall be adjusted accordingly.

d. Provided further that, in the first three to five years of the commencement of a programme of studies, when the university is not sure of the magnitude of applications likely to be received, the University may admit students on a "Merit-cum-First Come First Serve" basis.

1.37 The administration, conduct, and logistics, including maintenance of confidentiality and secrecy and preparation of a list of candidates called for interview based on the merit of the

Common Entrance Examination, as applicable, shall be the responsibility of the Controller of Examination or of any person specifically appointed by the Vice-Chancellor for the purpose.

1.38 The details regarding the Common Entrance Examination shall be notified by the University on the website in April/May. The entrance test for admission to the program shall be conducted by the University once a year in April/May/June. In Case of exception, the date and venue of the test may be changed at the sole discretion of the Vice-Chancellor.

ORDINANCE No. - 2

This Ordinance shall be called “**ORDINANCES FOR MEDIUM OF INSTRUCTION, EXAMINATION, EVALUATION AND GRADING CREDIT SYSTEM FOR PROGRAMMES OF STUDIES OTHER THAN THE RESEARCH DEGREE PROGRAMMES**” and shall apply to Full-Time, Part-Time, Online, Distance, Vocational, External, Weekend, Collaborative and Sponsored programmes offered by THE ARYAVART INTERNATIONAL UNIVERSITY.

2.1. MEDIUM OF INSTRUCTION & EXAMINATION:

- a. The medium of instruction in respect of all the Programmes of Studies offered by the University shall be in English or any other Language approved by the Academic Council, except in cases of studies/research in Languages.
- b. Question Papers of all examinations shall be set and answered in English or any other Language approved by the Board of Studies of course concern and further from Academic Council, except in case of examinations in languages/literature, where the question papers may be set and answered in the respective languages either in totality or in part, depending upon the requirements of the course.
- c. Project Work/Project Report/Dissertation/Fieldwork Report/Training Report, etc., if any, shall have to be written in English or any other Language approved by the Academic Council, except in case of the Programs of Studies in languages/literature, where the same may be required to be written in the respective language.

2.2. EXAMINATION SYSTEM:

- a. The university shall adopt the guidelines issued by the UGC and other Regulatory bodies concerned from time to time in respect of the conduct of examinations. The evaluation is carried out according to the scheme laid down by the Department, approved by the Board of Studies for the concerned course, and further by the Academic Council of the University from time to time. There shall be university examinations at the end of each Term/year for the Programs undertaken by the student.
- b. All Programs of Studies of the University shall be offered under the Semester/Year System, and Examination and evaluation of students shall be through Comprehensive Continuous Assessment (CCA).

c. As a general principle, the Comprehensive Continuous Assessment shall comprise the following components:

- i. Continuous Internal Assessment...30%
- ii. Term End Examination.....70%

(While for some courses, which come under any specific council, the CCA component may vary, following the council requirements)

d. Detailed distribution and break-up of the Comprehensive Continuous Assessment (CCA) shall be specified under the course concerned in the Detailed Course Outline for each course taught during a semester/year.

e. Except in exceptional cases, the question papers for the Term End Examinations shall be 3 (Three) Hours duration.

2.3 DATE, PLACE OF EXAMINATION:

a. All examinations shall be conducted at such places, at such times and on such dates as the O/o Controller of Examinations (CoE), in consent with O/o Registrar, may decide from time to time.

b. All examinations shall ordinarily be held once/twice in the academic year unless otherwise decided by the Academic Council from time to time.

2.4 NOTIFICATION OF DATE:

The Controller of Examinations shall notify the last date of receipt of applications for examination together with the prescribed fees, the last date of receipt of Term Certificates, and the dates of conduct of examinations.

2.5 METHOD OF EXAMINATION:

Unless provided for, examinations shall be conducted by one or more of the following methods.

- i. Written
- ii. Practical
- iii. Viva/Oral
- iv. Computer-based examination
- v. OMR-based examinations

2.6 STANDARD OF QUESTION PAPERS:

The papers set in any subject shall be such that a candidate of decided ability, well prepared in the subject, can reasonably be expected to answer within the time allotted.

2.7 PROHIBITION OF RELIGIOUS BELIEF OR PROFESSION OR POLITICAL VIEWS:

No question shall be put at any University examination calling for a declaration of religious belief or profession or political views on the part of the candidates, and no answer given by any candidate shall be objected to on the ground of its giving expression to any particular form of religious belief, profession, or political views.

2.8 HALL TICKET:

Every candidate who has been registered for an examination shall be given a Hall Ticket issued by the Controller of Examinations in the prescribed form. The Hall tickets shall be issued to each candidate through the HoD/Director of the School/Department where the student is presently enrolled. The hall ticket of a candidate issued by the University shall not be cancelled or withheld except as provided for in the Ordinances.

2.8.1 PRODUCTION OF HALL TICKETS:

Candidates shall bring with them their hall tickets on each day of the examination and shall produce the same when demanded for inspection by the Centre In-Charge or Supervisor, or any officer authorised by the University for the purpose.

2.8.2 CANCELLATION OF HALL TICKETS:

It shall be competent for the Vice-Chancellor to cancel the Hall Ticket issued in the name of any candidate for his conduct, or if it is found out that he is ineligible to take the examination.

2.9 EXCLUSION OF CANDIDATES FOR DISEASE:

It shall be competent for the Centre In-charge to exclude any candidate from an examination, on being satisfied that he is suffering from any infectious or contagious disease. Such cases shall be immediately reported to the O/o Registrar and O/o Controller of Examinations.

2.10 PROVISIONAL ADMISSION:

No candidate shall be admitted to an examination hall without his Hall Ticket, provided, however, that the Centre In-charge in due concern with O/o Registrar shall have power provisionally to admit a candidate who has lost his Hall Ticket or a candidate whose Hall Ticket has not been found among those issued by the University due to some mistake in transmission or in the registration of the candidate.

2.11 EXCLUSION OF CANDIDATES FOR MISBEHAVIOUR:

Candidates taking an examination shall be under the disciplinary control of the Centre In-Charge, and shall obey his instructions. In the event of a candidate disobeying the instructions of the Centre In-Charge supporting examination staff or behaving insolently towards the Centre In-Charge or supporting examination staff, the candidate may be excluded from the day/days of examination, and if he/she persists in misbehaviour, he/she may be excluded from the rest of the examinations by the Centre In-Charge. In all such cases, a Unfair means committee (UFM) to be constituted by Vice-Chancellor prepare a full report of each case and shall be sent to the O/o Controller of Examinations, may, according to the gravity of the offence ratify the action taken, by the Centre In-Charge or further punish a candidate by cancelling the examination taken by him/her either in whole or in part, or debarring him/her from appearing for any University examination for a specified period or permanently.

2.12 PAPER SETTING & EVALUATION:

- a. The overall framework of the Comprehensive Continuous Assessment (CCA), including the broad guidelines, regarding the content, format, duration, and timings of different components of examination and evaluation, shall be decided by the Academic

Council.

- b. Within the overall framework of examination and evaluation as decided by the Academic Council, the content, format, and duration of various components of the CCA shall be decided by the concerned School/ Department and notified to the students along with a detailed course outline provided at the commencement of each course. Provided that the weightage of the Term End Examination shall not be less than 70%.
- c. The paper setters shall be appointed by the O/o Controller of Examination with prior approval of the Vice-Chancellor (in the absence of the Vice-Chancellor, with consent, the Registrar) to set the question paper for Term End Examinations of the University. Each paper setter shall be responsible for ensuring the secrecy and confidentiality of the question paper set by him/her;
- d. In case of examinations involving theory (where applicable as per council requirements), Viva-Voce, practical, etc., in a course offered by the University, the evaluation shall be done by an external expert or a combination of an Internal and External expert to be appointed by the O/o Controller of Examination.
- e. Project Work/Project Report/Dissertation/Fieldwork Report/Training Report, etc, shall be evaluated by an external expert or a combination of Internal and External experts to be appointed by the O/o Controller of Examination.

2.12.1 APPOINTMENT OF EXAMINERS/PAPER SETTERS:

- i. No person can claim appointment as paper-setter/examiner/moderator or any other examination work as a matter of right.
- ii. The Examiners in different subjects at various undergraduate and post-graduate examinations, as well as certificate and diploma examinations to be conducted by the University, will be appointed by the Vice-Chancellor (in the absence of the Vice-Chancellor, with consent, the Registrar) on the recommendation of the examiners'/Paper setters' appointment committee.
- iii. The Director of University Schools, Head of the Departments, and recognized institutions have to send/suggest/recommend the names of the teachers to the O/o Controller of Examination in the required format, by considering the teachers who taught the subjects with their expertise and experience. The Office of the

Controller of Examinations shall compile a list of eligible teachers based on the relevant data and place it before the Examiners/Paper Setters' Committee for consideration.

- iv. Examiners'/Paper setters' examiners appointment committee: -
- a. Dean or Associate Dean appointed by the Vice-Chancellor of the concerned faculty. (Chairperson)
 - b. Chairman of the concerned Board of Studies.
 - c. Two members of the Board of Studies of the concerned subject appointed by the Vice-Chancellor.
 - d. Controller of Examination (Deputy Controller of Examination in the absence of Controller of Examination) (Member Secretary)

Quorum will be fulfilled with 3 members only.

- v. The Examiners'/Paper setters' appointment committee shall prepare the list from amongst persons included in panels to be prepared by the Board of Studies & from the list of teachers who taught the subjects/ industries expert in the concerned subject expertise, as per clause ii. The list of examiners/paper setters prepared by the committee shall be placed before the Vice-Chancellor for approval, who may approve or modify the same for reasons to be recorded in writing.
- vi. The O/o Vice-Chancellor shall then appoint the examiners/paper setters.
- vii. No teacher shall be appointed as an examiner or paper setter for an examination for which his/her spouse or blood relation is appearing.
- viii. The appointment letters in the prescribed format should reach the paper setter/examiners in time, at least one month before the commencement of the examination. There should be a clear gap of at least 15 days given for submission of the question papers.
- ix. In the case of appointment of examiners for the practical examination, the appointment letter or email shall be sent well in advance before the commencement of the respective examination.
- x. The University may develop a portal for online submission of the question paper, online evaluation, and submission of marks for the examiners.
- xi. The paper setters/examiners/moderators have the option to accept or reject the

assignment of examination work. They must communicate their decision to the University within the prescribed time limit. If no communication is received within this time frame, it will be assumed that the assignment has been rejected by the paper setter, examiner, or moderator.

- xii. The paper setters/examiners/moderators shall follow all the directions given by the University from time to time in respect of the pattern of question papers, setting of question papers, model answers, scheme of marking, etc.
- xiii. The paper setter shall submit a copy of the paper set by him/her in ready-to-print format with soft copy as desired, as per the instructions of O/o Controller of Examination, and submit the same to the O/o Controller of Examination through the Authorised Faculty of the course concerned in a sealed envelope along with the solution for the same.
- xiv. If, for any reason, any examiner is unable to accept the examiner-ship and a fresh appointment cannot be made in time, the Vice-Chancellor shall appoint another examiner.

2.12.2 INSTRUCTIONS TO THE PAPER SETTERS:

Examination of students, after a stipulated portion of the syllabus is taught, is one of the important parts of the teaching-learning process. Hence, it should be executed with due seriousness, confidentiality, and sanctity. An examination is conducted to evaluate the students with respect to the portion of the syllabus taught and various components of the curriculum. Setting question papers with confusing language, vague questions, factual errors, and repetition of questions in successive examinations leads to a lowering of students' morale, undermining the prestige and integrity of the examination system.

The following rules are set on this background:

1. Paper setters at various semester/ year/term end examinations in all the subjects shall be bound by these instructions and treat them as well as any other instructions issued to them from time to time in this respect as confidential.
2. While framing a question paper, the following points should be considered:
 - a. The questions set should be from the prescribed syllabus only.
 - b. The paper should cover the whole of the prescribed syllabus and may give weightage to each unit.

- c. The question should be worded with no ambiguity.
 - d. There should be a reasonably wide choice of questions to be answered.
 - e. The question paper should be such that a well-prepared student should be in a position to answer all the questions.
 - f. Main questions and sub-questions will be marked separately.
 - g. Only integral marks shall be assigned to each question and sub-question.
3. The paper setters should avoid repetition of questions, as far as possible. Repetition of the entire question paper, or a Section of a question paper, or a set of questions shall be viewed seriously, and suitable disciplinary action shall be taken.
 4. The Instructions to the candidates should be given at the beginning of the question paper.
 5. These instructions should include instructions regarding the number of questions to be attempted for full credit in the paper.
 6. When a paper is composed of more than one section, specific instructions should be given to that effect. The section number should be written above the question with which the respective section begins.
The question numbers and sub-question numbers should be suitably written on the left-hand side, while the marks assigned to them should be written on the right-hand side in round brackets.
 7. If there is an alternate question to an original question, the alternate question should be given the same question number and written below the original question, and the word “OR” should be written between them.
 8. (i) Sudden change of a drastic nature in the pattern of a question paper as well as the questions set shall be avoided until it seems to be an emergency.
(ii) The numerical data required to solve problems should be given in the paper itself. Physical quantities shall be in standard units only, and only the standard abbreviations shall be used.
(iii) Sketches, figures, tables, and other details that form part of the question paper should be submitted appropriately. The sketches and figures should be drawn neatly in black/blue ink only and should be easy to reproduce. Rough pencil sketches shall not be accepted.
(iv) The paper setter should inform the O/o Controller of Examination, in writing,

the specific requirements, such as graph papers, drawing papers, data tables, and usage of a calculator to be permitted or not, etc.

(v) The numerical questions should be set because the students are allowed to use non-programmable scientific calculators.

(vi) Each question paper shall be submitted to the Controller of Examination in a separate sealed envelope, specially provided for the same, as per the instructions specified in the appointment order. A receipt of the question paper shall be issued immediately on receiving the same, if submitted personally.

(vii) The paper setters must destroy the rough notes, manuscripts, if any, of the question paper set as soon as the final draft is submitted to the office.

(viii) If the question paper is submitted online or uploaded on the portal, the original copy of the file must be permanently deleted from his/her computer, and no copy in whatsoever form can be maintained by him/her.

(ix) The paper setter shall also submit a solution for the question paper prepared by him/her.

(x) The Vice-Chancellor reserves the right to withhold or reduce the remuneration payable to paper setters, and the Vice-Chancellor has powers to cancel any appointment of a paper setter or take any disciplinary action for negligence of any kind on the part of the paper setters in carrying out the work entrusted to them and in accordance with the instructions issued to them.

(xi) The paper setter(s) have a great responsibility in maintaining the integrity of the examination system. Failure to do so, in particular with a known intention, may attract a heavy penalty.

2.12.3 GUIDELINES FOR PAPER SETTING:

- a.** The question papers for the Term End Examination shall be based on the total course content prescribed for the Semester.
- b.** The question papers for the Term End Examinations shall be set such as to encompass the total course content covered with limited internal choices, such as to make it imperative for the student to study the prescribed course content in full and deter them from selective study.
- c.** The paper setter shall be external for the Term End Examinations. The paper setter

- shall set the question paper in the prescribed format and submit the same in a sealed cover marked as Confidential to the O/o Controller of Examinations, within the specified time limit before the commencement of the Final/Term End Examination;
- d. Each Paper setter shall also be required to submit in a separate sealed cover the key to the Multiple-choice Questions and synoptic answers to the O / o Controller of Examinations along with the question papers. These shall be kept sealed in safe custody for the evaluation of answer sheets.
 - e. The question papers set by the paper setters shall be reviewed by the Authorised Faculty of the course concerned.

2.12.4 ASSESSMENTS OF ANSWER BOOKS:

1. The Senior Examiner/Committee appointed by the Vice-Chancellor/Registrar shall distribute the work of assessment of answer books among the examiners appointed for a subject head. He should hand over to the O/o Controller of Examination, along with the copies of the question paper, a statement showing the division of the work.
2. Examiners shall treat the entire work related to the examination as confidential and shall not enter into communication with students or any persons representing them on any matter connected with the examination.
3. If the case of physical copies of answer books, the examiners shall inspect the parcels of answer books as soon as they receive them and verify whether they are properly sealed. They should report any anomaly to the O/o Controller of Examination. Any unsealed or open parcel should be returned to the O/o Controller of Examination immediately, within one day from its receipt.
4. The Examiners should open the sealed parcels of answer books as soon as they receive them, even if they are unsealed or have their seals broken, and check the contents and verify whether the recordings in the answer books count allocated to the examiner. They should report to the O/o Controller of Examination, whether the contents of the parcels are in accordance with the report of the Hall Supervisor tied to the bundles of the answer books.
5. In case of electronic receipt of the scanned answer books by the examiner, he should confirm electronically that he has received correct copies of the answer books.

6. For online correction of answer books, the examiner shall not make any copies of the answer books.
7. The process of online correction of the answer books, the examiners shall follow the instructions for online marking and submit the marks online.
8. To expedite the work of assessment, if an examiner receives any answer books not intended for him, or answer books in which answers to questions belonging to the wrong section are attempted, he should send such answer books to the O/o Controller of Examination. If this is not possible, he should submit the same to the O/o Controller of Examination immediately and take the receipt. Any wrong answer books or sections received should be returned to the O/o Controller of Examination at once or may be evaluated by the same examiner with due instructions received from O/o Controller of Examination.
9. Examiners shall observe the instructions given to them while assessing the answer books.
10. The mark-list along with the assessed answer books shall be submitted to the O/o Controller of Examination on or before the last date stipulated, and a receipt shall be obtained to that effect.
11. Any problem encountered in the assessment work should be brought to the notice of the O/o Controller of Examination.

2.12.5 GUIDELINES FOR EVALUATION:

- a. It shall be the bounden duty of the concerned School/Community College / Centre to:
 - i. Evaluate all assignments, quizzes, and Internal (Mid Term) examination answer scripts within one week of the date of such examination;
 - ii. address questions of students, explain and satisfy them about the marks/grades awarded to them;
 - iii. display the marks/grades awarded to each student on the notice board of the School/ Community College / Centre; and
 - iv. Submit the marks/grades awarded to the students to the O/o Controller of Examination of the University.

- b. In case of Subjective Examination, each examiner shall be required to evaluate the answer scripts of the Term End Examination within two weeks of the date of examinations and shall be required to return to O/o Controller of Examinations, the evaluated answer scripts along with the award list.
- c. Head of the School/ Department of the University School of Studies concerned shall forward to the Controller of Examination, the consolidated award list of marks/grades awarded to the students in the Continuous Internal Assessment of each course offered by the School of Studies concerned.

2.12.6 REVALUATION OF ANSWER SCRIPTS:

- a. A student may apply on the prescribed application form along with the prescribed fees, for revaluation of his/her answer script(s) to the Controller of Examinations within seven working days from the date of declaration of the results.
- b. An independent expert on the subject to be appointed by the Controller of Examinations shall do a re-evaluation of the answer script. Answer scripts shall be re-evaluated with reference to the key of MCQs and the synoptic answers submitted by the paper setter, and the marks/grades awarded by the independent expert shall be considered as final.

2.12.7 VERIFICATION OF MARKS AND RE-EVALUATION:

1. After the declaration of the results of an examination, the candidates shall be permitted to make applications for the Verification of Marks as per the guidelines laid down by the University in this regard.
2. The candidates must apply for Verification of Marks within the stipulated time period decided by the university. No such application shall be entertained after the due date.
3. **Verification of Marks:** The verification of marks shall be done as under:
 - a. The applications for the verification of marks shall be submitted in the prescribed form.
 - b. Each form should be accompanied by a fee prescribed by the university.
 - c. The person authorised for the work of rechecking shall examine the answer scripts to check the following—
 - i. Whether all the questions and sub-questions answered have been

evaluated.

- ii. The allotted marks have been properly entered.
 - iii. Totalling inside the answer script and on the front page of the answer script is correct.
- d. If there are any changes, the O/o Controller of Examination shall invite the respective examiner to make the necessary changes, and such changes will be signed in full by the examiner. The university will verify the changes and endorse the same.
- e. The revised entries, if any, will be made in the mark-lists and initialled by the respective examiner and O/o Controller of Examination, and the names of both will be entered on the answer books as well as the mark-lists.

4. Re-evaluation:

- a. The applications for the re-evaluation shall be submitted in the prescribed manner.
- b. Each form should be accompanied by the prescribed fees.
- c. The University shall appoint an examiner to re-evaluate the answer books, who shall not be the same examiner who evaluated the answer books.
- d. If the marks after re-evaluation change by more than 30% of the maximum marks, in more than 5 answer books evaluated by an examiner, a committee can be appointed after approval from the Vice-Chancellor to re-evaluate all answer books evaluated by the concerned examiner for the subject. If the number of such cases is unusually high or repetitive, indicating a bias for one reason or another by the examiner, the Committee can ask explanation from the concerned examiner.
 - i. Until a suitable and acceptable explanation is obtained, the examiner shall not be considered for any examination of the University, nor will they be given any academic responsibility, including allotment of students for seminars and projects, except regular subject and laboratory teaching and instruction.
 - ii. The Committee can also recommend a penalty for the examiner equivalent to the total re-evaluation fees charged to the candidates.
 - iii. The Committee shall also recommend a refund of the re-evaluation

fees to the candidates.

2.13 CONDUCT OF EXAMINATION:

- a.** All examinations of the University (except the entrance examinations for admission in different Programs of Studies) shall be conducted and held at the University Campus/in the respective Community Colleges of the University and such other places approved by the Vice-Chancellor from time to time in accordance with THE ARYAVART INTERNATIONAL UNIVERSITY Act No.3 of 2023.
- b.** The O/o Controller of Examinations, with the approval of the Vice-Chancellor/Registrar, shall notify the date Sheet for Term End Examinations at least fifteen days before the commencement of the examinations.
- c.** The Term End Examinations shall be conducted under the general supervision of the Centre Superintendent appointed by O/o Controller of Examinations for each of the Examination Centres. He/she shall arrange for the invigilation duties from amongst the faculty members and shall be responsible for the fair and orderly conduct of the examination.

2.14 INDISCIPLINE AND UNFAIR MEANS IN EXAMINATION:

- a.** There shall be zero tolerance against the use of unfair means and malpractices in connection with the examination, and each examinee shall be required to strictly adhere to the instructions for taking the examination. Non-adherence to such instructions shall attract disciplinary action.
- b.** Use of unfair means is strictly prohibited and shall invite serious disciplinary action for anyone found using unfair means during any examination. Unfair practices and unfair means relating to examination shall mean and include:
 - i.** Exerting pressure, coercion, and undue influence for postponement and change of dates and timings of examination.
 - ii.** Threatening the invigilator or any other misbehaviour amounting to insubordination as reported by the Invigilator/Centre Superintendent.
 - iii.** Seeking favours from and/or threatening the examiners, paper setters, evaluators,

- invigilators, co-examinees, or any other officer or staff of the university.
- iv. Resorting to such practices and engaging in activities that are specifically prohibited during the course of examination
 - v. Keeping in possession of materials of any kind related to the subject of the examination concerned, including mobile/cell phones/electronic aids, copying chits, unless otherwise permitted as a component of the examination, and/or copying or attempting to copy from the materials in possession or from other persons within or outside the examination hall are strictly not allowed;
 - vi. Exchanging notes, interchanging answer scripts, helping other examinees, seeking help from and/or consulting other examinees or any other person inside or outside the examination hall.
 - vii. Attempts of impersonation, including writing some other candidate's registration number/roll number in the answer paper and/or exchanging or attempting to exchange answer sheets or other materials during the course of the examination, are prohibited.
 - viii. Sitting or occupying seats other than the one allotted to the candidate or changing the seat during the course of examination without the permission of the invigilators is not permitted.
 - ix. Boycott/walkout of the examination and or causing disturbances of any kind during the conduct of the examination is not allowed.
 - x. Any other act of omission or commission as may be declared by the Executive Council as unfair means in respect of any or all the examinations is not allowed.
- c. Detection of unfair means, indiscipline, and disturbances during the examination shall be brought to the notice of the Centre Superintendent by the Invigilator concerned in writing.
 - d. The Centre Superintendent shall report to the O/o Controller of Examination without delay, each case of alleged use of unfair means in the examination with full details of the evidence in support thereof and the statement of the candidate concerned, if any, on the forms supplied by the O/o Controller of Examinations for the purpose.
 - e. In case a candidate found using unfair means in the examination refuses to make and sign the said statement, the incident shall be recorded by the Invigilator and countersigned by the Centre Superintendent, and appropriate action will be taken.

- f. The answer book of the candidate found using unfair means in the examination shall be seized, and the candidate will be treated as absent and will be debarred for one semester.

The Centre Superintendent shall send the answer-book to the O/o Controller of Examinations along with his/her report.

- g. All individual cases of reported use of unfair means in examination shall be referred to the Examination Discipline Committee. Provided that in case of use of unfair means on a mass scale at an examination centre, the Vice-Chancellor/ Registrar shall have the powers to cancel the examination of all the candidates appearing from the centre concerned and order re-examination, and initiate further disciplinary action against all concerned.

2.14.1 EXAMINATION DISCIPLINE COMMITTEE

- a. The Examination Discipline Committee shall be constituted by the Vice-Chancellor from time to time.
- b. The Terms of office of the Members of the Examination Discipline Committee, other than the Ex-Officio Members, shall be three years from the date of appointment, and that three Members of the Committee shall constitute the quorum.
- c. Centre Superintendent concerned shall be specially invited to the meeting of the Examination Discipline Committee while considering the reported cases of Unfair Means.
- d. Depending upon the extent and severity, the punishment for the use of Unfair Means may include:
 - i. Obtaining a written apology and undertaking for good behaviour and conduct.
 - ii. Lowering the Marks/Grade in the examination in which Unfair Means were used.
 - iii. Lowering the Marks/Grade in all examinations of the Semester.
 - iv. Awarding “I” Grade/ “F” Grade to the candidate in the particular examination in which the Unfair Means were used.
 - v. Awarding “I” Grade/ “F” Grade in all Examinations taken by the candidate

- during the semester.
- vi. Debarring for a certain specified number of semesters from appearing in the examination of the University.
 - vii. Cancellation of admission from the University
 - viii. Rustication from the University and debarring the student from taking admission in any Programme of Studies of the university for a certain specified period of time;
 - ix. Rustication from the University and barring the student from taking admission in any Programme of Studies of the university forever;
- e. The Examination Discipline Committee shall decide the extent and magnitude of punishment to those found guilty of using Unfair Means in examination with due regard to the nature and extent of offence committed by a candidate in the use of Unfair Means and shall ensure that the punishment is commensurate to the offence committed and in accordance with the principle of natural justice;
 - f. All decisions taken by the Committee will be placed before the Vice-Chancellor for approval.
 - g. A candidate found guilty of using Unfair Means in examination by the Examination Discipline Committee may appeal to the Vice-Chancellor, in writing, within one month of the receipt of the decision of the University; and if the Vice-Chancellor is satisfied that the representation merits consideration, he/she may refer the case back to the Examination Discipline Committee for reconsideration.

2.15 SPECIFIC PROVISIONS FOR THE CONDUCT OF ENTRANCE EXAMINATION FOR ADMISSION

- a. The University shall conduct Common Entrance Examination and the Research Entrance Test (RET) for admission in the undergraduate, postgraduate, and research degree programs, respectively, as per the need.
- b. The Paper Setters for the Common Entrance Examination shall be appointed by the Vice-Chancellor/ Registrar.
- c. The overall administration, conduct, supervision, and control of the Common Entrance Examination shall be the responsibility of the O/o Controller of Examination, who, with

the approval of the Vice-Chancellor, shall arrange:

- i. To get the question papers for the Common Entrance Examination set by the paper setter(s) appointed by the Vice-Chancellor/ Registrar
 - ii. For the confidential printing & proof corrections of the question papers for the Common Entrance Examination
 - iii. To appoint Chief Superintendents for each of the examinations
 - iv. For the smooth conduct of the Common Entrance Examination in all Examinations, and to exercise general supervision and control
 - v. For the evaluation of the Answer scripts and preparation of the merit list;
- d.** In the absence of the Controller of Examinations or otherwise, if the circumstances so warrant, the Vice-Chancellor may appoint a Coordinator of the Common Entrance Examination who shall perform such functions as specified.
- e.** The Common Entrance Examination shall be held at the designated Examination Centres as approved by the Academic Council and notified to the students at least one week before the hall tickets.
- f.** Each Examination Centre shall be under the charge of a Chief Superintendent, who shall ensure smooth and fair conduct of the Common Entrance Examination.
- g.** During an entrance examination, all candidates shall be under the disciplinary control of the Centre Superintendent, whose instructions on the conduct of the examination shall be final and binding. If a candidate disobeys instructions or misbehaves with the Centre Superintendent/Supervisory staff/invigilator/any other staff/other examinees, he/she may be expelled from the examination.
- h.** Notwithstanding anything contained in these Ordinances, the examination of all such candidates who are found using unfair means in the Common Entrance Examination shall be cancelled, and consequently his/her answer script will not be considered for evaluation and preparation of the merit list.

2.16 GRADING SYSTEM

- a. The University shall have a **grading system** based on a **Ten (10) point scale** of evaluation of the performances of students in terms of marks, grade points, credits, letter grade, and class.
- b. The total performance of a student within a semester and the continuous performance from the second semester onwards shall be indicated by the (i) Grade Point Average (GPA); (ii) Cumulative Grade Point Average (CGPA); with the CGPA being the real indicator of a student's performance. These shall be calculated as under:

$$\text{GPA} = (\sum C_i G_i) / (\sum C_i)$$

$$\text{CGPA} = (\sum \sum C_{ni} G_{ni}) / (\sum \sum C_{ni})$$

Where,

C_i - number of credits for the i^{th} course,

G_i - grade point obtained in the i^{th} course,

C_{ni} - number of credits of the i^{th} course of the n^{th} semester

G_{ni} - grade points of the i^{th} course of the n^{th} semester

2.16.1 COURSE-WISE LETTER GRADE & GRADEPOINT

Accordingly, the percentage of marks obtained by a student in a course will be indicated by a grade point and a letter grade on a **Ten (10) point scale** as under:

Percentage of Marks	Numerical Grade	Letter Grade	Description of Grade
91-100	10	O	Outstanding
81-90	9	A++	Excellent
71-80	8	A+	Very Good
61-70	7	A	Good
51-60	6	B+	Average
40-50	5	B	Pass
<40	-	F	Fail
Absent	-	AB	Absent

2.16.2 CGPA, Overall Letter Grade, and Class:

- a.** The overall cumulative performance of a student shall be indicated by the Cumulative Grade Point Average (CGPA).
- b.** The marks and the grades obtained in the courses corresponding to the maximum number of credits specified for completion of a Programme of Studies will be taken into consideration with overall Letter Grade and Class, as mentioned in 2.16.1
- c. F grade:** This grade is a fail grade. A student who earns an “F” grade in a subject shall register for that subject again when it is offered next.

2.16.3 RANKING OF STUDENTS:

The first two ranks in every Programme of Studies shall be decided based on CGPA.

2.16.4 ATTENDANCE:

- a.** No student shall be permitted to sit for the Term End Examination in the course in which he/she has secured less than 75% attendance. The Academic Council may give relaxation for the attendance requirements in accordance with the teaching-learning synergy for appearing in the Term End examinations.
- b.** The School / Community College / Centre shall be responsible for maintaining a record of attendance of students who have registered for the course and shall display on the Notice Board of the School / Community College/Centre the monthly attendance record of each student.
- c.** The Director of the School or Head of Department concerned may grant an exemption to a candidate who has failed to obtain the minimum prescribed 75% attendance for valid reasons.

2.16.5 PROMOTION & PROGRESSION:

- a.** A student shall be required to participate in all components of the Comprehensive Continuous Internal Assessment, as specified in the Detailed Course Outline, failing which he/she shall be deemed to have NOT COMPLETED the course.
- b.** A candidate shall be deemed to have completed a course except in cases where he/she has been awarded the “AB” Grade or “F” Grade.
- c.** A student who has completed a course shall not be permitted to repeat the course to

improve his/her grade;

- d. A candidate shall be required to secure a minimum of 40% marks in the course taken to complete that course. In addition, the candidate must secure at least 40% marks separately in the Internal Assessment and the Term End Examination. Failing to secure the minimum prescribed marks either in aggregate or separately in the Internal Assessment or the Term End Examination, the candidate shall be deemed to have failed in the course and shall be awarded the **“F” Grade**.

**(Where the course falls under the purview of any Statutory / Professional Council, the regulations prescribed by the concerned Council shall be applicable.)*

- e. If a student is awarded an **“F” Grade** in a course, the following provisions shall apply:

i. Failure due to Term End Examination (TEE):

If a student is awarded an “F” Grade solely due to failure in the Term End Examination, a Supplementary Examination shall be conducted for such student as per the University’s examination schedule.

- a. If the student secures the minimum prescribed passing marks in the Supplementary Examination, the course shall be deemed to be completed.
- b. If the student fails to secure the passing marks in the Supplementary Examination, he/she shall be required to reappear in the Term End Examination of the course when the course is offered next.

ii. Failure due to Internal Assessment:

If a student is awarded an “F” Grade due to failure in the Internal Assessment, he/she shall be required to repeat both the Internal Assessment and the Term End Examination of that course when the course is offered next.

iii. Restriction on Repeating Assessments:

Except as provided above, a student shall not be permitted to repeat or reappear in the Continuous Internal Assessment and/or the Internal (Mid-Term) Examination, and the marks/grades obtained earlier shall be carried forward for result declaration.

- f.** A student with “F” Grade in a subject shall be permitted to repeat/reappear in the Term End Examination of the subject for maximum number of three times i.e. a student with arrears on account of “F” Grade, shall be permitted to repeat/reappear in the Term End Examination for a maximum of three times (including the first appearance), along with the subsequent Term End Examinations.
- g.** If a student secures an “F” Grade in a Project Work/Project Report/Dissertation/Field Work Report/Training Report, etc, he/she shall be required to resubmit the revised Project Work/Project Report/Dissertation/Field Work Report/Training Report, etc., as required by the evaluator(s). Provided further that a student shall be permitted to resubmit the Project Work/ Project Report/ Dissertation/ Field Work Report/ Training Report, etc., for a maximum of three times (including the first submission).
- h.** All students admitted to an Odd Semester shall be eligible for promotion to the Even Semester. To be eligible for promotion from an Even Semester to the Odd Semester, a student shall be required to complete at least 50%* of all the subjects registered by him/her so far in theory as well as practical subjects separately. All such students who are not promoted to the next semester shall be treated as Ex-Students and shall continue to remain so till they become eligible for promotion to the next semester. (*Where the course comes under any council, the council regulations in such a case will be applicable)

2.16.6 MARKS CARD

The marks card issued at the end of each year to each student will contain the following:

- i. Marks obtained for each subject registered in the semester
- ii. Credits earned for each subject registered for that semester
- iii. Performance in each subject is indicated by the letter grade

- iv. Grade Point Average (GPA) of all subjects registered for that semester
- v. Cumulative Grade Point Average (CGPA),
- vi. The grade.

2.17 TRANSCRIPT AND PROVISIONAL CERTIFICATE

- a. On declaration of the final semester results of a degree or Diploma, or Certificate programme, the transcript containing semester-wise detailed academic attainments along with the final CGPA of the individual student shall be prepared by the School/ Directorate Concerned.
- b. The transcript, thus prepared for the entire student in the University and duly approved, shall be transmitted to the respective Controller of Examination. The Controller of Examination shall issue the final transcript to the student on receiving the necessary fee for the purpose, and a no dues certificate.
- c. Pending approval from the Academic Council, provisional Pre-University Certificate/ Certificate/ Diploma/ degree certificate in the prescribed format shall also be issued to the students on payment of the prescribed fee for the purpose and receiving a no dues certificate, under the signature of the Registrar.

2.18 PUBLICATION OF RESULTS:

- 1. The O/o Controller of Examinations shall submit the result to the Registrar. The Registrar shall have the power to approve the results and publish the same.
- 2. For all examinations conducted by the University, the registered number of all successful candidates shall be classified and published in the order in which they were registered for the examination.

2.19 MAINTENANCE OF OFFICE RECORDS:

The Office Record shall be maintained in the University in which the grades secured by each candidate shall be entered. Any correction in the Office Record shall be recorded in the register maintained for the purpose by the Controller of Examinations. Any corrections made to the

Office Record shall be authenticated by the initials of the Registrar and affixed with the seal of the University.

2.20 DIPLOMAS AND CERTIFICATES & ISSUANCE OF DUPLICATE CERTIFICATES

- a. A Diploma under the seal of the University and signed by the Vice-Chancellor shall be issued to each successful candidate at an examination. The Diploma shall set forth the month and year of the examination, the subject in which the candidate was examined. A provisional certificate signed by the Controller of Examinations shall be given to each successful candidate at an examination, other than for a degree. The certificate shall set forth the month and year of the examination, the subjects in which the candidate was examined.
- b. The candidates whose original Degrees/Diplomas have been irrecoverably lost or destroyed shall be given a Degree / Diploma in the original format, affixing 'Duplicate' at the top of the certificate, signed by the Registrar:

Provided that it shall be competent for the University to issue a Provisional Certificate to a candidate on payment of the prescribed fee (if any) during the period after publication of the results in the University Office and before the issue of the Original Certificate.

2.21 CHANGE OF RESULTS FOR MALPRACTICE:

In any case where it is found that the result of an examination has been ascertained and published, and it is found that such result has been affected by any malpractice, fraud, or any other improper conduct whereby an examiner has benefited, and that such examinee has in the opinion of the O/o Controller of Examinations, been party or privy to, or connived at, such malpractice, fraud, or improper conduct, recommended to the Vice- Chancellor and the Vice-Chancellor shall have power at any time, withdraw the issue of a certificate or the award of a prize or scholarship, to amend the result of such examinee and to make such declaration as the Vice- Chancellor may consider necessary in that behalf.

2.22 DEBBARING CANDIDATE AND QUASHING RESULTS:

If any time or during the course of the examination or after the publication of results, it is found that a candidate was not eligible for taking the examination, or that he has secured admission to the course or the examination, on production of false information in the application form or that he has used unfair means at an examination, University shall have power to quash the results of the examination, taken by the candidate, and/or debar him from appearing for any examination of the University permanently or for a specified period according to the gravity of the offence committed by the candidate.

2.23 MODERATION AND GRADING OF MARKS:

1. The benefit of grace marks shall not be a right of the examinees.
2. The benefit of grace marks shall be given to a student to pass the examination or to avail the provision of ATKT "Allowed to Keep Term" or distinction, first-class, second-class, as per decisions of the Vice-Chancellor.
3. The benefit of grace marks may be given to those heads of passing as may be approved by the academic council. The Registrar may investigate a case where the marks awarded in a particular subject are unusually low or high, and decide suitable measures to rectify the result. In such a case, the Registrar should record the case, with observations in detail and appropriate recommendations, and forward the report to the Vice-Chancellor for approval of such measures as required for rectification of results.
4. Any other unusual observation/overt anomalies noted in the result shall be dealt with in the manner described in clause (3) above.
5. The benefit of grace/condonation shall be granted to the student as notified by the University from time to time.
6. For the purpose of granting any grace marks, a fraction of half or more than half shall be considered as a full mark.

ORDINANCE NO. - 3

This Ordinance shall be called “**Ordinances for fees and other charges payable by students of the university**” and shall apply to Full-Time, Part-Time, Online, Distance, Vocational, External, Weekend, Collaborative, and Sponsored students of THE ARYAVART INTERNATIONAL UNIVERSITY.

3.1 The Court, on the recommendations of the Finance Committee through the Executive Council, shall, from time to time, approve the fees and other charges payable by the students of the University with or without modification.

3.2 Details of fees and other charges payable by an applicant and students admitted to different Programmes of Studies shall be specified on the Website by the University from time to time.

3.3 A student shall be deemed to have been admitted to a Programme of Studies only after he/she pays the fees as prescribed.

3.4 Fees and other charges for a Semester shall be payable at the time of the commencement of the Semester and shall be required to be paid by students on or before the date fixed by the University.

3.5 All fees, as prescribed by the University, shall be payable in a lump sum at the time of admission, and part payment shall not be allowed. But in some special cases, with prior approval of the Vice-Chancellor and Registrar, part payment can be allowed.

3.6 In case a student does not pay fees on time, he/she shall be liable to pay a fine as follows:

- a.** 5% of the total fees due for the first 10 days
- b.** 10% of the total fees due for the next 10 days
- c.** 15% of the total fees due for the next 10 days

3.7 In case a student fails to pay his/her fees within 30 days from the last date prescribed for the fees, he/she shall be considered a defaulter and his/her name shall be removed from the rolls of the University.

3.8 The Vice-Chancellor (the Registrar in the absence of the Vice-Chancellor with his consent), on the recommendations of the Director of the School / Directorate concerned, relaxes any of the conditions for payment of fees in special cases, provided that the student concerned submits a written application explaining the reasons for the delay in payment of fees. Provided further, that applications for condoning delay in payment of fees should be submitted by the student

well in advance, so that a decision may be taken in time.

3.9 A student whose name has been struck off from the rolls of the University, due to non-payment of fees in time, may be re-admitted on the recommendations of the Director of the School / Directorate concerned and on payment of arrears of fees in full and other dues, together with a re-admission fee as fixed by the University. Provided further that the request for re-admission shall be within the same semester and subject to the student fulfilling the requirement of minimum attendance as prescribed by the university.

3.10 In case a student proposes to withdraw from the University, he/she shall be required to submit a written application in advance to the Director/ Principal of the School / Department concerned through the Dean of the Faculty/ Head of the Department/Centre intimating the date of his/her withdrawal, failing which he/she shall continue to be on the rolls of the University for the duration of the Semester and shall accordingly be liable to pay the prescribed fees for the whole semester/ year.

3.11 In case a student, after completing all admission formalities, changes his/her Programme of Studies, he/she shall be required to pay the differential fees, if any, by the stipulated date.

3.12 Fees Chargeable from NRI/PIO/Foreign National Category:

a. Candidates admitted under the NRI/PIO Category shall be required to pay an extra fee per semester/ year in addition to the normal fees as applicable to the Programme of Studies to which they are admitted.

b. This extra Fee will be decided and notified by the University from time to time.

3.13 Foreign students nominated/sponsored by the Government of India under various Cultural Schemes would pay the normal fee at par with Indian students.

3.14 EXAMINATION FEES AND OTHER CHARGES:

3.14.1 Examination fees, including the fees for the statement of marks, as prescribed by the University, shall be collected along with fees at the time of admission and at the commencement of each semester;

3.14.2 No student shall be permitted to appear in an examination unless he/she has paid all fees and cleared all other dues.

3.14.3 In addition to the examination fees, a student shall be required to pay additional charges/fees, as prescribed by the University. Details of other fees and other charges payable by an applicant and students shall be notified on the University website from time to time.

3.14.4 Request for addition/alteration in personal details of students as recorded in the Enrolment Register of the University may be considered only after the student has fulfilled the necessary formalities in accordance with the rules. No change in the date of birth shall be made unless approved by the competent authority.

3.15 REFUND OF FEES IN CASE OF CANCELLATION/WITHDRAWAL OF ADMISSION:

3.15.1 In case a student, after having paid the fees, desires his/her admission to be cancelled, he/she shall be entitled to a refund of the fees, subject to the following rules:

- a. Students seeking withdrawal/cancellation of admission shall be required to apply on the prescribed form to the Director of the School / Department concerned.
- b. If a Student owes any money to the University on account of any damage he/she may have caused to the University property, it shall be deducted from the Security Deposit along with outstanding Tuition Fee, Other fees, and fines, if any.
- c. A full refund of fees shall be made by the University on account of all cancellations of admissions/migrations of students till 31 September of every year and with a deduction of ₹ 1,000, as a processing fee, up to 31 October of every year. (As per UGC Norms)
- d. For any admission schedule extending/commencing beyond/after 31 October:

Category	Percentage of Refund of Fees	The point in time when the notice of withdrawal of admission is received by the University
1	100%	15 days or more before the formally notified last date of admission
2	90%	Less than 15 days before the formally notified last date of admission
3	80%	15 days or less after the formally notified last date of admission

4	50%	30 days or less, but more than 15 days after the formally notified last date of admission
5	0%	More than 30 days after the formally notified last date of admission

3.16 REFUND OF SECURITY DEPOSIT/CAUTION MONEY, ETC.:

3.16.1 Security Deposit/ Caution Money is refundable, on an application from the student on his/her leaving the University, after deducting all dues, fines, and other claims against him.

3.16.2 In case a student does not claim the refund of any amount lying to his/her credit within one calendar year of his/her leaving the University, it shall be considered to have been donated by him/her to the Students' Aid Fund.

(Explanation: The period of one calendar year shall be reckoned from the date of announcement of the result of the examination taken by the student or the date from which his/her name is struck off from the rolls of the University).

ORDINANCE NO. - 4

This Ordinance shall be called “**Ordinances for Governing the Certificate, Diploma, Advanced Diploma and Post Graduate Diploma**” and shall apply to Full-Time, Part-Time, Distance, Vocational, Weekend, Collaborative and Sponsored Certificate, Diploma and Advanced Diploma programmes offered by THE ARYAVART INTERNATIONAL UNIVERSITY.

4.1 DURATION OF THE COURSE

- a. Certificate Programme:** The system of education followed for the Certificate programme is the Semester System with a duration of one semester (6 Months). The maximum duration permissible for a student to complete the Certificate Programme shall be one academic year (2 semesters).
- b. Diploma Programme:** The system of education followed for the entire Diploma programme is the Semester System with a duration of three academic years (6 Semesters). The maximum duration permissible for a student to complete the course shall be four academic years (8 semesters).
- c. Advance Diploma Programme:** The system of education followed for the entire Advance Diploma programme is the Semester System with a duration of two academic years (4 Semesters). The maximum duration permissible for a student to complete the course shall be four academic years (8 semesters).
- d. Post Graduate Diploma:** The system of education followed for the entire Post Graduate Diploma programme is the Semester System with a duration of one academic year (2 Semesters). The maximum duration permissible for a student to complete the course shall be two academic years (4 semesters).

4.2 ELIGIBILITY CRITERIA FOR ADMISSION

- a. Certificate Programme:** Secondary Examination (Matriculation) passed from a recognized School Board
- b. Diploma Programme:** Applicant has successfully passed an examination conducted by a recognized Board/University at the 10+2 level of schooling (either through formal schooling for 12 years, or through the open school system)

or its equivalent.

- c. **Advance Diploma Programme:** Applicant has successfully passed the Examination conducted by a recognized Board/University at the 10+2 level of schooling (either through formal schooling for 12 years, or through the open school system) or its equivalent.

OR

A diploma in the relevant subject.

- d. **Post Graduate Diploma:** Applicant has successfully passed the Bachelor's Degree from a UGC-recognized University or its equivalent.
- e. In addition, the University offering the programs will also have to follow prevalent rules for admission as declared by the regulatory bodies from time to time.
- f. Relaxation of the minimum percentage of marks for candidates from the reserved categories will be as per State Government rules.

4.3 ADMISSION PROCEDURE: The admission shall be made based on criteria notified by the university, keeping in view the guidelines/norms in this regard issued by the regulatory bodies concerned and considering the reservation policy issued by the government concerned from time to time.

4.4 RECOGNITION OF PRIOR LEARNING

- a. The university may allow to admit a certain number of students directly to the second/third semester of a programme, if the student has either (a) completed the first/second semester of the same programme in another institution, or (b) already completed the same level programme and is desirous and academically capable of pursuing another first-degree programme in an allied subject.
- b. The University shall facilitate the transfer of Credits earned by the students from other Universities / Educational Institutions / Work Experience. A student seeking transfer of credit from other universities/Educational Institutions/ Industry/organisations shall submit a written request letter along with the fee as prescribed by the Controller of Examinations from time to time. The transfer of Credit is subject to the norms and guidelines of the University.

4.5 ACADEMIC CALENDAR: A common academic calendar shall be notified by the University every year by including the date of registration, date of mid-semester examinations, Term End Examinations, inter-semester breaks, and summer holidays for all the Certificate, Diploma, PG Diploma, and Advanced Diploma programmes. The Director of all Schools shall schedule the academic activities within the specified period without deviation. The Vice-Chancellor should approve any deviation after the dates are announced.

4.6 COURSE OF STUDY

- a. Certificate, Diploma, PG Diploma, and Advanced Diploma programmes shall be taught in accordance with a curriculum that meets the requirements of the UGC and the concerned statutory body.
- b. Every Certificate, Diploma, PG Diploma, and Advanced Diploma programme will have a curriculum and course descriptions (syllabi), approved by the Academic Council. In each Semester, the students shall have to study the courses as prescribed by the Academic Council. The course descriptions shall be, as set out from time to time by the Board of Studies and approved by the Academic Council.
- c. The University shall offer courses of study during a semester from considering of minimum Enrollment and facilities available. The University shall have the right to cancel or skip offering any or all the courses of study if the above requirements are not satisfied.
- d. An academically coherent programme of study, followed over a period of time equivalent to three years full-time or longer, where appropriate to the degree and/or subject concerned, which is designed to ensure:
 - i. Academic progress in terms of depth of study;
 - ii. ability to study at an advanced level, to assimilate, assess, interpret, and apply information, and to communicate effectively.

4.7 ATTENDANCE REQUIREMENTS: The minimum number of lectures, tutorials, seminars, and practicals that a student shall be required to attend for eligibility to appear at the examination shall not be less than 75% of the total number of lectures, tutorials, seminars, practicals, and any other prescribed requirements. The Academic Council may give relaxation for the attendance requirements in accordance with the teaching learning synergy to appear in

the term-end examinations.

Provided that no attendance requirement for the Online and External Student to become eligible to appear in the term-end examination.

4.8 CREDIT REQUIREMENTS

- a. For successful completion of the program, the student shall be required to accumulate a minimum of credits as follows:

Program of Study	Min Credit Required	Contact Hours	Lab/ Practical/Fieldwork/ Tutorial	Other Workload	TSE Workload Hours
Certificate	40	600	300	900	1800
Diploma	80	1200	600	1800	3600
Advance Diploma	120	1800	900	2700	5400
Post Graduate Diploma	40	600	300	900	1800

- b. The minimum number of credits that a student may earn in a semester shall not be less than 20.

4.9 TEACHING LEARNING SYNERGY: The scheme of instruction in Certificate, Diploma, PG Diploma, and Advanced Diploma Programme shall be as laid down by the Academic Council of the University from time to time.

4.10 EXAMINATION

- a. The examination is carried out according to the Programme Specifications laid down by the Academic Council of the University from time to time. There shall be university examinations at the end of each Term for the courses undertaken by the student. The university may adopt the guidelines issued by the UGC and other Regulatory bodies concerned from time to time regarding the conduct of examinations.
- b. The achievement of a satisfactory overall standard in a scheme of examination which tests the student's:

- i. Command of an appropriate body of knowledge and skills;
- ii. Familiarity and ability to deal with the methodologies appropriate to the discipline(s) concerned;
- iii. Capacity for independent and critical thought.

4.11 EVALUATION:

- a. All courses shall be subject to the scheme of evaluation containing two parts:
 - i. Internal evaluation (30%)
 - ii. External evaluation (70%)
- b. The internal evaluation is conducted based on written tests, presentations, assignments, seminars, field visits, projects, etc. The External Evaluation shall be through Term End Examination, which will include practical experiments/viva-voce, etc. Both internal and external evaluations will be done using a direct grading system as per the University rules and Ordinances.

4.12 AWARD OF PG DIPLOMA/ADVANCED DIPLOMA/DIPLOMA/CERTIFICATE

- a. The successful candidates shall be awarded a Certificate/Diploma/Advanced Diploma/Post Graduate Diploma, as the case may be, provided he/she have:
 - i. No pending dues to the university, hostel, or library, or any outstanding
 - ii. No disciplinary action pending against him/her
 - iii. Fulfilled such other conditions as prescribed under the rules
- b. No student shall be eligible for the award of the Certificate, Diploma, PG Diploma, and Advanced Diploma unless he/she has completed a programme of not less than the prescribed duration and secured the minimum number of credits prescribed by the University for the Award of the Certificate, Diploma, PG Diploma, and Advanced Diploma.
- c. A student who has completed the specific Certificate/ Diploma/ Advanced Diploma/ Post Graduate Diploma Programme and has passed the stipulated End-Semester examination(s) and has secured the requisite number of academic credits, may be awarded Certificate / Diploma / Advanced Diploma/ Post Graduate Diploma as

specified under:

- i. **Post Graduate Diploma:** A student admitted to the Programme shall be awarded a Certificate after successful completion of 2 semesters with 40 PG credits;
 - ii. **Advanced Diploma:** A student admitted to the Programme shall be awarded a Certificate after successful completion of 4 semesters with 80 UG credits;
 - iii. **Diploma:** A student admitted to the Programme shall be awarded a Certificate after successful completion of 6 semesters with 40 UG credits;
 - iv. **Certificate:** A student admitted to the Programme shall be awarded a Certificate after successful completion of 1 semester with 20 UG credits;
- d. However, if a student discontinues the programme for any reason and desires a certificate/ diploma after earning the requisite number of academic credits, he/she must apply for the same within 2 years of declaration of his/her result of the last semester. No such claim will be entertained after the expiry of the stipulated period.

ORDINANCE NO. - 5

This Ordinance shall be called “**Ordinances for Governing the Bachelor Degree (Three Years) Programme**” and shall apply to Full-Time, Part-Time, Distance, External, Online, Weekend, Collaborative, and Sponsored Bachelor Degree (Three Years) Programmes (other than programmes for which a separate Ordinance is notified), offered by THE ARYAVART INTERNATIONAL UNIVERSITY.

5.1 “Bachelor Degree (Three Years) Programme” means Bachelor of Arts (B.A.) / Bachelor of Arts (Honours) / Bachelor of Science (B.Sc.) / Bachelor of Science (Honours)/ Bachelor of Social Work (BSW), Bachelor of Business Administration (BBA) / Bachelor of Computer Applications (BCA) / Bachelor of Commerce (B.Com.) / Bachelor of Vocational Studies (B. Voc.) / Bachelor of Business Management (BBM) / Bachelor of Journalism and Mass Communication (BJMC) / Bachelor of Hotel Management (BHM) / Bachelor of Hotel Management, Travel & Tourism (BHMTT) / Bachelor of fine Arts (BFA) / Bachelor of International Business & Finance (BIBF) / Bachelor in Social Science (BSS) / Bachelor of Business Studies (BSS) / Bachelor of Dance (B. Dance.) / Bachelor of Civil Laws (BCL) and other Bachelor degree in accordance with nomenclature specified by the UGC under Section 22(3) of the UGC Act from time to time.

5.2 DURATION OF THE COURSE: The system of education followed for the entire Bachelor's Degree programme is the Semester System with a duration of three academic years (6 Semesters). The maximum duration permissible for a student to complete the course shall be six academic years (12 semesters).

5.3 ELIGIBILITY CRITERIA FOR ADMISSION

- a. Applicant has successfully passed the Pre-University Examination of THE ARYAVART INTERNATIONAL UNIVERSITY or examination conducted by a Board/University at the 10+2 level of schooling (either through formal schooling for 12 years, or through open school system) or its equivalent.
- b. In addition, the University offering the Bachelor’s Degree Programme will also have

to follow prevalent rules for admission as declared by the UGC and regulatory bodies from time to time.

- c. Relaxation of the minimum percentage of marks for candidates from the reserved categories will be as per State Government rules.

5.4 ADMISSION PROCEDURE: The admission shall be made based on criteria notified by the university, keeping in view the guidelines/norms in this regard issued by the UGC and other Regulatory bodies concerned, and considering the reservation policy issued by the government concerned from time to time.

5.5 RECOGNITION OF PRIOR LEARNING

- a. The Academic Council may allow admission of a certain number of students directly to the second year of a programme, if the student has either (a) completed the first year of the same programme in another institution, or (b) already completed the same programme and is desirous and academically capable of pursuing another first-degree programme in an allied subject.
- b. The University shall facilitate the transfer of Credits earned by the students from other Universities / Educational Institutions / Work Experience. A student seeking transfer of credit from other universities/Educational Institutions/Industry/organisations shall submit a written request letter along with the fee as prescribed by the Controller of Examinations from time to time. The transfer of Credit is subject to the norms and guidelines of the University.

5.6 ACADEMIC CALENDAR: A common academic calendar shall be notified by the University every year by including the date of registration, date of mid-semester examinations, Term End Examinations, inter-semester breaks, and summer holidays for the entire Bachelor's Degree programme. The Director of all faculty / Directorate shall schedule the academic activities within the specified period without deviation. The Vice-Chancellor should approve any deviation after the dates are announced.

5.7 COURSE OF STUDY

- a. Bachelor's Degree programme (Three Years) shall be taught in accordance with a curriculum that meets the requirements of the UGC and the concerned statutory body.
- b. Every Bachelor's Degree programme (Three Years) will have a curriculum and course descriptions (syllabi), approved by the Academic Council. In each Semester, the students shall have to study the courses as prescribed by the Academic Council. The course descriptions shall be, as set out from time to time by the Academic Council.
- c. The University shall offer courses of study during a semester from considering of minimum Enrollment and facilities available. The University shall have the right to cancel or skip offering any or all the courses of study if the above requirements are not satisfied.
- d. An academically coherent programme of study, followed over a period of time equivalent to three years full-time or longer, where appropriate to the degree and/or subject concerned, which is designed to ensure:
 - i. Academic progress in terms of depth of study;
 - ii. Ability to study at an advanced level, to assimilate, assess, interpret, and apply information, and to communicate effectively;

5.8 ATTENDANCE REQUIREMENTS: The minimum number of lectures, tutorials, seminars, and practicals that a student shall be required to attend for eligibility to appear at the examination shall not be less than 75% of the total number of lectures, tutorials, seminars, practicals, and any other prescribed requirements. The Academic Council may relax the attendance requirements to become eligible to appear in the term-end examinations.

Provided that no attendance requirement for the Online and External Student to become eligible to appear in the term-end examination.

5.9 CREDIT REQUIREMENTS

- a. For successful completion of the program, the student shall be required to accumulate a total number of 120 UG credits as under:

Course Type	Credit Required	Contact Hours	Lab/ Practical/ Field work/ Tutorial	Other Workload	TSE Workload Hours
University-Wide Courses (30%)	36	540	270	810	1620
Faculty Wide Courses (70%)	84	1260	630	1890	3780
Total Requirement	120	1800	900	2700	5400

- b. The minimum number of credits that a student may earn in a semester shall not be less than 20.
- c. To enable a student to pursue the chosen programme of studies at his/her own pace, a student may be permitted to register for fewer courses than the maximum prescribed for a semester, subject to the condition that no student shall be permitted to register for less than 50% of the maximum prescribed courses in any semester. Provided further that such students who register for less than 75 percent of the courses would be treated as Part-Time Students.

5.10 TEACHING LEARNING SYNERGY: The Scheme of Teaching in Bachelor's Degree Programme shall be as laid down by the Academic Council of the University from time to time.

5.11 EXAMINATION

- a. The examination is carried out according to the Programme Specifications laid down by the Academic Council of the University from time to time. There shall be university examinations at the end of each Term for the courses undertaken by the student. The university may adopt the guidelines issued by the UGC and other Regulatory bodies concerned from time to time in respect of the conduct of examinations.
- b. The achievement of a satisfactory overall standard in a scheme of examination which

tests the student's:

- i. Command of an appropriate body of knowledge and skills;
- ii. Familiarity and ability to deal with the methodologies appropriate to the discipline(s) concerned;
- iii. Capacity for independent and critical thought.

5.12 EVALUATION:

- a. All courses shall be subject to the scheme of evaluation containing two parts:
 - i. Internal evaluation (30%)
 - ii. External evaluation (70%)
- b. The internal evaluation is conducted based on written tests, presentations, assignments, seminars, field visits, projects, etc. The External Evaluation shall be through Term End Examination, which will include practical experiments/viva-voce, etc. Both internal and external evaluations will be done using a direct grading system as per the University rules and Ordinances.

5.13 AWARD OF DEGREE / DIPLOMA / CERTIFICATE

- a. The successful candidates shall be admitted to and awarded the Certificate /Diploma/Degree, as the case may be, provided he/she have:
 - i. No pending dues to the university, hostel, or library, or any outstanding
 - ii. No disciplinary action pending against him/her
 - iii. Fulfilled such other conditions as prescribed under the rules
- b. No student shall be eligible for the award of the first degree unless he/she has completed a programme of not less than three years duration and secured the minimum number of credits prescribed by the University for the Award of the degree.
- c. A student who has completed the specific Bachelor's Degree Programme and has passed the stipulated End-Semester examination(s) and has secured the requisite number of academic credits, may be awarded Certificate / Diploma / Bachelor's Degree as specified hereunder:
 - i. **Bachelor's Degree:** A student admitted to the Programme shall be awarded a

Bachelor's Degree if he/she completes 6 semesters with 120 UG credits, and this depends on the specific curriculum of the Degree. The requirements in these respects shall be specified under courses of study.

- ii. **Advanced Diploma:** In case a student admitted to the Programme opts out of the Programme after successful completion of 4 semesters with 80 UG credits, he/she shall be awarded an Advanced Diploma, depending on the specific curriculum of the Degree. The requirements in these respects shall be specified under courses of study.
 - iii. **Diploma:** In case a student admitted to the Programme opts out of the Programme after successful completion of 2 semesters with 40 UG credits, he/she shall be awarded a Diploma and depending on the specific curriculum of the Degree. The requirements in these respects shall be specified under courses of study.
 - iv. **Certificate:** In case a student admitted to the Programme opts out of the Programme after successful completion of 1 semester with 20 UG credits, he/she shall be awarded a Certificate, and this depends on the specific curriculum of the Degree. The requirements in these respects shall be specified under courses of study.
- d. However, if a student discontinues the programme for any reason and desires a certificate/ diploma after earning the requisite number of academic credits, he/she must apply for the same within 2 years of declaration of his/her result of the last semester. No such claim will be entertained after the expiry of the stipulated period.
- e. Provided further that students opting out with the Advanced Diploma / Diploma / Certificate may be permitted to get Credit Transfer into the Programme within a maximum period of three years to complete their Bachelor's Degree.

ORDINANCE NO. - 6

This Ordinance shall be called “**Ordinances for Governing the Post Graduate Degree Programme**” and shall apply to Full-Time, Part-Time, External, Online, Weekend, Collaborative and Sponsored Post Graduate Degree Programmes (other than programmes for which a separate Ordinance is notified), offered by THE ARYAVART INTERNATIONAL UNIVERSITY.

6.1 Post Graduate Degree Programme means Master of Arts (M.A.) / Master of Science (M.Sc.) / Master of Social Work (M.S.W.) / Master of Business Administration (M.B.A.) / Master of Technology (M. Tech.) / Master of Engineering (M.E.) / Master of Commerce (M.Com.) / Master of Pharmacy (M. Pharma.) / Certified Public Accountant (CPA) / Master of Optometry (M. Optom) / Master of Fine Arts (MFA) / Master of Journalism & Mass Communication (MJMC) / Master of Public Health (MPH) / Master of Occupational Therapy (MOT) / Master of Hospital Administration (MHA) / Master of Fishery Science (M. F. Sc.) / Master of International Business (MIB) / Master of Financial Management (MFM) / Master of Marketing Management (MMM) / Master of Physiotherapy (MPT) / Master of Architecture (M. Arch.) / Master of Library and Information Science (M. Lib.) and other Master degree in accordance with nomenclature specified by the UGC under Section 22 (3) of the UGC Act from time to time.

6.2 DURATION OF THE COURSE: The system of education followed for the entire Post Graduate Degree programme is a Semester System with a duration of two academic years (4 Semesters). The maximum duration permissible for a student to complete the course shall be four academic years (8 semesters).

6.3 ELIGIBILITY CRITERIA FOR ADMISSION

- a. Student has completed three years of an undergraduate degree or earned the prescribed number of credits for an undergraduate degree, through the examinations

conducted by a university/autonomous institution, or possesses such qualifications as recognized by the university as equivalent to an undergraduate degree.

- b. In addition, the University offering the Post Graduate Degree programme will also have to follow prevalent rules for admission as declared by the UGC and regulatory bodies from time to time.
- c. Relaxation of the minimum percentage of marks for candidates from the reserved categories will be as per State Government rules.

6.4 RECOGNITION OF PRIOR LEARNING

- a. The Academic Council may allow admission of a certain number of students directly to the second year of a programme, if the student has either
 - (i) completed the first year of the same programme in another institution, or
 - (ii) already completed the same programme and is desirous and academically capable of pursuing another first-degree programme in an allied subject.
- b. The University shall facilitate the transfer of Credits earned by the students from other Universities / Educational Institutions / Work Experience. A student seeking transfer of credit from other universities/Educational Institutions/Industry/organisations shall submit a written request letter along with the fee as prescribed by the Controller of Examinations from time to time. The transfer of Credit is subject to the norms and guidelines of the University.

6.5 ADMISSION PROCEDURE: The admission shall be made based on criteria notified by the university, keeping in view the guidelines/norms in this regard issued by the UGC and other Regulatory bodies concerned, and considering the reservation policy issued by the government concerned from time to time.

6.6 ACADEMIC CALENDAR: A common academic calendar shall be notified by the University every year by including the date of registration, date of mid-semester examinations, term-end examinations, inter-semester break, and summer holidays for all the Post Graduate Degree programmes. The Director of all faculty/Directorate shall schedule the academic activities within the specified period without deviation. The Vice-Chancellor should approve any deviation after the dates are announced.

Provided that no attendance requirement for the Online and External Student to become eligible to appear in the term-end examination.

6.7 COURSE OF STUDY

- a. Post Graduate Degree shall be taught in accordance with a curriculum that meets the requirements of the relevant regulatory bodies.
- b. Every Post Graduate Degree programme will have a curriculum and course descriptions (syllabi), approved by the Academic Council. In each Semester, the students shall have to study the courses as prescribed by the Academic Council. The course descriptions shall be, as set out from time to time by the Board of Studies and approved by the Academic Council.
- c. The University shall offer courses of study during a semester from considering of minimum Enrollment and facilities available. The University shall have the right to cancel or skip offering any or all the courses of study if the above requirements are not satisfied.

6.8 ATTENDANCE REQUIREMENTS: The minimum number of lectures, tutorials, seminars, and practicals that a student shall be required to attend for eligibility to appear at the examination shall not be less than 75% of the total number of lectures, tutorials, seminars, practicals, and any other prescribed requirements. The Academic Council may relax the attendance requirements to become eligible to appear in the term-end examinations.

Provided that no attendance requirement for the Online and External Student to become eligible to appear in the term-end examination.

6.9 CREDIT REQUIREMENTS

- a. For successful completion of the program, the student shall be required to accumulate a total number of 80 PG credits as under:

Course Type	Credit Requirement	Contact Hours	Lab/ Practical/ Fieldwork/ Tutorial	Other Workload	TSE Workload Hours
University-Wide Courses (30%)	24	360	180	540	1080
Faculty Wide Courses (70%)	56	840	420	1260	2520
Total Requirement	80	1200	600	1800	3600

- b. The minimum number of credits that a student may earn in a semester shall not be less than 20, and he/she shall be required to register for such number of courses accordingly.
- c. To enable a student to pursue the chosen programme of studies at his/her own pace, a student may be permitted to register for fewer courses than the maximum prescribed for a semester, subject to the condition that no student shall be allowed to register for less than 50% of the maximum prescribed courses in any semester. Provided further that such students who register for less than 75 percent of the courses would be treated as Part-Time Students.

6.10 TEACHING LEARNING SYNERGY: The Scheme of Teaching in Post Graduate Degree Programme shall be as laid down by the Academic Council of the University from time to time.

6.11 EXAMINATION

- a. The examination is carried out according to the Programme Specifications laid down by the Academic Council of the University from time to time. There shall be university examinations at the end of each Term for the courses undertaken by the student. The university may adopt the guidelines issued by the UGC and other Regulatory bodies concerned from time to time in respect of the conduct of examinations.
- b. The achievement of a satisfactory overall standard in a scheme of examination which tests the student's:
 - i. Command of an appropriate body of knowledge and skills;
 - ii. Familiarity and ability to deal with the methodologies appropriate to the discipline(s) concerned;
 - iii. Capacity for independent and critical thought.

6.12 EVALUATION:

- a. All courses shall be subject to the scheme of evaluation containing two parts:
 - i. Internal evaluation (30%)
 - ii. External evaluation (70%)
- b. The internal evaluation is conducted based on written tests, presentations, assignments, seminars, field visits, projects, etc. The External Evaluation shall be through Term End Examination, which will include practical experiments/viva-voce, etc. Both internal and external evaluations will be done using a direct grading system as per the University rules and Ordinances.

6.13 AWARD OF DEGREE / DIPLOMA / CERTIFICATE

- a. The successful candidates shall be awarded the PG Diploma / Degree, as the case may be, provided he/she have:
 - i. No pending dues to the university, hostel, or library, or any outstanding
 - ii. No disciplinary action pending against him/her
 - iii. Fulfilled such other conditions as prescribed under the rules
- b. No student shall be eligible for the award of the Master's degree unless he/she has completed a minimum of two years after the Bachelor's degree or earned the minimum number of credits prescribed by the University for the Programme.
- c. A student who has completed the specific Post Graduate Degree Programme and has passed the stipulated End-Semester examination(s) and has secured the requisite number of academic credits, may be awarded Post Graduate Diploma / Post Graduate Degree as specified hereunder:
 - i. **Post Graduate Degree:** A student admitted to the Programme shall be awarded a Post Graduate Degree if he/she completes 6 semesters with 80 PG credits, and this depends on the specific curriculum of the Degree.
 - ii. **Post Graduate Diploma:** In case a student admitted to the Programme opts out of the Programme after successful completion of 4 semesters with 40 PG credits, he/she shall be awarded Post Graduate Diploma, and this depends on the specific curriculum of the Degree.
- d. However, if a student discontinues the programme for any reason and desires a certificate/ diploma after earning the requisite number of academic credits, he/she must apply for the same within 2 years of declaration of his/her result of the last semester. No such claim will be entertained after the expiry of the stipulated period.
- e. Provided further that students opting out with the Post Graduate Diploma may be permitted to get Credit Transfer into the Programme within a maximum period of two years to complete their Post Graduate Degree.

ORDINANCE NO. - 7

This Ordinance shall be called “**Ordinances for Governing Bachelor Degree (Four Years) Programme**” and shall apply to Full-Time, Part-Time, External, Online, Weekend, Collaborative, and Sponsored Bachelor Degree (Four Years) Programs (other than programs for which a separate Ordinance is notified), offered by THE ARYAVART INTERNATIONAL UNIVERSITY.

7.1 “Bachelor Degree (Four Years) Programme” means Bachelor of Technology (B.Tech.) / Bachelor of Engineering (B.E.) / Bachelor of Pharmacy (B. Pharma) / Bachelor of Physiotherapy (BPT) / Bachelor of Naturopathy and Yogic Science (B. Nat.) / Bachelor of Clinical Optometry (B. Optm) / Bachelor of Design (B. Des.) / Bachelor of Hotel Management & Catering Technology (BHMCT) / Bachelor of Planning (B. Plan.) / Bachelor of Multimedia (BMM) / Bachelor of Agriculture (B. Agri.) / Bachelor of Architecture (B.Arch.) / Bachelor of Ayurvedic Medicine & Surgery (BAMS) / Bachelor of Homeopathic Medicine & Science (BHMS) / Bachelor of Science (B.S.) and other Bachelor degree in accordance with nomenclature specified by the UGC under Section 22(3) of the UGC Act from time to time.

7.2 DURATION OF THE COURSE: The system of education followed for the entire Bachelor's Degree programme is a Semester System with a duration of four academic years (8 Semesters). The maximum duration permissible for a student to complete the course shall be eight academic years (16 semesters).

7.3 ELIGIBILITY CRITERIA FOR ADMISSION

- a. Applicant has successfully passed a n examination conducted by a recognized Board/University at the 10+2 level of schooling (either through formal schooling for 12 years, or through the open school system) or its equivalent.
- b. In addition, the University offering the Bachelor’s Degree Programme (Four Years) programs will also have to follow prevalent rules for admission as declared by the UGC and regulatory bodies from time to time.
- c. Relaxation of the minimum percentage of marks for candidates from the reserved

categories will be as per State Government rules.

7.4 ADMISSION PROCEDURE: The admission shall be made based on criteria notified by the university, keeping in view the guidelines/norms in this regard issued by the UGC and other Regulatory bodies concerned, and considering the reservation policy issued by the government concerned from time to time.

7.5 RECOGNITION OF PRIOR LEARNING

- a. The Academic Council may allow to admission of a certain number of students directly to the second year of a programme, if the student has either (i) completed the first year of the same programme in another institution, or (ii) already completed the same programme and is desirous and academically capable of pursuing another first-degree programme in an allied subject.
- b. The University shall facilitate the transfer of Credits earned by the students from other Universities / Educational Institutions / Work Experience. A student seeking transfer of credit from other universities/Educational Institutions/Industry/organisations shall submit a written request letter along with the fee as prescribed by the Controller of Examinations from time to time. The transfer of Credit is subject to the norms and guidelines of the University.

7.6 ACADEMIC CALENDAR: A common academic calendar shall be notified by the University every year by including the date of registration, date of mid-semester examinations, Term End Examinations, inter-semester breaks, and summer holidays for all the Bachelor's Degree programmes. The Director/ Dean of all Schools / Directorates shall schedule the academic activities within the specified period without deviation. The Vice-Chancellor should approve any deviation after the dates are announced.

7.7 COURSE OF STUDY

- a. Bachelor's Degree programme (Four Years) shall be taught in accordance with a curriculum that meets the requirements of the UGC and the concerned statutory body.

- b. Every Bachelor's Degree programme (Four Years) will have a curriculum and course descriptions (syllabi), approved by the Academic Council. In each Semester, the students shall have to study the courses as prescribed by the Academic Council. The course descriptions shall be, as set from time to time, by the Academic Council.
- c. The University shall offer courses of study during a semester from considering the minimum Enrollment and facilities available. The University shall have the right to cancel or skip offering any or all the courses of study if the above requirements are not satisfied.

7.8 ATTENDANCE REQUIREMENTS: The minimum number of lectures, tutorials, seminars, and practicals that a student shall be required to attend for eligibility to appear at the examination shall not be less than 75% of the total number of lectures, tutorials, seminars, practicals, and any other prescribed requirements. The Academic Council may relax the attendance requirements to become eligible to appear in the term-end examinations.

Provided that no attendance requirement for the Online and External Student to become eligible to appear in the term-end examination.

7.9 CREDIT REQUIREMENTS

- a. For successful completion of the program, the student shall be required to accumulate a total number of 160 UG credits as under:

Course Type	Credit Required	Contact Hours	Lab/ Practical/ Fieldwork/ Tutorial	Other Workload	TSE Workload Hours
University Wide Courses (30%)	48	720	360	2160	3240
Faculty Wide Courses (70%)	112	1680	840	5040	7560
Total Requirement	160	2400	1200	7200	10800

- b. The minimum number of credits that a student may earn in a semester shall not be less than 20.
- c. To enable a student to pursue the chosen programme of studies at his/her own pace, a student may be permitted to register for fewer courses than the maximum prescribed for a semester, subject to the condition that no student shall be permitted to register

for less than 50% of the maximum prescribed courses in any semester. Provided further that such students who register for less than 75 percent of the courses would be treated as Part-Time Students.

7.10 TEACHING LEARNING SYNERGY: The Scheme of Teaching in Bachelor's Degree Programme shall be as laid down by the Academic Council of the University from time to time.

7.11 EXAMINATION

- a. The examination is carried out according to the Programme Specifications laid down by the Academic Council of the University from time to time. There shall be university examinations at the end of each Term for the courses undertaken by the student. The university may adopt the guidelines issued by the UGC and other Regulatory bodies concerned from time to time in respect of the conduct of examinations.
- b. The achievement of a satisfactory overall standard in a scheme of examination which tests the student's:
 - i. command of an appropriate body of knowledge and skills;
 - ii. familiarity and ability to deal with the methodologies appropriate to the discipline(s) concerned;
 - iii. Capacity for independent and critical thought.

7.12 EVALUATION

- a. All courses shall be subject to the scheme of evaluation containing two parts:
 - i. Internal evaluation (30%)
 - ii. External evaluation (70%)
- b. The internal evaluation is conducted based on written tests, presentations, assignments, seminars, field visits, projects, etc. The External Evaluation shall be through Term End Examination, which will include practical experiments/viva-voce, etc. Both internal and external evaluations will be done using a direct grading system as per the University rules and Ordinances.

7.13 AWARD OF DEGREE / DIPLOMA / CERTIFICATE

- a. The successful candidates shall be awarded the Certificate/Diploma/Degree, as the case may be, provided he/she have:
 - i. No pending dues to the university, hostel, or library, or any outstanding
 - ii. No disciplinary action pending against him/her
 - iii. Fulfilled such other conditions as prescribed under the rules
- b. No student shall be eligible for the award of the first degree unless he/she has completed a programme of not less than three years duration and secured the minimum number of credits prescribed by the University for the Award of the degree.
- c. A student who has completed the specific Bachelor's Degree Programme and has passed the stipulated End-Semester examination(s) and has secured the requisite number of academic credits, may be awarded Certificate / Diploma / Bachelor's Degree as specified hereunder:
 - i. **Bachelor's Degree:** A student admitted to the Programme shall be awarded a Bachelor's Degree if he/she completes 8 semesters with 160 UG credits, and this depends on the specific curriculum of the Degree. The requirements in these respects shall be specified under courses of study.
 - ii. **Advanced Diploma:** In case a student admitted to the Programme opts out of the Programme after successful completion of 6 semesters with 120 UG credits, he/she shall be awarded an Advanced Diploma, and this depends on the specific curriculum of the Degree. The requirements in these respects shall be specified under courses of study.
 - iii. **Diploma:** In case a student admitted to the Programme opts out of the Programme after successful completion of 4 semesters with 80 UG credits, he/she shall be awarded a Diploma, and this depends on the specific curriculum of the Degree. The requirements in these respects shall be specified under courses of study.
 - iv. **Certificate:** In case a student admitted to the Programme opts out of the Programme after successful completion of 2 semesters with 40 UG credits, he/she shall be awarded a Certificate, and this depends on the specific curriculum of the Degree. The requirements in these respects shall be specified

under courses of study.

- d. However, if a student discontinues the programme for any reason and desires a certificate/ diploma after earning the requisite number of academic credits, he/she must apply for the same within 2 years of declaration of his/her result of the last semester. No such claim will be entertained after the expiry of the stipulated period.
- e. Provided further that students opting out with the Advanced Diploma/Diploma/ Certificate may be permitted to get Credit Transfer into the Programme within a maximum period of four years to complete their Bachelor's Degree.

ORDINANCE NO. - 8

This Ordinance shall be called “**Ordinances for Governing Five-Year Integrated Degree Programme**” and shall apply to Full-Time, Part-Time, External, Distance, Online, Weekend, Collaborative, and Sponsored Five-Year Integrated Degree Programme (other than programs for which a separate Ordinance is notified), offered by THE ARYAVART INTERNATIONAL UNIVERSITY.

8.1 Five Year Master Integrated Degree Programme means Master of Arts (M.A.) / Master of Science (M.Sc.) / Master of Social Work (M.S.W.) / Master of Business Administration (M.B.A.) / Master of Technology (M. Tech.) / Master of Engineering (M.E.) / Master of Commerce (M.Com.) / Master of Optometry (M. Optom) / Master of Fine Arts (MFA) / Master of Journalism & Mass Communication (MJMC) / Master of Computer Applications (MCA) / Bachelor of Laws (L.L.B.) and other Integrated Master degree in accordance with nomenclature specified by the UGC under Section 22(3) of the UGC Act from time to time.

8.2 DURATION OF THE COURSE: The system of education followed for the entire Five-Year Master Integrated Degree programme is a Semester System with a duration of five academic years (10 Semesters). The maximum duration permissible for a student to complete the course shall be eight academic years (16 semesters).

8.3 ELIGIBILITY CRITERIA FOR ADMISSION

- a. Applicant has successfully passed the Pre-University Examination of THE ARYAVART INTERNATIONAL UNIVERSITY or examination conducted by a Board/University at the +2 level of schooling (either through formal schooling for 12 years, or through the open school system) or its equivalent.
- b. The admission shall be made based on criteria decided by the Academic Council, keeping in view the guidelines/norms in this regard issued by the UGC and other Regulatory bodies concerned, and considering the reservation policy issued by the government concerned from time to time.

8.4 RECOGNITION OF PRIOR LEARNING

- a. The Academic Council may allow admission of a certain number of students directly to the second year of a programme, if the student has either (a) completed the first year of the same programme in another institution, or (b) already completed the same programme and is desirous and academically capable of pursuing another first-degree programme in an allied subject.
- b. The University shall facilitate the transfer of Credits earned by the students from other Universities/Educational Institutions/Work Experience. A student seeking transfer of credit from other universities/Educational Institutions/Industry/organisations shall submit a written request letter along with the fee as prescribed by the Controller of Examinations from time to time. The transfer of Credit is subject to the norms and guidelines of the University.

8.5 ACADEMIC CALENDAR: A common academic calendar shall be notified by the University every year by including the date of registration, date of mid-semester examinations, Term-End Examinations, inter-semester break, and summer holidays for all the Five-Year Master Integrated Degree programme. The Director of all Schools/Departments shall schedule the academic activities within the specified period without deviation. The Chancellor should approve any deviation after the dates are announced.

8.6 COURSE OF STUDY

- a. Integrated Degree programme (Five-Years) shall be taught in accordance with a curriculum that meets the requirements of the UGC and the concerned statutory body.
- b. Every five-year Master Integrated Degree programme will have a curriculum and course descriptions (syllabi), approved by the Academic Council. In each Semester, the students shall have to study the courses as prescribed by the Academic Council. The course descriptions shall be, as set out from time to time by the Board of Studies and approved by the Academic Council.
- c. The University shall offer courses of study during a semester from considering a minimum Enrollment and facilities available. The University shall have the right to cancel or skip offering any or all the courses of study if the above requirements are not satisfied.

8.7 ATTENDANCE REQUIREMENTS: The minimum number of lectures, tutorials, seminars, and practicals that a student shall be required to attend for eligibility to appear at the examination shall not be less than 75% of the total number of lectures, tutorials, seminars, practicals, and any other prescribed requirements. The Academic Council may relax the attendance requirements to become eligible to appear in the term-end examinations.

Provided that no attendance requirement for the Distance, Online, and External Students to become eligible to appear in the term-end examination.

8.8 CREDIT REQUIREMENTS

- a. For successful completion of the program, the student shall be required to accumulate a total number of 120 UG and 80 PG credits as under:

Course Type	Credit Required	Contact Hours	Lab/ Practical/ Fieldwork/ Tutorial	Other Workload	TSE Workload Hours
University-Wide Courses (30%)	60	900	450	1800	3150
Faculty Wide Courses (70%)	140	2100	1050	4200	7350
Total Requirement	200	3000	1500	6000	10500

- b. The minimum number of credits that a student may earn in a semester shall not be less than 20.
- c. To enable a student to pursue the chosen programme of studies at his/her own pace, a student may be permitted to register for fewer courses than the maximum prescribed for a semester, subject to the condition that no student shall be permitted to register for less than 50% of the maximum prescribed courses in any semester. Provided further that such students who register for less than 75 percent of the courses would be treated as Part-Time Students.

8.9 TRANSFER OF CREDIT: The University shall facilitate the transfer of Credits secured by the students from other Universities / Educational Institutions. A student seeking transfer of credit from other universities/Educational Institutions shall submit a written request letter along with the fee as prescribed by the Controller of Examinations from time to time. The transfer of Credit is subject to the norms and guidelines of the University.

8.10 TEACHING LEARNING SYNERGY: The Scheme of Teaching in the Five-Year Master Integrated Degree Programme shall be as laid down by the Academic Council of the University from time to time.

8.11 EXAMINATION

- a. The examination is carried out according to the Programme Specifications laid down by the Academic Council of the University from time to time. There shall be university examinations at the end of each Term for the courses undertaken by the student. The university may adopt the guidelines issued by the UGC and other Regulatory bodies concerned from time to time in respect of the conduct of examinations.
- b. The achievement of a satisfactory overall standard in a scheme of examination which tests the student's:
 - i. Command of an appropriate body of knowledge and skills;
 - ii. Familiarity and ability to deal with the methodologies appropriate to the discipline(s) concerned;
 - iii. Capacity for independent and critical thought.

8.12 EVALUATION

- a. All courses shall be subject to the scheme of evaluation containing two parts:
 - i. Internal evaluation (30%)
 - ii. External evaluation (70%)
- b. The internal evaluation is conducted based on written tests, presentations, assignments, seminars, field visits, projects, etc. The External Evaluation shall be through Term End Examination, which will include practical experiments/viva-voce, etc. Both internal and external evaluations will be done using a direct grading system as per the University rules and Ordinances.

8.13 AWARD OF DEGREE / DIPLOMA / CERTIFICATE

- a. The successful candidates shall be awarded a Certificate /Diploma/Degree, as the case may be, provided he/she have:
 - i. No pending dues to the university, hostel, or library, or any outstanding
 - ii. No disciplinary action pending against him/her
 - iii. Fulfilled such other conditions as prescribed under the rules
- b. No student shall be eligible for the award of the Master's degree unless he/she has completed a minimum of two years after the Bachelor's degree or has earned the minimum number of credits prescribed by the university for the programme.
- c. A student who has completed the specific Five-Year Master Integrated Degree Programme and has passed the stipulated End-Semester examination(s) and has secured the requisite number of academic credits, may be awarded Diploma / Bachelor Degree / PG Diploma / Master Degree as specified hereunder:
 - i. **Five-Year Integrated Master's Degree:** A student admitted to the Programme shall be awarded a Five-Year Master's Integrated Degree if he/she completes 10 semesters with 120 UG credits and 80 PG credits, and this depends on the specific curriculum of the Degree.
 - ii. **Post Graduate Diploma:** In case a student admitted to the Programme opts out of the Programme after successful completion of 8 semesters with 160 credits, he/she shall be awarded Post Graduate Diploma, and this depends on the specific curriculum of the Degree.
 - iii. **Bachelor's Degree:** A student admitted to the Programme shall be awarded a Bachelor's Degree if he/she completes 6 semesters with 120 UG credits, and this depends on the specific curriculum of the Degree. The requirements in these respects shall be specified under courses of study.
 - iv. **Advanced Diploma:** In case a student admitted to the Programme opts out of the Programme after successful completion of 4 semesters with 80 UG credits, he/she shall be awarded an Advanced Diploma, and this depends on the specific curriculum of the Degree. The requirements in these respects shall be specified under courses of study.
 - v. **Diploma:** In case a student admitted to the Programme opts out of the Programme after successful completion of 2 semesters with 40 UG credits, he/she shall be awarded a Diploma, and this depends on the specific curriculum of the Degree. The requirements in these respects shall be specified under

courses of study.

- vi. **Certificate:** In case a student admitted to the Programme opts out of the Programme after successful completion of 1 semester with 20 UG credits, he/she shall be awarded a Certificate, and this depends on the specific curriculum of the Degree. The requirements in these respects shall be specified under courses of study.
- d. However, if a student discontinues the programme for any reason and desires a certificate/ diploma after earning the requisite number of academic credits, he/she must apply for the same within 2 years of declaration of his/her result of the last semester. No such claim will be entertained after the expiry of the stipulated period.
- e. Provided further that students opting out with the Five-Year Master Integrated Diploma may be permitted to get Credit Transfer into the Programme within a maximum period of two years to complete their Five-Year Master Integrated Degree.

ORDINANCE NO. - 9

This Ordinance shall be called “*Ordinances for Governing the Bachelor of Education (B.Ed.) Degree Programme*” and shall apply to Full-Time, Part-Time, Distance, Online, Weekend, Collaborative, and Sponsored Bachelor of Education (B.Ed.) Degree programme offered by THE ARYAVART INTERNATIONAL UNIVERSITY.

9.1 DURATION OF THE COURSE: The system of education followed for the entire Bachelor of Education (B.Ed.). The degree programme has a Semester System with a duration of two academic years (4 Semesters). The maximum duration permissible for a student to complete the course shall be four academic years (8 semesters); however, the university will follow the prevalent rules and Ordinances of NCTE from time to time.

9.2 ELIGIBILITY CRITERIA FOR ADMISSION

- a. Student has completed three years of an undergraduate degree or earned the prescribed number of credits for an undergraduate degree, through the examinations conducted by a university/autonomous institution, or possesses such qualifications as recognized by the university as equivalent to an undergraduate degree.
- b. In addition, the University will follow the prevalent rules for admission as declared by the University Grant Commission (UGC) and National Council for Teacher Education (NCTE) from time to time.
- c. Relaxation of the minimum percentage of marks for candidates from the reserved categories will be as per the State Government rules.

9.3 ADMISSION PROCEDURE: The admission shall be made based on criteria notified by the university, keeping in view the guidelines/norms in this regard issued by the UGC and NCTE concerned, and considering the reservation policy issued by the government concerned from time to time.

9.4 ACADEMIC CALENDAR: A common academic calendar shall be notified by the University every year by including the date of registration, date of mid-semester examinations, term-end examinations, inter-semester break, and summer holidays for all the Bachelor of Education (B.Ed.) Degree programme. The Director of the School of Education and Sports shall schedule the academic activities within the specified period without deviation. The Vice-Chancellor should approve any deviation after the dates are announced.

9.5 COURSE OF STUDY

- a. The Bachelor of Education (B.Ed.) degree programme shall be taught in accordance with a curriculum that meets the requirements of the UGC and NCTE.
- b. The emphasis of the course of study shall be on the intellectual and professional development of new entrants to the teaching profession. In each Semester, the students shall have to study the courses as prescribed by the Academic Council. The course descriptions shall be, as set out from time to time by the Board of Studies and approved by the Academic Council.
- c. The University shall offer courses of study during a semester from considering of minimum Enrollment and facilities available. The University shall have the right to cancel or skip offering any or all the courses of study if the above requirements are not satisfied.

9.6 ATTENDANCE REQUIREMENTS: The minimum number of lectures, tutorials, seminars, and practicals that a student shall be required to attend for eligibility to appear at the examination shall not be less than 75% of the total number of lectures, tutorials, seminars, practicals, and any other prescribed requirements. The Academic Council may relax the attendance requirements to become eligible to appear in the term-end examinations.

9.7 CREDIT REQUIREMENTS

- a. For successful completion of the program, the student shall be required to accumulate a total number of 160 UG credits as hereunder:

Course Type	Credit Required	Contact Hours	Lab/ Practical/ Fieldwork/ Tutorial	Other Workload	TSE Workload Hours
University-Wide Courses (30%)	24	360	180	1080	1620
Faculty Wide Courses (70%)	56	840	420	2520	3780
Total Requirement	80	1200	600	3600	5400

- b. The minimum number of credits that a student may earn in a semester shall not be less than 20.
- c. To enable a student to pursue the chosen programme of studies at his/her own pace, a student may be permitted to register for fewer courses than the maximum prescribed for a semester, subject to the condition that no student shall be permitted to register for less than 50% of the maximum prescribed courses in any semester.

9.8 TRANSFER OF CREDIT: The Academic Council shall facilitate the transfer of Credits secured by the students from other Universities/Educational Institutions. A student seeking transfer of credit from other universities/Educational Institutions shall submit a written request letter along with the fee as prescribed by the Controller of Examinations from time to time. The transfer of Credit is subject to the norms and guidelines of the University.

9.9 TEACHING LEARNING SYNERGY: The Scheme of Teaching in Bachelor of Education (B.Ed.) Degree Programme shall be as laid down by the Academic Council of the University from time to time.

9.10 EXAMINATION

- a. The examination is carried out according to the Programme Specifications laid down by the Academic Council of the University from time to time. There shall be university examinations at the end of each Term for the courses undertaken by the student. The university may adopt the guidelines issued by the UGC and other Regulatory bodies concerned from time to time regarding the conduct of examinations.
- b. The achievement of a satisfactory overall standard in a scheme of examination which tests the student's:
 - i. command of an appropriate body of knowledge and skills;
 - ii. familiarity and ability to deal with the methodologies appropriate to the discipline(s) concerned;
 - iii. Capacity for independent and critical thought.

9.11 EVALUATION

- a. All courses shall be subject to the scheme of evaluation containing two parts:
 - i. Internal evaluation (30%)
 - ii. External evaluation (70%)
- b. The internal evaluation is conducted based on written tests, presentations, assignments, seminars, field visits, projects, etc. The External Evaluation shall be through Term End Examination, which will include practical experiments/viva-voce, etc. Both internal and external evaluations will be done using a direct grading system as per the University rules and Ordinances.

9.12 AWARD OF DEGREE

- a. The successful candidates shall be admitted to and awarded the Degree, as the case may be, provided he/she have:
 - No pending dues to the university, hostel, or library outstanding

- No disciplinary action pending against him/her
 - Fulfilled such other conditions as prescribed under the rules
- b.** No student shall be eligible for the award of the Bachelor of Education (B.Ed.) degree unless he/she has completed a minimum of one year after the Bachelor's degree or earned the minimum number of credits prescribed by the University for the Programme.
- c.** The student, who has completed the specific Bachelor of Education (B.Ed.) Degree Programme and has passed the stipulated End-Semester examination and has secured the requisite number of academic credits, may be awarded Bachelor of Education (B.Ed.).

ORDINANCE NO. - 10

This Ordinance shall be called “***Ordinance for Governing the Bachelor of Laws (LLB) Degree (Three-Years) Programme***” and shall apply to Full-Time, Part-Time, and Weekend Bachelor of Laws (LLB) Degree programmes offered by THE ARYAVART INTERNATIONAL UNIVERSITY.

10.1 DURATION OF THE COURSE: The system of education followed for the entire LLB Degree programme is a Semester System with a duration of three academic years (6 Semesters). The maximum duration permissible for a student to complete the course shall be six academic years (12 semesters).

10.2 ELIGIBILITY CRITERIA FOR ADMISSION

- a. Student has completed three years of an undergraduate degree or earned the prescribed number of credits for an undergraduate degree, through the examinations conducted by a university/autonomous institution, or possesses such qualifications as recognized by the university as equivalent to an undergraduate degree.
- b. In addition, the University offering the LLB programme will also have to follow prevalent rules for admission as declared by the University Grant Commission (UGC) and Bar Council of India (BCI) from time to time.
- c. Relaxation of the minimum percentage of marks for candidates from the reserved categories will be as per State Government rules.

10.3 ADMISSION PROCEDURE: The admission shall be made based on criteria notified by the university, keeping in view the guidelines/norms in this regard issued by the University Grant Commission (UGC) and Bar Council of India (BCI) concerned and considering the reservation policy issued by the government concerned from time to time.

10.4 RECOGNITION OF PRIOR LEARNING

- a. The Academic Council may allow admission of a certain number of students

directly to the second year of a programme, if the student has either (a) completed the first year of the same programme in another institution, or (b) already completed the same programme and is desirous and academically capable of pursuing another first-degree programme in an allied subject.

- b.** The University shall facilitate the transfer of Credits earned by the students from other Universities/Educational Institutions/Work Experience. A student seeking transfer of credit from other Universities/Educational Institutions/Industry/Organisations shall submit a written request letter along with the fee as prescribed by the Controller of Examinations from time to time. The transfer of Credit is subject to the norms and guidelines of the University.

10.5 ATTENDANCE REQUIREMENTS: The minimum number of lectures, tutorials, seminars, and practicals that a student shall be required to attend for eligibility to appear at the examination shall not be less than 75% of the total number of lectures, tutorials, seminars, practicals, and any other prescribed requirements. The Academic Council may give relaxation for the attendance requirements in accordance with the teaching learning synergy to appear in the term-end examinations.

10.6 ACADEMIC CALENDAR: A common academic calendar shall be notified by the University every year by including the date of registration, date of mid-semester examinations, Term-End Examinations, inter-semester break, and summer holidays for all the Bachelor's Degree programmes. The Director of all Schools/Directorate shall schedule the academic activities within the specified period without deviation. The Vice-Chancellor should approve any deviation after the dates are announced.

10.7 COURSE OF STUDY

- a.** Bachelor of Laws (LLB) Degree programme (Three-Years) shall be taught in accordance with a curriculum that meets the requirements of the University Grant Commission (UGC) and the Bar Council of India.
- b.** Every Bachelor of Laws (LLB) Degree programme (Three-Years) will have a curriculum and course descriptions (syllabi), approved by the Academic Council. In each Semester,

the students shall have to study the courses as prescribed by the Academic Council. The course descriptions shall be, as set out from time to time by the Board of Studies and approved by the Academic Council.

- c. The University shall offer courses of study during a semester from considering of minimum Enrollment and facilities available. The University shall have the right to cancel or skip offering any or all the courses of study if the above requirements are not satisfied.

10.8 CREDIT REQUIREMENTS

- a. For successful completion of the program, the student shall be required to accumulate a total number of 120 UG credits as hereunder:

Course Type	Credit Required	Contact Hours	Lab/ Practical Fieldwork/ Tutorial	Other Workload	TSE Workload Hours
University-wide Courses (30%)	36	540	270	1620	2430
Faculty Wide Courses (70%)	84	1260	630	1260	3150
Total Requirement	120	1800	900	2880	5580

- b. The minimum number of credits that a student may earn in a semester shall not be less than 20.
- c. To enable a student to pursue the chosen programme of studies at his/her own pace, a student may be permitted to register for fewer courses than the maximum prescribed for a semester, subject to the condition that no student shall be permitted to register for less than 50% of the maximum prescribed courses in any semester. Provided further that such students who register for less than 75 percent of the courses would be treated as Part-Time Students.

10.9 TEACHING LEARNING SYNERGY: The Scheme of Teaching in Bachelor’s Degree Programme shall be as laid down by the Academic Council of the University from time to time.

10.10 EXAMINATION

- a.** The examination is carried out according to the Programme Specifications laid down by the Academic Council of the University from time to time. There shall be university examinations at the end of each Term for the courses undertaken by the student. The university may adopt the guidelines issued by the UGC and other Regulatory bodies concerned from time to time in respect of the conduct of examinations.
- b.** The achievement of a satisfactory overall standard in a scheme of examination which tests the student's:
 - i. Command of an appropriate body of knowledge and skills;
 - ii. Familiarity and ability to deal with the methodologies appropriate to the discipline(s) concerned;
 - iii. Capacity for independent and critical thought.

10.11 EVALUATION

- a.** All courses shall be subject to the scheme of evaluation containing two parts:
 - i. Internal evaluation (30%)
 - ii. External evaluation (70%)
- b.** The internal evaluation is conducted based on written tests, presentations, assignments, seminars, field visits, projects, etc. The External Evaluation shall be through Term End Examination, which will include practical experiments/viva-voce, etc. Both internal and external evaluations will be done using a direct grading system as per the University rules and Ordinances.

10.12 AWARD OF DEGREE

- a.** The successful candidates shall be admitted to and awarded the Degree, as the case may be, provided he/she have:
 - i. No pending dues to the university, hostel, or library outstanding
 - ii. No disciplinary action pending against him/her
 - iii. Fulfilled such other conditions as prescribed under the rules
- b.** No student shall be eligible for the award of the LLB degree unless he/she has completed a programme of not less than three years duration and secured the minimum number of credits prescribed by the University for the Award of the degree.

- c. A student who has completed the LLB Degree Programme and has passed the stipulated End-Semester examination and has secured the requisite number of academic credits may be awarded the LLB Degree.

ORDINANCE No. - 11

This Ordinance shall be called “**ORDINANCES FOR CURRICULAR FRAMEWORK, PROGRAMME OF STUDIES AND CONDITIONS FOR THE AWARD OF THE DEGREE/DIPLOMA/CERTIFICATE**” and shall apply to Full-Time, Part-Time, Online, Distance, External, Weekend, Collaborative and Sponsored programmes offered by THE ARYAVART INTERNATIONAL UNIVERSITY.

11.1 CURRICULAR FRAMEWORK:

- a.** The curricular framework of THE ARYAVART INTERNATIONAL UNIVERSITY shall be learner-centered and based on the holistic approach to higher education. Focused on in-depth learning, the curricula and syllabi shall be linked to research & scholarship and shall be continuously reviewed and updated on the basis of feedback and evaluation.
- b.** The teaching-learning process (classroom activities, self-learning, work placement, assessment, and evaluation) shall aim at nurturing and developing.
 - i. Knowledge & Comprehension – general, domain specific, discipline specific, organization-specific, application-oriented;
 - ii. Abilities & Skills – verbal, numeric, synthetic, analytic, soft-skills, entrepreneurial skills, leadership, team-working, and Group discussion; and
 - iii. Values & Aptitude – human values, work ethics, work culture, positive thinking, empathy, emotional intelligence, and tolerance.
- c.** The curricula and pedagogy (teaching methodology) of all Programs of Studies shall seek to:
 - i. Incorporate exposure to current and emerging knowledge, theory, and practice;
 - ii. Inculcate research aptitude and skills through project work, literature survey, data collection, analysis, interpretation, and inference;
 - iii. Develop critical thinking and pursuit of knowledge; and
 - iv. Develop the ability to apply knowledge and skill for appraisal, evaluation, and problem solving.
- d.** To promote learning driven by the intrinsic curiosity and mastery of the subject, the

curricula shall aim at striking a fine balance between the taught content and independent learning by students.

- e. With a view to discouraging rote learning, the curricula of all Programs of Studies shall aim at assessing the Total Learning Outcome (TLO) by assessing the performance of students in terms of knowledge, comprehension, application, analysis, synthesis and evaluation.
- f. Assessment and evaluation of students shall be based on Total Student Effort (TSE). Accordingly, it shall take into account the accomplishment of students across the total workload specifications comprising the:
 - i. Contact Hours/Organized Classroom Activity;
 - ii. Practical(s)/Lab work/Tutorial/Teacher-led Activities
 - iii. Individual/Group Work;
 - iv. Obligatory/Optional Work Placement;
 - v. Literature Survey/Library work;
 - vi. Data Collection/Field work/Project Work;
 - vii. Papers/Projects/Dissertation/Seminar;
 - viii. Assignments/Quizzes/mid-term
 - ix. End-semester examination.

11.2 Semester System: All Programs of Studies offered by the University shall be based on the Semester-System. Accordingly, the Academic Calendar of the University shall be divided into (a) Monsoon Semester (Semesters I, III, V & VII) and (b) Spring Semester (Semesters II, IV, VI, VIII). A semester shall generally consist of 22 weeks and shall have not less than 110 working days including 95 net instructional days and 15 days for examinations. The study tour shall be organized during inter-semester break. Any study tour if needs to be organized during the semester, loss of instructional days have to be compensated.

11.3 Choice Based Credit System (CBCS):

- a. All Programs of Studies in the University shall be based on a Comprehensive Choice-Based Credit System (CBCS).
- b. The curricula for all Programs of Studies shall offer wide choices to the students

in terms of courses, content, mode and pace of learning and shall encourage students to choose their own basket of courses and decide their own pathways and pace of learning.

- c. In order to enable students to decide their pathway and exercise choices for basket of courses in each semester, they will be assisted by Coordinator who will guide them in exercising their choices;
- d. The Academic council shall specify broad framework, set standards and benchmarks by pre-specifying educational components, learning outcomes and workloads to be followed by the University in designing and delivery of courses;

11.4 Course Catalogue:

- a. The nomenclature/title, educational components, course requirements, including prerequisites and co-requisites, and credits shall be specified by the Board of Studies within the broad framework specified by the Academic Council.
- b. All courses as specified and approved by the Boards of Studies/School Board/Academic Council shall be listed in the Course Catalogue that shall be continuously reviewed and updated.
- c. The Course Catalogue will provide a comprehensive listing and a brief outline of all courses offered by the University.
- d. Each course listed in the Course Catalogue shall indicate its level, prerequisite(s), and co-requisite(s), expectations in terms of time commitments on the part of students registering for that course, and requirements for successful completion of the course.

11.5 Course Registration:

- a. After admission to a Programme of Studies and at the commencement of each subsequent Semester, a student shall be required to register for the Courses he/she intends to undergo during the Semester.
- b. The registration for courses shall be made in consultation with the Faculty Advisor(s) and on the prescribed format and shall be duly signed by the Student and the University's competent authority.
- c. A student may be permitted to change the courses, if applicable, within 7 days from

the date of course registration.

- d. The minimum and maximum number of credits that a student can earn in a semester shall be as prescribed by the School Board/Academic Council.

11.6 Audit of Course: Subject to the permission of the teacher handling the course, a student may be permitted, on payment of prescribed fees, to audit a maximum of two courses without assigning any credits.

11.7 Detailed Course Outline:

- a. To make programme offerings dynamic, flexible, multi-disciplinary, and interdisciplinary, individual faculty members shall be required to prepare a Detailed Course schedule (course handouts) for each course to be taught by them in a particular semester and shall make the same available to each student registered to take the course at the commencement of each semester.
- b. The Detailed Course Outline shall be prepared within the overall framework and broad guidelines as provided by the Board of Studies/School Board/Academic Council and shall include such specific details about a particular course as, completion requirements, assessment criteria, unit-wise course contents, lecture plan, prescribed texts, reading list, planned activities for Students Effort/Teacher-led activities (efficient and effective).

11.8 Assignment of Credits:

- a. Credit assigned to a particular course will be decided with due regard to specified Learning Outcomes, Educational Components, and Workload requirements.
- b. As a general rule, a course of 1 Credit shall require a workload of 30 Hours comprising:
 - i. 10 Hours of Lectures/Organized classroom activity/Contact Hours
 - ii. 05 Hours of Laboratory Work/Practical/Field Work/Tutorials/Teacher-led activities
 - iii. 15 Hours of other workload such as independent individual/group work,

- obligatory/optional work placement;
- iv. Literature survey/ library work; data collection/fieldwork, writing of papers/projects/dissertations; seminars, etc.
 - c. The University may deviate from the above-specified arrangement for specifying credits; depending upon the specific needs and requirements of a course, subject to the condition that 1-credit course would entail a minimum total student effort/workload of 30 hours.

11.9 Programs of Studies: All programs of Studies shall be in general adherence to the minimum eligibility conditions, duration, credit requirements, and other conditions of minimum standards as prescribed by the Academic Council/UGC/National Regulatory bodies/Professional Councils.

11.10 Minimum and Maximum Duration of Programs of Studies: Subject to the requirements of the UGC/Regulatory Body/Professional Council concerned, the minimum and maximum duration of all programs of Studies introduced and offered by the University shall be as approved by the Academic Council of the University.

11.11 Minimum Eligibility Requirements and Criteria for Selection for Admission: Minimum eligibility conditions and criteria for selection of students for admission to various Programs of Studies, including qualifications for admission, age limits, and relaxation, if any, shall be prescribed by the Academic Council and notified in the Prospectus.

11.12 Credit Requirements for Completion of Programs of Studies: Subject to the requirements of the UGC/Regulatory Body/ Professional Council concerned, Credit requirements for completion of a Programme of Studies shall be such as prescribed by the Academic Council of the University.

11.13 Minimum Eligibility Requirements, Criteria for the award of Degree/Diploma/Certificate/Pre-University Certificate.

- a.** Minimum Eligibility Requirements, Criteria for selection of students for admission, credit requirements for completion, and conditions for the award of Degree/Diploma/Certificate/Pre-University Certificate for different Programs of Studies, as approved by the Academic Council from time to time.
- b. Conditions for the Award of the Degree/Diploma/Certificate:**
 - i.** Every person who passes an examination for a degree or diploma, or certificate of the university, shall be eligible, on payment of a prescribed fee, to be admitted to the respective degree or diploma, or certificate in person or in absentia.
 - ii.** The Executive Council shall have the power to confer those degrees and award those diplomas or certificates for which qualifying examinations were held by the university at different times, upon persons who have passed those examinations and have been declared qualified to receive those degrees or diplomas, or certificates. The Executive Council shall confer upon persons as aforesaid such degrees and award such diplomas or certificates as provided for in the Ordinances, at a meeting or convocation, either in person or in absentia, in such manner as may be decided by the Court.
 - iii.** In case of persons recommended under the provisions of Section 7(vi) of the act, the procedure, for conferment of such honorary degrees or awards at a meeting or a convocation shall be the same as followed in the case of those who become eligible under the provisions of this Ordinance for the award of degrees or diplomas or certificate as a result of their passing the respective examinations therefore.
 - iv.** The University shall award the degree or diploma, or certificate to such External Students who have passed the qualifying examination for the degree or diploma, or certificate, having been exempted from attendance at the course of studies and registered with the university.
 - v.** The meeting or the convocation for conferring degrees and diplomas, or certificates shall be held on such date to be fixed by the President and on such other graduation day as may be fixed by the President. At such meeting

or convocation the Director of each School, or in his absence the senior Dean of the Faculty shall request the Executive Council to pass a grace in the first instance and then shall present to the President or the Vice- Chancellor and the meeting or the Convocation the names of all or some of the persons who have sought admission to the respective degrees or diplomas or Certificate in person. Such presentation shall take place in such order as may be fixed by the Vice-Chancellor.

- vi. The University shall grant the following degrees to such persons as have undergone the prescribed course studies and have passed the qualifying examination for the same in accordance with the Ordinances.

Provided further that in addition to the below-mentioned degree, the University shall award Post Graduate Diploma, Certificate, Diploma, and Advanced Diploma to such persons as have undergone the prescribed course studies and have passed the qualifying examination for the same in accordance with the Ordinances.

SL. No.	Abbreviations	Full Form
1.	B. Arch	Bachelor of Architecture
2.	B.A. B.Ed.	Bachelor of Arts and Bachelor of Education
3.	B.Com	Bachelor of Commerce
4.	B.Com B.Ed.	Bachelor of Commerce and Bachelor of Education
5.	B. Dance	Bachelor of Dance
6.	B.Ed.	Bachelor of Education
7.	B. Pharma. (Ayu)	Bachelor of Ayurveda in Pharmacy
8.	B. Pharma.	Bachelor of Pharmacy
9.	B.Sc.	Bachelor of Science
10.	B.Sc. B.Ed.	Bachelor of Science Bachelor of Education
11.	B.Sc. (Nursing)	Bachelor of Science in Nursing
12.	B.Sc. (Sericulture)	Bachelor of Science in Sericulture
13.	B. Stat	Bachelor of Statistics
14.	B. Tech	Bachelor of Technology
15.	B. V. Sc. & A.H	Bachelor of Veterinary Science and Animal Husbandry
16.	BA	Bachelor of Arts
17.	B. Lib. Sc.	Bachelor of Library Science
18.	BA. LLB.	5-year Integrated course
19.	BAMS	Bachelor of Ayurvedic Medicine & Surgery
20.	BBA	Bachelor of Business Administration
21.	BBM	Bachelor of Business Management
22.	BCA	Bachelor of Computer Applications

23.	BCL	Bachelor of Civil Law
24.	BDS	Bachelor of Dental Surgery
25.	BE	Bachelor of Engineering
26.	BFA	Bachelor of Fine Arts
27.	BGL	Bachelor of General Law
28.	BHMS	Bachelor of Homeopathic Medicine and Surgery
29.	BIM	Bachelor of Indian Medicine
30.	BJ	Bachelor of Journalism
31.	B. Lib. I. Sc	Bachelor of Library and Information Science
32.	B. Lite	Bachelor of Literature
33.	B. Mus	Bachelor of Music
34.	B.Nat. (Ayu)	Bachelor of Ayurveda in Naturopathy
35.	B.Nat. (Yogic Science)	Bachelor of Naturopathy and Yogic Science
36.	BOL	Bachelor of Oriental Learning
37.	BOT	Bachelor of Occupational Therapy
38.	BPA	Bachelor of Performing Arts
39.	BPED	Bachelor of Physical Education
40.	BPS	Bachelor of Professional Studies
41.	BPT	Bachelor of Physiotherapy
42.	BSMS	Bachelor of Sridhar Medicine and Surgery
43.	BSW	Bachelor of Social Work
44.	D.Lite	Doctor of Literature
45.	D.Mus	Doctor of Music
46.	D.Phil	Doctor of Philosophy
47.	D.Sc	Doctor of Science
48.	DM	Doctor of Medicine (in Cardiology)
49.	DOL	Doctor of Oriental Learning
50.	Hindi Shiksha Visharad	Hindi Shiksha Visharadv
51.	LLB	Bachelor of Laws or Laws
52.	LLD	Doctor of Laws
53.	LLM	Master of Laws or Laws
54.	M. Arch.	Master of Architecture
55.	MA. B.Ed.	Master of Arts and Bachelor of Education
56.	M.Ch	Master of Chirurgiae
57.	M.Com	Master of Commerce
58.	M.Com, B.Ed.	Master of Commerce and Bachelor of Education
59.	M.Dance	Master of Dance
60.	M.Ed	Master of Education
61.	M.Des.	Master of Design
62.	M.Lib. Sc	Master of Library Science
63.	M.Litt	Master of Literature
64.	M.Mus	Master of Music
65.	M.Pharm	Master of Pharmacy

66.	M.Plan	Master of Planning
67.	M.Sc	Master of Science
68.	M.Sc, B.Ed.	5 Years Integrated Course
69.	M.Stat	Master of Statistics
70.	M.Tech	Master of Technology
71.	M.V.Sc	Master of Veterinary Sciences
72.	MA	Master of Arts
73.	MBA	Master of Business Administration
74.	MBBS	Bachelor of Medicine and Bachelor of Surgery
75.	MCA	Master of Computer Application
76.	MD	Doctor of Medicine
77.	MDS	Master of Dental Surgery
78.	ME	Master of Engineering
79.	M.F.Sc	Master of Fishery Science
80.	MFA	Master of Fine Arts
81.	MHMS	Master of Homeopathic Medicine and Science
82.	MJ	Master of Journalism
83.	MLISc	Master of Library and Information Science
84.	MOL	Master of Oriental Learning
85.	MP.Ed	Master of Physical Education
86.	MPA	Master of Performing Studies
87.	MPS	Master of Population Studies
88.	MPT	Master of Physiotherapy
89.	MS	Master of Surgery
90.	MAMS	Master of Ayurved in Medicine and Surgery
91.	MSW	Master of Social Work
92.	MUMS	Master of Unani Medicine and Surgery
93.	Parangat	Parangat
94.	Ph.D.	Doctor of Philosophy
95.	Samaj Karya Parangat	Samaj Karya Parangat
96.	Samaj Vidya Parangat	Samaj Vidya Parangat
97.	Samaj Vidya Visharad	Samaj Vidya Visharad
98.	Shastri	Shastri
99.	Shiksha Acharya	Shiksha Acharya
100.	Shikshan Parangat	Shikshan Parangat
101.	Shiksha Shastri	Shiksha Shastri
102.	Shiksha Visharad	Shiksha Visharad
103.	Vachaspati	Vachaspati
104.	Vidya Nishnanat	Vidya Nishnanat
105.	Vidya Praveena	Vidya Praveena
106.	Vidya Vachaspati	Vidya Vachaspati
107.	Vidya Varidhi	Vidya Varidhi

108.	Vidyalankar	Vidyalankar
109.	Visharad	Visharad
110.	B.Plan.	Bachelor of Planning
111.	B.Com, LLB	Bachelor of Commerce & Bachelor of Law
112.	BJMC	Bachelor of Journalism and Mass Communication
113.	B.Optom.	Bachelor of Clinical Optometry
114.	B.S. Course	Bachelor of Science (Physician Assistant and (Emergency and Trauma Care Management)
115.	BASLP	Bachelor of Audiology and Speech Language Pathology
116.	BBS	Bachelor of Business Studies
117.	BHM	Bachelor of Hotel Management
118.	BHMCT	Bachelor of Hotel Management and Catering Technology
119.	BHMTT	Bachelor of Hotel Management, Travel and Tourism
120.	BIBF	Bachelor of International Business and Finance
121.	BMM	Bachelor of Multimedia
122.	B.Des.	Bachelor of Design
123.	BSS	Bachelor of Social Sciences
124.	BUMS	Bachelor of Unani Medicine and Surgery
125.	B.Voc.	Bachelor of Vocational Studies
126.	CPA	Certified Public Accountant
127.	MFM	Master of Financial Management
128.	MFT	Master of Foreign Trade
129.	MHRD	Master of Human Resource Development
130.	MIB	Master of International Business
131.	M.Mkt.M	Master of Marketing Management
132.	M.Optom	Master of Optometry
133.	M.Sc(Medical Anatomy)	Master of Science in Medical Anatomy
134.	M.Sc(Medical Bio-Chemistry)	Master of Science in Medical Bio-Chemistry
135.	M.Sc(Medical Microbiology)	Master of Science in Medical Microbiology
136.	M.Sc. (Medical Pharmacology)	Master of Science in Medical Pharmacology
137.	M.Sc.(Medical Physiology)	Master of Science in Medical Physiology
138.	M.Sc. Tech	Master of Science in Technology
139.	M.Sc. Tech	M.Sc. Tech(Applied Geo-Physics)
140.	M.Sc. Nursing	Master of Science (Nursing)
141.	MBA (Pharma. Tech.)	Master of Business Administration in Pharmaceutical Technology
142.	MBA (Tech)	Master of Business Administration in Technology
143.	MHA	Master of Hospital Administration

144.	MJMC	Master of Journalism and Mass Communication
145.	MMC	Master's in Mass Communication
146.	MOT	Master of Occupational Therapy
147.	MPH	Master of Public Health
148.	The University shall grant such other degrees in the respective discipline in accordance with the nomenclature specified by the University Grants Commission (UGC), New Delhi, from time to time.	

Section 2

ORDINANCES FOR RECRUITMENT AND SELECTION PROCEDURE OF FACULTY AND STAFF

Ordinance 12

This Ordinance shall be called “**ORDINANCE FOR RECRUITMENT OF ACADEMIC AND ADMINISTRATIVE STAFF**” and shall apply to Regular Full-Time, Part-Time, Ad-hoc, and Contractual staff of THE ARYAVART INTERNATIONAL UNIVERSITY.

12.1 CREATION OF ACADEMIC AND ADMINISTRATIVE POST:

- a. Dean of the School or Head of the Department shall submit a proposal to the Registrar's office for its requirements of manpower that is academic and administrative (Non-Teaching). The Registrar put this requirement in the next meeting of the Court. The Court will sanction the Posts as per the requirement. The appointments are made on the sanctioned posts as per the direction either in pay scale or in fixed pay on a regular mode or, as the case may be, on contractual mode.
- b. The regular sanctioned posts by the Court will be filled up as per UGC/AICTE/Other professional Council and State Government Norms.
- c. The expenditure for conducting the recruitment procedure: advertisement to publish in Newspaper(s) and other media, scrutiny of applications received for the posts advertised, interview call, viva-voce of the candidates in front of the selection committee, and declaration of the result of the interview, and shall be borne from the University accounts.
- d. The posts created by the Court on a need basis or as per the requirement of the University Educational Program, and the University shall fill up as per the Norms decided by the Court. The expenditure for these categories of posts shall be borne by the University from the fund generated through the self-finance mode.
- e. The bank accounts shall be operated for this arrangement, which shall be audited regularly by the auditor appointed by the Court.
- f. The teachers of the University shall be of the following three categories, and/or any other category approved by UGC/State Government/Court.
 - Professor;
 - Associate Professor; and
 - Assistant Professor.
- g. The vacant posts of teachers, and their equivalent category, in the University shall

be filled on an all-India basis by advertising widely in newspapers and on the University website. The university may also hire a consultancy agency to hire employees.

- h. Teachers of the University, viz. Professors, Associate Professors, Assistant Professors, and such other categories of posts declared equivalent to teachers by the Court, should be appointed on the recommendations of a Selection Committee constituted as per the guidelines/orders issued by the University Grants Commission/State Government from time to time.

The structure of the Selection Committee for Teaching Staff may be:

- i. The Vice-Chancellor
- ii. The Registrar
- iii. Three Experts in Subject Concern (Minimum Two Required)
- iv. Dean of School/ Department concerned
- v. Director of the School/ Department concerned
- vi. Principal of the School/ Department concerned
- vii. HoD of the School/ Department concerned
- viii. Head/ Chairperson of Centre recognised by the University

Quorum will be fulfilled with four members only.

- i. The duties of a Professor, Associate Professor, and Assistant Professor shall be to:
 - i. Teach, train, and guide the students and research scholars in their subjects of study, and support them academically in their progression.
 - ii. Engage in research and publish in accredited and refereed journals,
 - iii. carry out such other academic, examination, and/or University administrative work as may be assigned by the Director of the Schools/Chairperson, Board of Studies / Principal / Dean / Vice-Chancellor/ Registrar.
- j. No teacher shall participate in the meetings of a Selection Committee for any appointment if his/her relative is a candidate for it.
- k. No teacher holding a post lower in rank than the one for which the appointment is to be made shall be a member of a Selection Committee as the subject expert:

Provided that in respect of the appointment of academic staff for a Research Institute/Centre in the University, the Director of the concerned research

institute/Centre shall be considered as Head for the constitution of the Selection Committee.

12.2 QUALIFICATIONS, EMOLUMENTS AND NUMBER OF UNIVERSITY TEACHERS:

- i.** The number, qualifications, and emoluments of teachers, Officers, and other staff in a University School are determined by the Court based on the recommendations received from the concerned Departmental Committee, and in accordance with the guidelines issued in this regard from time to time by PCI/BCI/NCTE/ PCI/BCI/NCTE/Other professional Council/AICTE/UGC/State Government:

Provided that the Court shall be competent to make such additions to qualifications of specific posts as may be necessary in view of specific requirements of the University system.

- ii.** Salary may be offered to the selected candidates as per UGC norms, while being a state Private University, THE ARYAVART INTERNATIONAL UNIVERSITY, reserves right to negotiate with the candidate to make it financially viable.
- iii.** The Court is the competent authority to award additional increments, if any, in a particular pay band/grade/pay matric and/or pay protection to a teacher on appointment, based on the recommendations of the selection committee and in accordance with the guidelines issued from time to time by PCI/BCI/NCTE/Other professional Council/ AICTE/UGC/State Government:

12.3 CLASSIFICATIONS AND PROCEDURE FOR APPOINTMENT OF OFFICERS AND EMPLOYEES OF UNIVERSITY:

A. Classification of the Cadres:

The posts included in the setup shall be grouped in the following cadres as detailed below.

- i.** Officers (Vice-Chancellor/Registrar/Chief Accounts Officer/Deans/Directors/ Controller of Examinations)
- ii.** Administration/Accounts Cadre (Deputy Registrar/Assistant Registrar/Accounts Officer/Office Superintendent/Section Officer/Senior Clerk/Junior Clerk)

- iii. Isolated Cadre (Librarian/Programmer or Analyst/Personal Assistant/Steno/Supervisor)
- iv. Class-IV Cadre

12.4 INSURANCE, PENSION, AND PROVIDENT FUND:

The State Government rules for the insurance, pension, and provident fund shall apply to the employees of the regular sanctioned posts by the Court.

ORDINANCE NO. - 13

This Ordinance shall be called “**ORDINANCES FOR DISCIPLINE AND CONDUCT RULES**” and shall apply to Regular Full-Time, Part-Time, Ad-hoc, and Contractual staff of THE ARYAVART INTERNATIONAL UNIVERSITY.

13.1 DISCIPLINE IN UNIVERSITY

The procedure to be followed for enforcing discipline in the University shall be as follows: The Officers, except officers mentioned under Section 11 of the Act, teachers, and other employees of the University shall abide by the discipline and conduct regulations of these Ordinances and the concerned rules of the State Government from time to time.

13.2 PROCEDURE FOR ENFORCING DISCIPLINE IN UNIVERSITY

13.2.1 APPLICABILITY

Unless otherwise specifically provided, this Ordinance shall apply to the following:-

- i.** Officers of the University referred to in Section 11 of the Act.
- ii.** Teachers of the University.
- iii.** Other employees of the University.
- iv.** Employees not in whole-time employment.

This Ordinance shall not apply to -

- i.** Persons in casual and daily rated employment.
- ii.** Persons paid from contingencies.

13.2.2 INTERPRETATION

If any question relating to the interpretation of this Ordinance arises, it shall be referred to the Vice-Chancellor, and his decision shall be final.

13.3 SPECIAL PROVISION BY AGREEMENT AND PROTECTION OF RIGHT AND PRIVILEGES CONFERRED BY ANY LAW OR AGREEMENT

Where it is considered necessary to make special provisions for any University employee in respect of matters covered by this Ordinance, the Court may, by agreement with such University employee, make such special provisions, and thereupon this Ordinance shall not apply to such University employee to the extent to which the special provisions so made are inconsistent therewith.

13.4 SUSPENSION

The disciplinary authority may place an employee under suspension, where a disciplinary proceeding against him is contemplated or is pending:

Provided that, where an employee against whom disciplinary proceeding is contemplated is suspended, such suspension shall not be valid unless, before the expiry of a period of ninety days from the date on which the employee was suspended, disciplinary proceeding is initiated against him:

Provided further that the disciplinary authority, by special or general order, may at any time before the expiry of the said period of ninety days and after considering the special circumstances for not initiating disciplinary proceedings, to be recorded in writing, extend of suspension beyond the period of ninety days without disciplinary proceedings being initiated:

Provided also that such extension of suspension shall not be for a period exceeding ninety days at a time.

13.5 DEEMED SUSPENSION

Where a case against him in respect of any criminal offence involving moral turpitude is under investigation, inquiry or trial, a University employee shall be deemed to have been placed under suspension by an order of the disciplinary authority-

(a) With effect from the date of his detention, if he is detained in custody, whether on a criminal charge or otherwise, for a period exceeding forty-eight hours.

(b) with effect from the date of his conviction if, in the event of a conviction for an offence, he is sentenced to a term of imprisonment exceeding forty-eight hours and is not forthwith dismissed or removed or compulsorily retired consequent upon such conviction.

Explanation: The period of forty-eight hours referred to in Clause (b) of this Ordinance shall be computed from the commencement of the imprisonment after the conviction, and for this purpose, intermittent periods of imprisonment, if any, shall be considered.

13.6 REVIEW OF SUSPENSION ORDER:

An order of suspension made or deemed to have been made under Clause 13.4 and 13.5 shall be reviewed by the disciplinary authority to modify or revoke the suspension, before expiry of ninety days from the date of the order of suspension. After such a review, the disciplinary authority may pass an order either extending or revoking the suspension. The subsequent reviews shall be made before the expiry of the extended period of suspension. The extension of suspension shall not be for a period exceeding one hundred and eighty days, at a time.

An order of suspension made or deemed to have been made under Clause 13.4 and 13.5 shall not be valid after a period of ninety days unless it is extended after review, for a further period before the expiry of ninety days:

Provided that no such review of suspension shall be necessary in the case of deemed suspension under Clause 13.5, if the employee continues to be under detention at the time of completion of ninety days of suspension and the ninety days in such case will be counted from the date the employee detained in custody is released from detention or the date on which the fact of his release from detention is intimated to his appointing authority, whichever is later.

13.7 SUSPENSION WHEN PENALTY ORDERS ARE SET ASIDE IN APPEAL:

Where a penalty of dismissal, removal or compulsory retirement from service imposed upon an employee under suspension is set aside in appeal or on review under this Ordinance and the case is remitted for further inquiry or action or with any other directions, the order of his

suspension shall be deemed to have been continued in force with effect on and from the date of the original order of dismissal, removal or compulsory retirement, and shall remain in force until further orders.

13.8 SUSPENSION WHEN PENALTY ORDERS ARE SET ASIDE

Where a penalty of dismissal, removal or compulsory retirement from the service imposed upon an employee is set aside or declared or rendered void in consequence of or by a decision of a Court of Law, and the disciplinary authority on consideration of the circumstances of the case, decides to hold a further inquiry against him on the allegations on which the penalty of dismissal, removal or compulsory retirement was originally imposed, the employee shall be deemed to have been placed under suspension from the date of the original order of dismissal, removal or compulsory retirement and shall continue to remain under suspension until further orders.

13.9 CONTINUATION OF ORDERS OF SUSPENSION:

Subject to the provisions contained in Clause 13.4 and 13.5, an order of suspension made or deemed to have been made under this Ordinance shall continue to remain in force until it is modified or revoked by the disciplinary authority to do so.

When an employee is suspended or is deemed to have been suspended in connection with any disciplinary proceedings or otherwise and any other disciplinary proceeding is commenced against him during the continuance of such suspension, the authority competent to place him under suspension may, for reasons to be recorded by him in writing, direct that the employee shall continue to be under suspension until the termination of all or any of such proceedings.

An order of suspension made or deemed to have been made under this Ordinance may at any time be modified or revoked by the authority which made or is deemed to have made it.

13.10 AUTHORITY TO INSTITUTE PROCEEDING AND PENALTIES:

1. Authority to institute proceedings:

The disciplinary authority or the employee empowered by it by general or special order may institute disciplinary proceedings against a University employee.

2. Authority to impose penalties on the University employee:

The Court or the competent authority may impose any of the penalties specified in this Ordinance on any University employee.

13.11 PENALTIES AND AUTHORITY TO INSTITUTE PROCEEDINGS:

Nature of Penalties:

Without prejudice to the provisions of any law for the time being in force, the following penalties may, for good and sufficient reasons, be imposed upon any of the University employees, namely: -

(i) Minor Penalties

- a. Censure.
- b. Withholding of promotion.
- c. Withholding of increment/s without future effect.
- d. Recovery from his pay of the whole or part of any pecuniary loss caused to the University by negligence or breach of orders.
- e. Reduction to a lower stage in the grade pay or pay matrix (Specified by the University) for a specified period not exceeding three years.

(ii) Major Penalties

- a. Withholding of increments with future effect.
- b. Save as provided under sub-Clause (8), reduction to a lower stage in the grade pay/pay matrix for a specified period, with further directions as to whether or not the employee will earn increment of pay during the period of such reduction and whether on the

expiry of such period the reduction will or will not have the effect of postponing the further increments of pay.

- c. Reduction to a lower grade pay/pay matric post which shall ordinarily be a bar to the promotion of the employee to the grade pay/pay matric post from which he was reduced, with or without further direction regarding conditions of restoration to the grade pay or post from which the employee was reduced and his seniority and grade pay/pay matric on such restoration.
- d. Compulsory retirement.
- e. Removal from service, which shall not be a disqualification for future employment under the University.
- f. Dismissal from service, which shall ordinarily be a disqualification for future employment under the University.

Explanation:

The following shall not amount to a penalty within the meaning of this Ordinance:-

- i. Withholding of increments in pay of an employee for failure to pass a departmental or other examination in accordance with the rules or orders in this behalf for the time being in force or in accordance with the terms of his appointment.
- ii. Non-promotion, whether in a substantive or officiating capacity, of an employee to a post for promotion to which he is in the ordinary course eligible, on administrative grounds and not as a measure of penalty on the ground of his misconduct.
- iii. Reversion to a lower grade pay/pay matric post of an employee officiating in a higher-grade pay/pay matric post on the ground that he is considered, after trial, to be unsuitable for such higher service, class, grade, or post or on purely administrative grounds.
- iv. Reversion to his permanent post of an employee appointed on probation to another grade pay/pay matric post during or at the end of the period of probation in accordance with the terms of his appointment or the regulation, rules, or orders of the University in this behalf for the time being in force.
- v. Compulsory retirement of an employee.

Termination of Services -

of an employee appointed on probation, during or at the end of the period of probation in accordance with the terms of his appointment or the regulations or rules, or orders of the University in this behalf for the time being in force,

OR

of a temporary employee on purely administrative grounds,

OR

of an employee employed under a contract in accordance with the terms of such contract.

13.12 PROCEDURE FOR IMPOSING MINOR PENALTIES:

- i.** Subject to the provisions of this Ordinance, no order imposing on an employee any of the penalties specified in items (1) to (5) of this Ordinance (i) shall be passed by the disciplinary authority except after -
 - a. Informing the employee in writing of the proposal to take action against him and of the imputations of misconduct or misbehaviour or of any culpable act or omission, on which it is proposed to be taken, and giving him a reasonable opportunity of making such representation as he may wish to make against the proposal.
 - b. Holding an inquiry in the manner laid down in this Ordinance, in every case in which the disciplinary authority believes that such an inquiry is necessary.
 - c. Taking the representation, if any, submitted by the employee under Clause (a) and the record of inquiry, if any, held under Clause (b) into consideration.
- ii.** Recording a finding on each imputation of misconduct or misbehaviour or of any culpable act or omission and thereafter obtaining the orders of the Court to whom the papers shall be submitted for deciding the matter under this Ordinance.
- iii.** When it is proposed after considering the representation, if any, made by the employee under Clause (a) of Section 13.12, to withhold increments of pay and such withholding of increments is likely to affect adversely the amount of retirement benefits payable to the employee or to withhold increments of pay for a period exceeding three years or to withhold increments of pay with cumulative effect for any period, an inquiry

shall be held in the manner laid down in Section 20.14, before making any order imposing any such penalty on the employee.

- iv. The record of the proceedings in case of minor punishment shall include -
 - a. A copy of the intimation to the employee of the proposal to take action against him,
 - b. A copy of the statement of imputations of misconduct or misbehaviour delivered to him.
 - c. His representation, if any,
 - d. The evidence produced during the inquiry.
 - e. The findings on each imputation of misconduct or misbehaviour, or of any culpable act or omission, and
 - f. The orders on the case together with reasons therefore.

13.13 PROCEDURE FOR IMPOSING MAJOR PENALTIES:

- i. No order imposing any of the penalties specified in items (6) to (11) of Section 13.11 (ii) shall be passed except after an inquiry, held in the manner provided in this Section and Section 13.14.
- ii. Whenever the disciplinary authority believes that there are grounds for inquiry into the truth of any imputation of misconduct or misbehaviour or of any culpable act or omission against an employee, the matter shall be referred to the Court for obtaining orders under Section 13.12 (2). After the issue of the orders of the Court, it shall appoint under this regulation another employee higher in rank than the delinquent employee or any person to inquire into the truth thereof (hereinafter referred to as the Inquiry Officer):

Explanation: Where the disciplinary authority itself holds the inquiry, any reference in these Ordinances to the Inquiry Officer shall be construed as a reference to the disciplinary authority.

13.14 INQUIRY:

- i. Where it is proposed to hold an inquiry against an employee under this Section 13.13 or Section 13.15, the disciplinary authority shall draw up the articles of charges, imputation of misconduct or misbehaviour, or culpable act or omission in the form of a definite charge and shall communicate to the concerned employee-
 - a. the substance of the imputations of misconduct or misbehaviour or of any culpable act or omission into definite and distinct articles of charge;
 - b. a supporting statement of the imputations of misconduct or misbehaviour or of any culpable act or omission in support of each article of charge, which shall contain:
 - a statement of all relevant facts, including any admission or confession made by the employee; and
 - a list of documents by which, and a list of witnesses by whom, the articles of charges are proposed to be sustained.
- ii. The disciplinary authority shall deliver or cause to be delivered to the employee a copy of the articles of charges, the statement of the imputations of misconduct or misbehaviour or of any culpable act or omission and a list of documents along with certified true copies of such records and witness by which each article of charge is proposed to be sustained and shall require the employee to submit, within such time as may be specified, a written statement of his defence and to state whether he desires to inspect the records about the charge and whether he desires to be heard in person.
- iii.
 - a. On receipt of the written statement of defence from the employee the disciplinary authority may itself inquire into such of the Articles of charges as are not admitted or if considers it necessary to do so appoint, under Section 13.12 an Inquiry Officer for the purpose and where all the articles of charges have been admitted by the employee in his written statement of defence, the disciplinary authority shall record its findings on each charge after taking such evidence as it may think fit and shall act in the manner laid down in Section 13.15.
 - b. If no written statement of defence is submitted by the employee, the disciplinary authority may itself inquire into such of the Articles of charges as are not admitted or,

if it considers it necessary to do so, appoint, under Section 13.12, an Inquiry Officer for the purpose.

- c. The disciplinary authority may nominate any person hereinafter referred to as the presenting officer to present the case in support of the charge before itself, if it is to inquire into the charges or before the Inquiry Officer.
- iv. The disciplinary authority shall, where he is not himself the Inquiry Officer, forward to the Inquiry Officer –
 - a. A copy of the articles of charges and the statement of imputations of misconduct or misbehaviour;
 - b. A copy of the written statement of defence, if any, submitted by the employee;
 - c. A copy of the statement of witnesses, if any, referred to in Clause (i) (b) above;
 - d. Evidence proving the delivery of the documents referred to in Clause (ii) above to the employee; and
 - e. A copy of the order appointing the presenting Officer.
- v. The employee shall appear in person before the Inquiry Officer on such day and at such time within ten working days from the date of receipt by him of the articles of charge and the statement of the imputations of misconduct or misbehaviour, as the Inquiry Officer may, by a notice in writing specify in this behalf, or within such further time not exceeding ten days, as the Inquiry Officer may allow.
- vi. The employee may present his case with the assistance of a retired employee of the University/a University employee, or any other University employee approved by the disciplinary authority, but may not engage a legal practitioner unless the disciplinary authority, having regard to the circumstances of the case, so permits.
- vii. If the employee who has not admitted any of the articles of charge in his written statement of defence, appears before the Inquiry Officer, shall ask him whether he is guilty or has any defence to make and if he pleads guilty to any of the articles of charge, the Inquiry Officer shall record the plea, sign the record and obtain the signature of the concerned employee thereon.
- viii. The Inquiry Officer shall return a finding of guilty in respect of those articles of charge to which the employee pleads guilty.
- ix. The Inquiry Officer shall, if the employee fails to appear within the specified time or refuses or omits to plead, require the presenting officer to produce the evidence by

which he proposes to prove the articles of charge, and shall adjourn the case to a later date not exceeding thirty days, after recording an order that the employee may for the purpose of preparing his defence

- a. Inspect within five days of the order or within such further time not exceeding five days as the Inquiry Officer may allow, the documents specified in or referred to in Clause (i) (b), above,
- b. Submit a list of witnesses to be examined on his behalf.

Note: If the employee applies orally or in writing for the supply of copies of the statement of witnesses mentioned in the list referred to in Clause (i) (b) above, the Inquiry Officer shall furnish him with such copies as early as possible and in any case not later than three days before the commencement of the examination of the witnesses on behalf of the disciplinary authority.

- c. Give a notice within ten days of the order or within such further time not exceeding ten days as the Inquiry Officer may allow, for the discovery or production of any documents which are in the possession of the University, but not mentioned in the list referred to in rule 13.3.

Note: The employee shall indicate the relevance of the documents required by him to be discovered or produced by the University.

- x. The Inquiry Officer shall, on receipt of the notice for the discovery or production of documents, forward the same or copies thereof to the authority in whose custody or possession the records are kept, with a requisition for the production of the papers by such date as may be specified in such requisition:

Provided that the Inquiry Officer may, for reasons to be recorded by it in writing, refuse to requisition such of the documents as are, in his opinion, not relevant to the case.

- xi. On receipt of the requisition referred to in Clause, the Registrar of the University shall produce or cause to be produced the same before the Inquiry Officer:

Provided that if the Registrar having the custody or possession of the requisitioned documents is satisfied for reasons to be recorded by it in writing that the production of all or any of such documents would be against the interest of the University or security of the State or the University, he shall obtain the orders of the Vice-Chancellor and shall inform the Inquiry Officer accordingly and the Inquiry Officer

shall, on being so informed communicate the information to the employee and withdraw the requisition made by him for the production or discovery of such documents.

- xii. On the date fixed for the inquiry, the oral and documentary evidence by which the articles of charges are proposed to be proved shall be produced by or on behalf of the disciplinary authority. The witnesses shall be examined by or on behalf of the presenting officer and may be cross-examined by or on behalf of the employee. The presenting officer shall be entitled to re-examine the witnesses on any points on which they shall have been cross-examined, but not on any new matter, without the permission of the Inquiry Officer. The Inquiry Officer may also put such questions to the witnesses as it thinks fit.
- xiii. If it appears necessary before the close of the case on behalf of the disciplinary authority, the Inquiry Officer may, in his discretion allow the presenting officer to produce evidence not included in the list given to the employee or may himself call for new evidence or re-call and re-examine any witness and in such case the University employee shall be entitled to have, if he demands it, a copy of the list of further evidence proposed to be produced and an adjournment of the inquiry for three clear days before the production of such new evidence, exclusive of the day of adjournment and the day to which the inquiry is adjourned. The Inquiry Officer shall allow the employee to inspect such documents before they are taken on the record. The Inquiry Officer may also allow the employee to produce new evidence if he/she believes that the production of such evidence is necessary in the interest of justice.
Note: New evidence shall not be permitted or called for, and no witness shall be recalled to fill up any gap in the evidence. Such evidence may be called for only when there is an inherent lacuna or defect in the evidence that has been produced originally.
- xiv. When the case for the disciplinary authority is closed, the employee shall be required to state his defence, orally or in writing, as he may prefer. If the defence is made orally, it shall be recorded, and the employee shall be required to sign the record. In either case, a copy of the statement of defence shall be given to the presenting officer, if any has been appointed.
- xv. The evidence on behalf of the employee shall then be produced. The employee may

examine himself on his own behalf if he so prefers. The witnesses produced by the employee shall then be examined and shall be liable to cross-examination, re-examination, and examination by the Inquiry Officer according to the provisions applicable to the witnesses for the disciplinary authority.

- xvi. The Inquiry Officer may, after the employee closes his case, and shall if the employee has not examined himself, generally question him on the circumstances appearing against him in the evidence for the purpose of enabling the employee to explain any circumstances appearing in the evidence against him.
- xvii. The Inquiry Officer may, after the completion of the production of evidence, hear the presenting officer, if any, appointed, and the employee, or permit them to file written briefs of their respective case, if they so desire.
- xviii. If the employee to whom a copy of the articles of charge has been delivered does not submit the written statement of defence on or before the date specified for the purpose or does not appear in person before the Inquiry Officer or otherwise fails or refuses to comply with the provisions of this regulation, the Inquiry Officer may hold the inquiry *ex parte*.
- xix. Wherever an Inquiry Officer, after having heard and recorded the whole or any part of the evidence in an inquiry ceases to exercise jurisdiction therein, and is succeeded by another Inquiry Officer which has, while exercising such jurisdiction, the Inquiry Officer so succeeding may act on the evidence so recorded by his predecessor, or partly recorded by his predecessor and partly recorded by himself.
Provided that if the succeeding Inquiry Officer thinks that further examination of any witness whose evidence has already been recorded is necessary in the interest of justice, he may recall, examine, cross-examine, and re-examine any such witnesses as hereinbefore provided.

xx.

(1) After the conclusion of the inquiry, a report shall be prepared which shall contain:

- a. The articles of charge and the statement of imputations of misconduct or misbehaviour or of any culpable act or omission;
- b. The defence of the employee in respect of each article of charge;
- c. An assessment of the evidence in respect of each article of charge;

d. The findings on each of the charges and the reasons therefore.

Explanation: If, in the opinion of the Inquiry Officer, the proceedings of the inquiry establish any article of charge different from the original articles of the charge, he may record his findings on such article of charge:

Provided that the findings on such an article of charge shall not be recorded unless the employee has either admitted the facts on which such article of charge is based or has had a reasonable opportunity of defending himself against such article of charge.

(2) The Inquiry Officer, if he is not himself the disciplinary authority, shall forward to the disciplinary authority the records of inquiry, which shall include -

- a. The report prepared by it under Clause 1.
- b. The written statement of defence, if any, submitted by the employee.
- c. The oral and documentary evidence produced in the course of the inquiry.
- d. Written briefs, if any, filed by the presenting officer or the employee or both during the course of the inquiry, OR
- e. The orders, if any, made by the disciplinary authority and the Inquiry Officer regarding the inquiry.

13.15 ACTION ON INQUIRY REPORT:

1. The Disciplinary Authority, if it is not itself the Inquiry Officer, may, for reasons to be recorded by it in writing, remit the case to the Inquiry Officer for further inquiry and report, and the Inquiry Officer shall thereupon proceed to hold the further inquiry according to the provisions of Section 13.14, as far as may be.
2. The Disciplinary Authority shall forward or cause to be forwarded a copy of the report of the inquiry, if any, held by the Disciplinary Authority or where the Disciplinary Authority is not the Inquiry Officer, a copy of the report of the Inquiry Officer together with his own tentative reasons for disagreement, if any, with the findings of Inquiry Officer on any article of charge to the University employee who shall be required to submit, if he so desires, his written representation or submission to the Disciplinary Authority within fifteen days, irrespective of whether the report is favourable or not to the University employee.

3. The Disciplinary Authority shall consider the representation, if any, submitted by the University employee and submit the papers to the Court along with its observations.
4. The Court may appoint a committee from its members to go through the details of the case and submit its findings.
5. If the Court having regard to its findings or the findings of the committee appointed under Clause (4) above on all or any of the articles of charges thinks that any of the penalties specified in items (1) to (5) of Section 13.11(i) should be imposed on the employee, it shall notwithstanding anything contained in Section 13.12 make an order imposing such penalty.
6. If the Court having regard to its findings or the findings of the committee appointed under Clause (4) above on all or any of the articles of charges and based on the evidence adduced as per Section 13.14 (ix) during the inquiry, thinks that any of the penalties specified in items (6) to (11) of Section 13.11 (ii) should be imposed on the employee, it shall make an order imposing such penalty. It shall not be necessary to give the University employee any opportunity of making a representation on the penalty proposed to be imposed.

13.16 COMMUNICATION OF ORDERS:

Orders made by the Court shall be communicated to the employee in the form of speaking orders after taking into consideration the submission of the employee made under Clause (iv) (b) of Section 13.14. The orders shall be communicated to the employee under the signature of the Disciplinary Authority.

13.17 COMMON PROCEEDINGS:

Where two or more University employees are concerned, in any case, the Court may make an order directing that disciplinary action against all of them may be taken in a common proceeding.

13.18 SPECIAL PROCEDURE IN CERTAIN CASES:

(A) Nothing contained in Sections 13.12 to 13.14 shall apply –

- Where a penalty is to be imposed on an employee on the ground of conduct which has led to his conviction on a criminal charge,

OR

- Where the Court is satisfied for reasons to be recorded in writing that it is not reasonably practicable to follow the procedure prescribed in the said Ordinances.

(B) In cases to which the provisions of Clause (A) of Section 13.18 shall apply, the Court may consider the circumstances of the case concerned and pass such order thereon as it deems fit.

13.19 PROVISION REGARDING EMPLOYEES LENT TO OTHER UNIVERSITY OR BODIES:

(A) Where the services of an employee are lent to the other University or other bodies or to an authority subordinate thereto or to a local or other authority (hereinafter in this regulation referred to as "the borrowing authority"), the borrowing authority shall have the powers of the disciplinary authority for the purpose of placing such employee under suspension and of the disciplinary authority for the purpose of conducting a disciplinary proceeding against him:

Provided that the borrowing authority shall forthwith inform the University of the circumstances leading to the order of suspension of such employee or the commencement of the disciplinary proceeding, as the case may be.

(B) In light of the findings in the disciplinary proceeding conducted against the employee-

(a) If the borrowing authority thinks that any of the penalties specified in items (1) to (5) of Section 13.11 (i) shall be imposed on the employee, he may, after consultation with the University, make such orders on the case as he deems necessary:

Provided that before giving consent to the proposal of the borrowing authority, the orders of the Court shall be obtained.

Provided further that in the event of a difference of opinion between the borrowing authority and the University, the service of the employee shall be replaced at the disposal of the University.

(b) If the borrowing authority thinks that any of the penalties specified in items (6) to (11) of Section 13.11 (ii) should be imposed on the employee, it shall replace his/her services at the disposal of the University and transmit the proceedings of the inquiry to the University and thereupon the Court may, pass appropriate orders thereon as it may deem necessary:

Provided that before passing any such orders, the Court shall comply with the provisions of Section 13.15 (3) and (4).

Explanation: The Court may make an order under this Clause on the records of the inquiry transmitted to it by the borrowing authority, or after holding such further inquiry as it may deem necessary, so far as may be, in accordance with Section 13.14.

Section 3

GENERAL ORDINANCES FOR AUTHORITIES AND OVERALL FUNCTIONING OF UNIVERSITY

ORDINANCE NO. - 14

This Ordinance shall be called “**ORDINANCE FOR CONSTITUTION OF AUTHORITIES AND COMMITTEES IN THE UNIVERSITY**” and shall apply to the overall administration of THE ARYAVART INTERNATIONAL UNIVERSITY.

14.1 COURT

14.1.1 CONSTITUTION OF COURT:

The Court shall consist of members as described in Section 22 of the TAIU Act 3 of 2023 and Chapter 16 of Statutes.

(1) The Registrar shall be the Member Secretary of the Court.

Note:

(i) “Nomination by the Court”, The Court may nominate a qualified, experienced person as per Clause 22(ii)(c) of the Act. The nominated person must have contributed their expertise, scholarship, and innovative practice in their respective field, in the opinion of the Court.

(ii) “Nomination of Deans by Rotation” shall be made by the Chancellor, considering the various disciplines and schools of the University and Departments within overall seniority.

14.1.2 INVITING AN EXPERT IN THE FIELDS OF MANAGEMENT, IT, FINANCE, LEGAL, AND SOCIAL SECTORS:

The Court, as per Clause 22(ii) (c) of the Act, may, for consultation in distinct fields cited above, invite any person having special knowledge or practice/ experience, to the meeting when the relevant matter is being considered. The person/s so invited shall be entitled to travelling allowance and sitting fees as per the University’s norms.

14.1.3 PROCEDURE OF MEETINGS AND CONDUCT OF BUSINESS:

(1) The meetings of the Court shall be arranged through the Registrar as per the directions of the Chairman of the Court.

(2) The Court shall meet at such time and at a place as the Chairman considers necessary: Provided that it shall hold its regular meeting at least thrice in the academic year.

(3) The annual meeting shall be held in the third quarter of the succeeding financial year,

at which the annual report, the annual accounts, the audit report, along with the remarks of the University and annual financial estimates of the ensuing financial year shall be presented.

14.1.4 NOTICE:

A notice calling the meeting of the Court shall not be less than fifteen days. However, the Chairman may call a special meeting of the Court at a shorter notice of not less than forty-eight hours.

14.1.5 AGENDA:

(1) The Registrar shall frame the agenda of a meeting of the Court with the approval of the Chairman.

(2) The agenda of the meeting, other than the special meeting, shall be sent to all members of the Court along with copies of the relevant papers whenever necessary at least seven days before the day of such meeting.

(3) If the Chairman of the Court thinks that any matter, not already included in the agenda, is of an urgent nature and/or requires immediate attention because of any event which has occurred after circulation of the agenda, he/she shall include the same in the agenda, even during the course of the meeting.

(4) The Chairman of the Court shall be competent to decide the order in which the item on the agenda may be taken up, and his decision in this regard shall be final.

14.1.6 ATTENDANCE:

Each member, before he takes his seat, shall mark his attendance along with his signature in a register prescribed for the purpose.

14.1.7 WHO TO PRESIDE:

The Chairman, or in his absence, the officer having the charge of the Office of the Chancellor, or in the absence of both, the members who are present in the meeting shall choose a Chairman for that particular meeting.

14.1.8 QUORUM:

(1) At least one third of the total number of members of the Court shall constitute a quorum at a meeting for the transaction of its business.

(2) If there is no quorum at the commencement of the meeting, the Chairman shall at the

expiration of half an hour, take notice that there is a quorum or no quorum. On scrutiny, if the chairman is satisfied about the quorum, then he shall continue the meeting; otherwise, he shall adjourn the meeting.

14.1.9 DECISION MAKING:

All propositions before the Court shall be decided by a majority of votes of the members present, and if necessary by ballot. However, the Chairman shall have a casting vote in all cases of equality of votes.

14.1.10 REPORTING TO COURT:

Every authority of the University shall report through the Chancellor on any subject that may be referred to it by the Court.

14.1.11 PROPOSAL TO COURT:

Any authority or Officer may make recommendations through the Chancellor to the Court and may propose if any.

14.1.12 MINUTES OF MEETING OF COURT:

(1) The proceedings of the Court shall be recorded by the Registrar and circulated amongst its members with the approval of the Chairman or the presiding officer, as the case may be, within a month after the date of the meeting.

(2) The minutes of the previous Court meeting shall be presented for confirmation along with the 'Action Taken Report' (ATR) of the last approved minutes.

14.1.13 AUTHENTICATION OF ORDER AND DECISION:

The authentication of the orders and the decisions of the Court shall be as follows:

The Chancellor shall be responsible for the authentication of the order of the Court. He/she shall direct the officer/s of the University for the Implementation of the order and decisions of the Court.

14.2.1 EXECUTIVE COUNCIL:

14.2.1 CONSTITUTION OF EXECUTIVE COUNCIL:

The Executive Council shall consist of members as described in Section 23 of the TAIU Act 3 of 2023 and Chapter 17 of Statutes.

The Registrar shall be the Member Secretary of the Executive Council.

Note:

- (i) “Nomination by the Sponsoring Body”, The Executive Council may nominate a qualified, experienced person. The nominated person must have contributed their expertise, scholarship, and innovative practice in their respective field, in the opinion of the Board.
- (ii) “Nomination of Members by Rotation” shall be made by the sponsoring body and the Chancellor, considering the various disciplines and schools of the University and Departments within overall seniority.

14.2.2 INVITING AN EXPERT IN THE FIELDS OF MANAGEMENT, IT, FINANCE, LEGAL, AND SOCIAL SECTORS:

The Executive Council may invite experts for consultation in distinct field(s) cited above, and invite any person(s) having special knowledge or practice/experience, to the meeting when the relevant matter is being considered. The person(s) so invited shall be entitled to travelling allowance and sitting fees as per the University’s norms.

14.2.3 PROCEDURE OF MEETINGS AND CONDUCT OF BUSINESS:

- (1) The meetings of the Executive Council shall be arranged through the Registrar as per directions of the Chairman of the Board.
- (2) The Executive Council shall meet at such time and at a place as the Chairman considers necessary: Provided that it shall hold its regular meeting once every two months.
- (3) The annual meeting shall be held in the third quarter of the succeeding financial year, at which the annual report, the annual accounts, the audit report, along with the remarks of the University and the annual financial estimates of the ensuing financial year shall be presented.

14.2.4 NOTICE:

A notice calling the meeting of the Executive Council shall not be less than fifteen days. However, the Chairman may call a special meeting of the Executive Council at a shorter notice of not less than forty-eight hours.

14.2.5 AGENDA:

- (1) The Registrar shall frame the agenda of a meeting of the Executive Council with the approval of the Chairman.

(2) The agenda of the meeting, other than the special meeting, shall be sent to all members of the Executive Council along with copies of relevant papers whenever necessary at least seven days before the day of such meeting.

(3) If the Chairman of the Executive Council believes that any matter, not already included in the agenda, is of an urgent nature and/or requires immediate attention because of any event which has occurred after circulation of the agenda, he/she shall include the same in the agenda, even during the course of the meeting.

(4) The Chairman of the Executive Council shall be competent to decide the order in which the item on the agenda may be taken up, and his decision in this regard shall be final.

14.2.6 ATTENDANCE:

Each member, before he takes his seat, shall mark his attendance along with his signature in a register prescribed for the purpose.

14.2.7 WHO TO PRESIDE:

The Chairman, or in his absence, the officer having the charge of the Office of the Chancellor, or in the absence of both, the members who are present in the meeting shall choose a Chairman for that particular meeting.

14.2.8 QUORUM:

(1) At least one third of the total number of members of the Executive Council shall constitute a quorum at a meeting for the transaction of its business.

(2) If there is no quorum at the commencement of the meeting, the Chairman shall, at the expiration of half an hour, take notice that there is a quorum or no quorum. On scrutiny, if the chairman is satisfied about the quorum, then he shall continue the meeting; otherwise, he shall adjourn the meeting.

14.2.9 DECISION MAKING:

All propositions before the Executive Council shall be decided by a majority of votes of the members present, and if necessary by ballot. However, the Chairman shall have a casting vote in all cases of equality of votes.

14.2.10 REPORTING TO EXECUTIVE COUNCIL:

Every authority of the University shall report through the Chancellor on any subject that may be referred to it by the Executive Council.

14.2.11 PROPOSAL TO EXECUTIVE COUNCIL:

Any authority or Officer may make recommendations through the Chancellor to the Executive Council and may propose if any.

14.2.12 MINUTES OF MEETING OF EXECUTIVE COUNCIL:

(1) The proceedings of the Executive Council shall be recorded by the Registrar and circulated amongst its members with the approval of the Chairman or the presiding officer, as the case may be, within a month after the date of the meeting.

(2) The minutes of the previous Executive Council meeting shall be presented for confirmation along with the 'Action Taken Report' (ATR) of the last approved minutes.

14.2.13 AUTHENTICATION OF ORDER AND DECISION:

The authentication of the orders and the decisions of the Executive Council shall be as follows:

The Chancellor shall be responsible for the authentication of the order of the Executive Council. He/she shall direct the officer(s) of the University for the Implementation of the order and decisions of the Board.

14.3 ACADEMIC COUNCIL

14.3.1 CONSTITUTION OF ACADEMIC COUNCIL.

The academic council shall consist of members as described in Section 24 of the TAIU Act 3 of 2023 and Chapter 18 of Statutes.

(1) The Registrar shall be the Member Secretary of the Academic Council.

Note:

(i) "Nomination of Academicians & Deans", the Vice-Chancellor and Court may nominate a qualified, experienced person. The nominated person must have contributed their expertise, scholarship, and innovative practice in their respective field, in the opinion of the Academic Council.

(ii) "Nomination by Rotation" shall be made by the Vice-Chancellor, considering the various disciplines and Schools of the University and Departments within overall seniority.

14.3.2 INVITING AN EXPERT:

The Chairman of the Academic Council may invite, for consultation, any person having special knowledge or practice/experience to the meeting when the relevant matter is being considered. Such a person may speak and otherwise take part in the proceedings of the meeting, but shall not be entitled to vote. The person/s so invited shall be entitled to travelling allowance and sitting fees as per the University's norms.

14.3.3 POWERS AND FUNCTIONS OF ACADEMIC COUNCIL:

Without prejudice to the generality of the powers and functions prescribed in the Act and subject to such conditions as may be prescribed by or under the provisions of these ordinances, the Academic Council shall exercise the following powers and perform the following duties, namely:-

1. To approve or refer back with some modifications the proposed ordinances, including the regulations for special courses of studies, as recommended by the Board of Studies;
2. To approve or refer back with some modifications the proposal for allocating subjects to the Faculties and assigning their members to the faculties.
3. To approve or refer back with some modifications the proposals for the establishment of colleges, schools, institutions of research and specialized studies, libraries, laboratories, etc.
4. To approve or refer back with some modifications the proposals for the institutions of professorships, associate professorships, assistant professorships, lectureships, and any other categories of teachers required by the University, and for prescribing their duties;
5. To prescribe the qualifications for different classes of teachers, including additional qualifications, if any, for a particular post of teacher, whether in the University or in any constituted institutions of the University;
6. To approve or refer back with some modifications the proposals for the institution of fellowship, travelling fellowship, scholarships, studentships, exhibitions, medals, and prizes, and to make regulations for their award;
7. To approve or refer back with some modifications the regulations for the examinations of the University and the conditions on which the students shall be admitted to such examinations;
8. To approve or refer back with some modifications the provisions for conducting

- examinations and tests of the University in different modes in the prescribed manner.
9. To approve or refer back with some modifications the regulations for the equivalence of examinations;
 10. To approve or refer back with some modifications the regulations for granting exemptions from courses of study prescribed for qualifying for degrees, postgraduate diplomas, certificates, and other academic distinctions;
 11. To review the academic policies of the University and give directions, wherever necessary, regarding methods of instruction, co-operation in teaching among schools of the University, evaluation of research, and improvement of academic standards and allied matters;
 12. To recommend measures for interdisciplinary coordination and appoint committees or boards for engaging in projects and research on an interdisciplinary basis.
 13. To appoint committees to review the utility and practicability of existing courses of studies and the desirability or necessity of reviewing or modifying them in the light of new knowledge;
 14. To make proposals for the conduct of interdisciplinary and area or regional studies;
 15. To approve or refer back with some modifications, such other regulations as it may think fit, for the proper academic conduct of the University and the conditions of discipline, residence (in hostel), corporate life, and attendance of students, including fee concessions to them;
 16. To advise the University on all academic matters,
 17. To prescribe norms recognition to the institutes, continuation of recognition, extension of recognition to institutions of higher learning and research, or specialized studies;
 18. To recommend to the Court to accord recognition to institutions of higher learning, research, or specialized studies on the recommendation of the Planning, Monitoring and Evaluation Board;
 19. (19) To recommend to the Court for conferment of autonomous status on University institutions, Schools, and recognized institutions in accordance with the norms of respective national statutory bodies;
 20. To form the sub-committee as and when required.

14.3.4 PROCEDURE OF MEETINGS AND CONDUCT OF BUSINESS

1. The meetings of the Academic Council shall be arranged by the Registrar as per the directions of the Chairman of the Academic Council.
2. The Academic Council shall meet at such times and at places as the Chairman considers necessary. Provided that it shall hold its regular meeting at least once in every quarter.

14.3.5 NOTICE

A notice calling the meeting of the Academic Council shall not be less than ten days. However, the Chairman may call a special meeting of the Academic Council at a shorter notice of not less than forty-eight hours.

14.3.6 AGENDA

1. The Registrar shall frame the agenda for the meeting of the Academic Council with the approval of the Chairman.
2. The agenda of the meeting, other than the special meeting, shall be sent to all members of the Academic Council along with copies of relevant papers whenever necessary at least five days before the day of such meeting.
3. If the Chairman of the Academic Council thinks that any matter, not already included in the agenda, is of an urgent nature and/or requires immediate attention because of any event which has occurred after circulation of the agenda, he may include the same in the agenda even during the course of the meeting.
4. The Chairman of the Academic Council shall be competent to decide the order in which the items on the agenda may be taken up, and his decision in this regard shall be final.

14.3.7 ATTENDANCE:

Each member, before he/she takes his/her seat, shall mark his/her attendance along with his signature in a register prescribed for the purpose.

14.3.8 WHO TO PRESIDE:

The Chairman, or in his absence, the officer having the charge of the Office of the Vice-Chancellor, or in the absence of both, the members who are present in the meeting shall choose a Chairman for that particular meeting.

14.3.9 QUORUM

1. At least one third of the total number of members of the Academic Council shall constitute a quorum at a meeting for the transaction of its business.
2. If there is no quorum at the commencement of the meeting, the Chairman shall at the expiration of half an hour, take notice that there is a quorum or no quorum. On scrutiny, if the chairman is satisfied about the quorum, then he shall continue the meeting; otherwise, he shall adjourn the meeting.

14.3.10 DECISION MAKING

All propositions before the Academic Council shall be decided by a majority of votes of the members present, and if necessary by ballot. However, the Chairman shall have a casting vote in all cases of equality of votes.

14.3.11 MINUTES OF THE MEETING

1. The proceedings of the Academic Council shall be recorded by the Registrar and circulated amongst its members with the approval of the Chairperson or the presiding officer, as the case may be, within thirty days after the date of the meeting.
2. The minutes of the previous Academic Council meeting shall be presented for confirmation along with the 'Action Taken Report' (ATR) of the last approved minutes.

14.4 FINANCE COMMITTEE

14.4.1 CONSTITUTIONS OF FINANCE COMMITTEE

The Finance Committee shall consist of members as described in Section 25 of the Act, along with Chapter 19 of the statutes of the University.

14.4.2 INVITING AN EXPERT

The Finance Committee may, for consultation, invite any person having special knowledge or practice/experience to the meeting when the relevant matter is being considered. Such a person may speak and otherwise take part in the proceedings of the meeting, but shall not be entitled to vote. The person/s so invited shall be entitled to travelling allowance and sitting fees as per the University's norms.

14.4.3 PROCEDURE OF MEETING AND CONDUCT OF BUSINESS

The meetings of the Finance Committee shall be arranged through the Registrar as per the directions of the Chairman of the Finance Committee.

The Finance Committee shall meet at such times and at places as the Chairman considers necessary. Provided that it shall hold its regular meeting at least once in every quarter.

14.4.4 NOTICE

A notice calling the meeting of the Finance Committee shall not be less than ten days. However, the Chairman may call a special meeting of the Finance Committee at a shorter notice of not less than forty-eight hours.

14.4.5 AGENDA

1. The Chief Account Officer, in consultation with the Registrar, shall frame the agenda of a meeting of the Finance Committee with the approval of the Vice-Chancellor.
2. The agenda of the meeting, other than the special meeting, shall be sent to all members of the Finance Committee along with copies of relevant papers, whenever necessary, at least five days before the day of such meeting.
3. If the Chairperson of the Finance Committee believes that any matter, not already included in the agenda, is of an urgent nature and/or requires immediate attention because of any event which has occurred after circulation of the agenda, he may include the same in the agenda even during the course of the meeting.
4. The Chairperson of the Finance Committee shall decide the order in which the items on the agenda may be taken up, and his decision in this regard shall be final.

14.4.6 QUORUM

Fifty percent of the members of the Committee shall constitute a quorum at a meeting for the transaction of the business, and all matters shall be decided by a majority of votes of the members present.

If there is no quorum at the commencement of the meeting, the Chairman shall, at the expiration of half an hour, take notice whether there is a quorum or not, and if there is no quorum, the meeting shall forthwith be adjourned to such a date and time as may be fixed by the Chairman. The Registrar, under the signature of the Chairman, shall record such adjournment.

14.4.7 WHO TO PRESIDE

The Chairman of the Finance Committee shall preside over the meeting. In case of his absence, the person in charge of the office of the Vice-Chancellor shall preside. In the absence of both, the person nominated by the Chairman shall preside.

14.4.8 DECISION MAKING

All propositions before the Finance Committee shall be decided by a majority of votes of the members present, and if necessary by ballot. However, the Chairman shall have a casting vote in all cases of equality in votes.

14.4.9 MINUTES OF MEETING OF FINANCE COMMITTEE

1. The proceedings of the Finance Committee shall be recorded by the Chief Account Officer and circulated amongst its members with the approval of the Chairman, within thirty days after the date of the meeting.
2. The minutes of the previous Finance Committee meeting shall be presented for confirmation along with the 'Action Taken Report' (ATR) of the last approved minutes.

14.4.10 ADDITIONAL POWERS AND FUNCTIONS OF FINANCE COMMITTEE

The following shall be the additional powers and functions of the Finance Committee, namely:-

- i. To sanction all expenditure up to ₹1,00,00,000 on behalf of the Court;
- ii. To dispose of quotations and tenders received for the supply of materials, dead stock,
- iii. Execution of work and other expenditure;
- iv. To consider such other matters as are referred to it by the Court from time to time.

14.4.11 POWERS DELEGATED TO THE OFFICERS & OTHER ADMINISTRATIVE HEADS:

The following Officers & other administrative heads of the University shall be empowered to sanction all expenditure up to the monetary limit mentioned against them on behalf of the Court. The exercise of these powers shall be subject to the rules and resolutions made by the Court and instructions given by the Vice-Chancellor from time to time.

(I) VICE-CHANCELLOR:

1. Sanctioning all expenditure of University Building work
 - (i) up to ₹ 20,000/- per item without inviting quotations,
 - (ii) up to ₹1,00,000/- per item after inviting quotations or tenders.
2. Sanctioning T. A. Advance to self, Registrar, Directors and Deans, and other Officers of the University.
3. Sanctioning all types of other advances to all members of the staff as per requirement.
4. Approval of all tour programs for self and all officers' tour programs.
5. The Vice-Chancellor shall have the power to decide what the standard item is, and in case of standard items decided by the Vice-Chancellor, no quotations will be required to be invited, and the purchases can be made either directly from the manufacturer or from the dealer.

(II) REGISTRAR:

1. All expenditures to the University office, including stationery, purchase of furniture, and other materials required for the office, etc.
 - (i) up to ₹ 25,000/- per item without inviting quotations,
 - (ii) up to ₹ 50,000/- per item after inviting quotations.
2. Sanctioning T.A. advanced to subordinate staff for approved programs.
3. Approval of tour programs for Officers and other staff of the University.

(III) CONTROLLER OF EXAMINATIONS:

1. All expenditure of the University office, including stationery and furniture for examination and branches under him,
 - (i) up to ₹ 5,000/- per item without inviting quotations,
 - (ii) up to ₹15,000/- per item after inviting quotations.
2. Sanctioning T.A. advances to subordinate staff for approved programs.
3. Sanctioning any expenditure up to ₹5,000/- connected with the arrangement and conduct of Examinations.
4. Sanctioning refund of Examination fees and such other fees.

Note:

- a. Whenever quotations are required, it is necessary to have at least three quotations.
- b. But where the number of quotations received in respect of an item is less than three, the Vice-Chancellor is authorized to decide the matter based on the quotations

received.

- c. All these powers will be subject to the necessary provisions for expenditure on such items in the budget estimates. Any expenditure not envisaged in the budget estimates cannot be sanctioned.
- d. The monetary limits fixed in the above financial powers will apply to each case at a time. But, requirements at a time should not be split up to cover the expenditures not within their power.
- e. A bill should be certified for its reasonability by the Officer competent to sanction the expenditure.
- f. Concerning the signing of a cheque, the Court shall, from time to time, decide the officers who shall sign the cheques. However, apart from signing of cheques, no bills in connection with the T.A., D.A. of members of the authorities and committees, paper setter and examiners or payment of advances or recoupment of petty-cash bills will be placed for the signature of the Registrar but the sanction already given either by the Registrar or by the Vice- Chancellor or by the Director of School or the respective officer/administrative head concerned shall be considered as “Passed for payment” for purpose of payment of amount either by cash or by cheque. The T.A. bills for the meeting of the authorities of the committees of the University will be signed and passed for payment by the Chief Accounts Officer of the University. The bills in connection with the conduct of examinations, paper-setting, printing of question papers, and other printing work relating to examinations, T.A. bills of paper-setters and examiners, etc., will be signed and passed for payment by the Controller of Examinations and Chief Accounts Officer. Sanction for the expenditure from the petty cash will be given by the respective Director of School/ Professor-in-charge, the respective officer/administrative head concerned, and the bills in that connection will be signed and passed for payment by the officer or Director of School or the Professor in charge concerned, and the Chief Accounts Officer. The amount of advances once sanctioned by the Registrar or by the Vice-Chancellor will be considered as sanctioned and passed for payment, and at the time of payment or after the payment, the vouchers thereof shall not be placed again for the signature of the Registrar or the Vice-Chancellor.

14.4.12 WRITE OFF:

About the writing off old, useless, and surplus dead stock articles, books, apparatus, etc., or waiving the recovery of the value of property money lost, overpayments, outstanding dues, and all other items having money value, a committee consisting of-

1. The Assistant Registrar (Admin.) - Member secretary of the committee.
2. Chief Account Officer
3. Internal Auditor
4. Director/ Dean of Concerned School/ Head of Department
5. All members of the Technical Committee (in case of Computers & Related Hardware/Peripherals).
6. Two experts to be nominated by the Vice-Chancellor-
shall have powers to examine, to propose write-off value/ upset value, and to recommend before the Court in case of value above ₹ 5,00,000.

The Vice-Chancellor, as an authority, can sanction such write off as recommended by the committee up to the value of ₹ 5,00,000/-

The registrar shall then take steps through the concerned Section/officer to dispose of the articles written off.

REASONS:

1. Due to theft
2. Wear and tear
3. Breakages during the operations and losses in operation.
4. Unaccounted losses.
5. Natural calamity.
6. Reasons deemed sufficient/satisfactory by the Committee.

14.5 ADDITIONAL AUTHORITIES OF THE UNIVERSITY

The following shall be the “Additional Authorities and Committees” declared by these Ordinances to be authorities of the University under Section 19(d) and 25 of the Act, along with Chapter 5 Statute No.6. These authorities shall function as per the provisions of these Ordinances.

1. Schools/ Directorates/ Institutes
2. Board of Studies.
3. Multi-Disciplinary Board
4. Internal Quality Assurance Cell -(IQAC)
5. Planning and Monitoring Board (PMB)
6. International Relations Cell (IRC)
7. Board of Sports
8. Universities Library Committee
9. Board for Cultural Activities
10. Unfair Means in the Examination Committee.
11. Estate Committee
12. Purchase Committee
13. Anti-Ragging Cell
14. SC/ST Cell
15. IT committee

14.5.1 DIRECTORATES/ INSTITUTES/ SCHOOLS

The University can establish the following Schools initially:

1. DIRECTORATE OF PROFESSIONAL COMMUNITY COLLEGE
2. DIRECTORATE OF OUTREACH
3. DIRECTORATE OF PRE-UNIVERSITY EDUCATION
4. DIRECTORATE OF ONLINE EDUCATION & TRAINING
5. INSTITUTE OF RESEARCH & INNOVATIONS (IRI)
6. SCHOOL OF EDUCATION AND SPORTS
7. SCHOOL OF PHARMACY
8. SCHOOL OF HUMANITIES AND LANGUAGES
9. SCHOOL OF BUSINESS AND MANAGEMENT SCIENCE
10. SCHOOL OF BASIC & APPLIED SCIENCES
11. SCHOOL OF EMERGING TECHNOLOGIES
12. SCHOOL OF ENGINEERING AND TECHNOLOGY
13. SCHOOL OF MEDICAL SCIENCES
14. SCHOOL OF HEALTH AND ALLIED SCIENCES
15. SCHOOL OF LAW AND JURIDICAL SCIENCE
16. SCHOOL OF AGRICULTURE & ANIMAL SCIENCES

17. SCHOOL OF FINE ARTS & ART EDUCATION
18. SCHOOL OF PLANNING, ARCHITECTURE & DESIGN
19. SCHOOL OF SOCIAL SCIENCE
20. SCHOOL OF JOURNALISM & MASS COMMUNICATION

And such other Schools as may be extended as required in the future. The extension of Schools may be prescribed in the meeting of the Academic Council and further notified by the Vice-Chancellor after getting approval from the Executive Council and the Court of the University.

14.5.2 BOARD OF STUDIES

14.5.2.1 CONSTITUTION OF THE BOARD OF STUDIES (COMMON FOR UNDERGRADUATE STUDIES, PG STUDIES, AND DIPLOMA STUDIES)

Each Board shall consist of the following members:

- (i) Maximum Nine/Minimum Two senior teachers who have specialized knowledge of the subject, to be nominated by the Vice-Chancellor; The Vice-Chancellor shall decide the Chairperson among them.
- (ii) Two experts from the relevant industry/ research organization, as nominated by the Vice-Chancellor.
- (iii) The board may co-opt two experts (senior teacher/ Technologist/ researcher) having special knowledge, if needed.

14.5.2.2 TERM OF OFFICE

The term of office for the members shall be three years.

14.5.2.3 POWERS AND FUNCTIONS OF THE BOARD OF STUDIES

- (a) To recommend, upon reference to it by the Court or the Academic Council, the Faculty or otherwise, the courses of study in the subject or group of subjects within its purview;
- (b) To recommend, on its own, the courses of study in the subject or group of subjects within its purview;
- (c) Recommend books, including textbooks, reference books, monographs, etc., for the different subjects under the discipline concerned of that faculty;
- (d) To recommend to the Faculty and the Academic Council, for its approval, the preparation and publications of selections or anthologies of the writings or works of

authors and other masters in any subject or group of subjects, together with synopsis of the selections or anthologies, and the names of the authors and masters and of the persons who may, in its opinion, be considered as appropriate for the relevant subject;

- (e) To bring to the notice of the Faculty, Planning, Monitoring and Evaluation Board, Academic Council, or the Board of Governors, as the case may be, matters of importance relating to the examinations in the subjects or group of subjects of every discipline of each faculty concerned;
- (f) To recommend the syllabus for subjects of the discipline.

14.5.2.4 BOARD OF STUDIES OF RESPECTIVE SCHOOLS/FACULTIES

There shall be the following Boards of Studies in the subjects or groups of subjects under the respective faculties. The Vice-Chancellor is authorized to add the subjects or the group of subjects in the respective board of studies as and when required, as mentioned below.

(a) SCHOOL OF EDUCATION AND SPORTS

- 1) Board of Studies in Education
- 2) Board of Studies in Physical Education
- 3) Board of Studies in Vocational Teacher Training
- 4) Board of Studies in Early Childhood Education
- 5) Board of Studies in Special Education
- 6) Board of Studies in Sports Medicine
- 7) Board of Studies in Sports Physiotherapy
- 8) Board of Studies in Educational Technology & Innovation
- 9) Any other Board of Studies which may be required but not mentioned above.

(b) SCHOOL OF PHARMACY

- 1) Board of Studies in Pharmaceutical Chemistry
- 2) Board of Studies in Pharmaceutical Technology
- 3) Board of Studies in Pharmacology
- 4) Board of Studies in Pharmacognosy
- 5) Board of Studies in Clinical Pharmacy
- 6) Board of Studies in Pharmaceutical and Health Economics
- 7) Board of Studies in Regulatory and Quality Sciences
- 8) Any other Board of Studies which may be required but not mentioned above.

(c) SCHOOL OF HUMANITIES & LANGUAGES

- 1) Board of Studies in Social Sciences
- 2) Board of Studies in Social Work
- 3) Board of Studies in History, Culture & Archaeology
- 4) Board of Studies in Philosophy & Human Values
- 5) Board of Studies in Linguistics & Etymology
- 6) Board of Studies in Comparative Religion & Civilization
- 7) Board of Studies in Geography
- 8) Board of Studies in Psychology
- 9) Board of Studies in Philosophy
- 10) Board of Studies in Political Sciences
- 11) Board of Studies in Hindi
- 12) Board of Studies in Bengali
- 13) Board of Studies in Kokborok
- 14) Board of Studies in Mogh
- 15) Board of Studies in English
- 16) Board of Studies in Library & Information Sciences
- 17) Any other board of studies which may be required but not mentioned above.

(d) SCHOOL OF BUSINESS AND MANAGEMENT SCIENCE

- 1) Board of Studies in Business Administration
- 2) Board of Studies in Hotel Management and Catering Technology
- 3) Board of Studies in Commerce
- 4) Board of Studies in Economics
- 5) Board of Studies in Banking & Insurance
- 6) Board of Studies in Accounting & Finance
- 7) Board of Studies in Tourism & Hospitality Management
- 8) Board of Studies in International Trade, Business & Finance
- 9) Board of Studies in Entrepreneurship & Innovation
- 10) Board of Studies in Corporate Social Responsibility & Corporate Governance
- 11) Board of Studies in Event, Trade Fair & Exhibition Management
- 12) Any other Board of Studies which may be required but not mentioned above.

(e) SCHOOL OF BASIC & APPLIED SCIENCES

- 1) Board of Studies in Computer Science & Informatics
- 2) Board of Studies in Biochemistry & Molecular Biology
- 3) Board of Studies in Physics & Astronomical Science
- 4) Board of Studies in Chemistry & Chemical Sciences
- 5) Board of Studies in Mathematical Sciences
- 6) Board of Studies in Structural Biology
- 7) Board of Studies in Plant Sciences
- 8) Board of Studies in Statistics & Actuarial Science
- 9) Board of Studies in Geology
- 10) Board of Studies in Zoology
- 11) Board of Studies in Microbiology
- 12) Board of Studies in Computational Biology & Bioinformatics
- 13) Board of Studies in Human Biological Chemistry & Genetics
- 14) Any other Board of Studies which may be required but not mentioned above.

(f) SCHOOL OF EMERGING TECHNOLOGIES

- 1) Board of Studies in Biotechnology & Genome
- 2) Board of Studies in Nanoscience & Materials
- 3) Board of Studies in Telecommunication Engineering
- 4) Board of Studies in Energy Studies
- 5) Board of Studies in Natural Resources
- 6) Board of Studies in Earth & Environmental Science
- 7) Board of Studies in Atmospheric & Planetary Sciences
- 8) Board of Studies in Climate Change, Oceanic Sciences & Glacier Studies
- 9) Board of Studies in Hydrological Sciences & Hydro Energy
- 10) Board of Studies in Natural Resource Management & Human Ecology
- 11) Board of Studies in Biomedical Engineering & Bio-Engineering
- 12) Any other Board of Studies which may be required but not mentioned above.

(g) SCHOOL OF ENGINEERING AND TECHNOLOGY

- 1) Board of Studies in Computer Engineering & Robotics
- 2) Board of Studies in Civil & Environmental Engineering
- 3) Board of Studies in Mechanical & Aerospace Engineering

- 4) Board of Studies in Automobile Engineering
- 5) Board of Studies in Electrical Engineering& Energy Technology
- 6) Board of Studies in Chemical Engineering& Chemical Technology
- 7) Board of Studies in Electronics & Communication Engineering
- 8) Board of Studies in Instrument Engineering
- 9) Board of Studies in Earthquake Sciences & Engineering
- 10) Any other Board of Studies which may be required but not mentioned above.

(h) SCHOOL OF MEDICAL SCIENCES

- 1) Board of Studies in Medical Sciences
- 2) Board of Studies in Homeopathic Medicine
- 3) Board of Studies in Dental Sciences
- 4) Board of Studies in Ayurveda& Unani Medicine
- 5) Any other Board of Studies which may be required but not mentioned above.

(i) SCHOOL OF HEALTH AND ALLIED SCIENCES

- 1) Board of Studies in Pathology & Diagnostics
- 2) Board of Studies in Physiotherapy
- 3) Board of Studies in Oriental and Integrated Medicine
- 4) Board of Studies in Rehabilitation Sciences
- 5) Board of Studies in Optometry
- 6) Board of Studies in Nursing & Patient Care
- 7) Board of Studies in Hospital & Healthcare Management
- 8) Any other Board of Studies which may be required but not mentioned above.

(j) SCHOOL OF LAW AND JURIDICAL SCIENCE

- 1) Board of Studies in Criminology and Forensic Science
- 2) Board of Studies in Legal Studies
- 3) Board of Studies in Cyber Law & Cyber Crimes
- 4) Board of Studies in WTO, WIPO & IPR-related Laws
- 5) Board of Studies in Human Rights
- 6) Board of Studies in Environment Law
- 7) Board of Studies in Corporate & Taxation Law
- 8) Any other Board of Studies which may be required but not mentioned above.

(k) SCHOOL OF AGRICULTURE & ANIMAL SCIENCES

- 1) Board of Studies in Agriculture, Engineering & Technology
- 2) Board of Studies in Horticulture & Floriculture
- 3) Board of Studies in Nutrition & Food Technology
- 4) Board of Studies in Animal Sciences
- 5) Board of Studies in Poultry Science
- 6) Board of Studies in Dairy Science
- 7) Board of Studies in Fisheries Science
- 8) Any other Board of Studies which may be required but not mentioned above

(l) SCHOOL OF FINE ARTS & ART EDUCATION

- 1) Board of Studies in Performing Arts
- 2) Board of Studies in Visual Arts
- 3) Any other Board of Studies which may be required but not mentioned above

(m) SCHOOL OF PLANNING, ARCHITECTURE & DESIGN

- 1) Board of Studies in Architecture
- 2) Board of Studies in Interior Design
- 3) Board of Studies in Planning
- 4) Board of Studies in Design
- 5) Any other Board of Studies which may be required but not mentioned above

(n) SCHOOL OF SOCIAL SCIENCE

- 1) Board of Studies in Economics & Public Policy
- 2) Board of Studies in Political Sciences & International Relations
- 3) Board of Studies in Public Administration & Public Systems Management
- 4) Board of Studies in Sociology & Social Anthropology
- 5) Board of Studies in Psychology & Behavioural Sciences
- 6) Board of Studies in Family & Community Sciences
- 7) Board of Studies in Women's Studies
- 8) Any other Board of Studies which may be required but not mentioned above.

(o) SCHOOL OF JOURNALISM & MASS COMMUNICATION

- 1) Board of Studies in Journalism and Creative Writing
- 2) Board of Studies in Mass Communication & Electronics Media

- 3) Board of Studies in Photography, Films & Television
- 4) Board of Studies in Advertising and Marketing Communication
- 5) Any other Board of Studies which may be required but not mentioned

14.5.2.5 PROCEDURE AT MEETING:

1. **Venue:** Meeting of the Board of Studies shall be held at the University headquarters unless the Vice-Chancellor, if any, otherwise directs.
2. **Preside:** The Chairperson of the Board of Studies, or in the absence, the senior member of the Board of Studies, shall preside in all the meetings of the Board of Studies. The Chairperson in such a meeting shall have a vote, and in case of equality of votes, he shall have the right to cast a vote.
3. **Quorum:** One-third of members shall constitute a quorum for the meeting of the Board of Studies, and no business shall be transacted at a meeting at which there is no quorum.
4. **Notice:** The Registrar shall give notice of the likely date of the meeting of the Board of Studies ten clear days before such date. The Chairperson of the Board of Studies may authorize the convening of an emergency meeting of the Board of Studies at short notice to consider issues of special importance or urgency.
The Board of Studies shall meet at least twice in one academic year.
5. **Agenda:** Items for the agenda as approved by the Vice-Chancellor, together with the notes thereon, may be circulated to the members of the Board of Studies at least 5 days in advance of the date of the meeting.
6. **Attendance:** At the beginning of the meeting, each member shall register their attendance in a book placed for the purpose at the entrance of the place of the meeting.
7. **Invite an Expert(s):** The Board of Studies may, for consultation, invite any person having special knowledge or practice, or experience to the meeting when the relevant matter is being considered. Such a person may speak and otherwise take part in the proceedings of the meeting, but shall not be entitled to vote.
8. **Minutes of Meeting:** Within a week after a meeting of the Board of Studies, the minutes of the meeting shall be prepared and circulated to the members of the Board of Studies:
Provided that the draft of the minutes shall first be approved by the Chairperson of the meeting.

Any member of the Board of Studies who was present at the meeting may, within ten days of the issue of the minutes, communicate to the Registrar in writing any exception he may take to the correctness thereof.

14.5.3 MULTI-FACULTY BOARD OF INTERDISCIPLINARY STUDIES

- a. A multi-Faculty Board of Inter-disciplinary studies shall be formed of the following members for programs which are multidisciplinary or interdisciplinary: -
 - (1) Deans of the concerned Faculties;
 - (2) Two of the Chairpersons of the Board of Studies from each Faculty nominated by the Vice-Chancellor, taking into consideration the objectives of such a Multi-Faculty Board of Inter-disciplinary Studies;
 - (3) Three eminent experts from subjects other than the subjects of the Chairperson of the Board of Studies nominated on such a Board as per sub-clause (2) above, be nominated by the Vice-Chancellor;
 - (4) One eminent person from Agriculture, Industry, academic Institutes, or Services to be nominated by the Vice-Chancellor;
 - (5) Two Professors from the University School of Studies nominated by the Vice-Chancellor;
 - (6) The Senior Dean, in order of precedence, shall be the Chairperson of this Board.
- b. The quorum of the meeting shall be five members. In case there is no quorum at the commencement of the meeting, the meeting will be adjourned for half an hour, at the end of which the Chairperson shall continue the adjourned meeting for which no quorum shall be necessary.
- c. The Chairperson of the meeting of the Board shall have a vote and in the case of an equality of votes, a second or casting vote.
- d. The term of office of the members of the Board shall be co-terminus with the tenure of the respective faculties of the Boards of Studies.

14.5.3.1 POWER AND FUNCTIONS OF MULTI-FACULTY BOARD OF INTERDISCIPLINARY STUDIES:

- (1) To recommend to the Academic Council, projects relating to the Interdisciplinary subjects;
- (2) To make proposals to the Academic Council for the conduct of inter-disciplinary and area or regional studies;

- (3) To recommend to the Academic Council, under a reference to it by the Court or by the Academic Council by the Board of Studies or by the Faculty concerned or otherwise, the course of interdisciplinary studies;
- (4) To recommend to the Academic Council and to the Court, projects relating to the interdisciplinary subjects, which may be useful for industrial, technological, agricultural, social, economic, or such other development;
- (5) Such other matters as may be referred to it and relevant to the subjects of the discipline or the Board of Inter-disciplinary Studies.

14.5.4 INTERNAL QUALITY ASSURANCE CELL (IQAC):

14.5.4.1 The University shall constitute an Internal Quality Assurance Cell (IQAC) to

- (i) Develop a quality system for conscious, consistent, and catalytic programmed action to improve the academic and administrative performance of the University, and
- (ii) Promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

14.5.4.2 The Vice-Chancellor shall be the Chairperson of IQAC, and he will be assisted by a COORDINATOR-IQAC who shall be a senior professor of the University.

14.5.4.3 HEAD- IQAC:

- (a) The Head of IQAC shall be appointed by the Court on the recommendation of the Vice-Chancellor from among the senior Professors of the University.
- (b) The term of appointment shall be initially for a period of one year. It is extendable every year, subject to a maximum of three years.
- (c) In addition to the pay and allowances as a teacher, he/she shall be paid monthly such additional allowances as may be prescribed by the Court/ UGC.
- (d) The Head-IQAC is the head of IQAC in the University. Subject to the general control and supervision of the Vice-Chancellor, he/she shall exercise such powers and duties required for achieving the objectives of IQAC.
- (e) When the office of the Head-IQAC falls vacant, or when he/she is unable to attend office due to any reason, the duties of the office shall be performed by such other person as the Vice-Chancellor may appoint for the purpose until permanent arrangements are made.

14.5.4.4 COMPOSITION OF THE IQAC:

- (a) The members of IQAC will be as follows: -
 - i. The Vice-Chancellor (Chairperson)
 - ii. Two teachers of the University School of Studies.
 - iii. Two senior professors from major Faculties of the University
 - iv. One senior administrative official of the University
 - v. One external expert on Management/ Industry/ Local Community
 - vi. Head, (IQAC) will be act as a member – secretary.
- (b) The members at sub-clauses (ii), (iii), (iv), and (v) of Clause (a) above shall be nominated by the Vice-Chancellor in consultation with the Academic Council. The term of the nominated members shall be three years.
- (c) A teacher will cease to be a member of superannuation unless otherwise permitted by the Vice-Chancellor. Any person appointed in a vacancy occurring before the expiry of the original term of three years, subject to other provisions, shall be a member of IQAC only for the residuary period for which the person whose place he has filled would have been a member.
- (d) The IQAC shall meet at least thrice in the year. The quorum for the meeting shall be one-third of the total members.
- (e) The agenda, minutes, and Action Taken Reports will be documented with official signatures and maintained electronically in a retrievable format by the Head –IQAC.

14.5.4.5 FUNCTIONS OF IQAC:

- (a) Develop and apply quality benchmarks/parameters for the various academic and administrative activities of the University;
- (b) Facilitate the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
- (c) Arrange for feedback responses from students, parents, and other stakeholders on quality-related institutional processes;
- (d) Disseminate information on the various quality parameters of higher education;
- (e) Organize inter- and intra-institutional workshops, seminars on quality-related themes, and promotion of quality circles;
- (f) Document the various programs/activities of the University, leading to quality improvement;

- (g) Act as a nodal agency of the University for coordinating quality-related activities, including the adoption and dissemination of good practices;
- (h) Develop and maintain an Institutional database through the Management Information System for the purpose of maintaining /enhancing the institutional quality;
- (i) Develop Quality Culture in the University;
- (j) Prepare the Annual Quality Assurance Report (AQAR) of the University based on the quality parameters/assessment criteria developed by the relevant quality assurance body (like NAAC, NBA, AB) in the prescribed format;
- (k) Bi-annual development of Quality Radars (QRs) and Ranking of Integral Units of the University based on the AQAR;
- (l) Interact with SQACs in the pre- and post-accreditation quality assessment, sustenance, and enhancement endeavours.

14.5.7 PLANNING AND MONITORING BOARD

14.5.7.1 CONSTITUTION

- (a) There shall be a Planning and Monitoring Board (P & M Board) for the University.

The members of the P & M Board shall be as follows, namely:-

- i. The Vice-Chancellor (Chairperson)
- ii. Two Professors nominated by the Court from among the Professors of the University,
- iii. Deans/Director/Principals/Heads of Schools/Departments,
- iv. Two eminent educationalists/retired professors to be nominated by the Vice-Chancellor.
- v. The Registrar.

The Registrar of the University is the Convener of the P & M Board meetings.

- (b) The term of the members under category sub-clauses (ii) and (iii) of Clause (a) above shall be three years.

14.5.7.2 MEETINGS OF P&M BOARD:

- (a) The Planning and Monitoring Board shall meet at least once every six months, and more often as required and determined by the Vice-Chancellor.
- (b) The Registrar shall circulate a notice, together with the agenda, for every meeting of the Board to the members of the Board at least two weeks in advance of the meeting

date. The Vice-Chancellor may convene a meeting to consider matters which, in his opinion, are urgent, giving notice shorter than two weeks. The Chairperson may, at his discretion, include any item in the agenda for which due notice could not be given.

- (c) The Vice-Chancellor shall preside over the meetings. In the absence of the Vice-Chancellor, Senior Dean/ Director/ Principal/ Head of School/ Department of the University will preside over the meeting.
- (d) The quorum for the meeting of the Board shall be one-third of the total members.
- (e) The proceedings of a Board meeting shall be recorded by the Registrar and submitted to the Chairperson for approval. The approved minutes shall be communicated to all the members within ten days from the date of the meeting. Members who were present at the meeting may raise, within one week from the date of circulation, any objection or propose an amendment. If the objection or the amendment is received within the stipulated period, its validity or otherwise will be decided by the Vice-Chancellor, whose decision thereon shall be final.
- (f) The Registrar shall, as soon as possible, place the minutes of the meeting before the Academic Council / Court for approval, and the approved recommendations of the Board shall be implemented by the competent authorities in the University, in accordance with the rules and regulations of the University.

14.5.7.3 FUNCTIONS OF PLANNING AND MONITORING BOARD:

The Board is an advisory body to the Academic Council/Court on all matters related to the academic planning and development of the University. The Planning and Monitoring Board shall exercise and perform the following functions:

- (a) To prepare an academic road-map for the University in accordance with the National Educational Policy,
- (b) To formulate short-term and long-term policies in conformity with the guidelines issued from time to time by statutory bodies like UGC, NCTE, PCI, BCI, etc., for improving academic and administrative standards in the University,
- (c) To identify the targets that would help to improve the quality of teaching, research, consultancy, collaboration with industry, twinning programs, extension, student progression, women empowerment, and social equity in the University.
- (d) To suggest reforms in the teaching-learning process in tune with the emerging education technologies, and to integrate e-learning with conventional methods of teaching.

- (e) To suggest examination reforms for comprehensive evaluation of the student's knowledge in core and applied areas of study through a transparent process,
- (f) To identify breadth courses, interdisciplinary, and add-on diploma courses for introduction in undergraduate and post-graduate programs,
- (g) To identify thrust areas of research in all faculties, and facilitate the conduct of high-quality and advanced research in the University departments,
- (h) To review the progress of teaching, extension, research, and extra-curricular activities in the University and evaluate them with the standards set by accreditation agencies like NAAC, AICTE, NBA, ISO, etc, and make suggestions for bridging the gaps, if any.
- (i) To monitor the academic performance of the affiliated colleges with the help of the University's statutory authorities.
- (j) To guide the affiliated colleges in matters of faculty development and exposure to the latest trends in teaching-learning processes,
- (k) To any other function that aims to improve the academic standards and students' progression in the University, as decided and referred to the Board, from time to time, by the Vice-Chancellor and/or the Court/ Academic Council.
- (l) To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

14.5.6 DEPARTMENT OF INTERNATIONAL RELATIONS (DIR)

14.5.6.1 CONSTITUTION

There shall be a Department for International Relations in the University. The following members shall form a committee for DIR:

- (i) The Vice-Chancellor or his nominee,
- (ii) The Registrar,
- (iii) Section Head of the Department of International Relations (Member secretary),
- (iv) Dean/ Director/ Principal/ Head of each School/ Department by rotation,
- (v) Two experts to be nominated by the Vice-Chancellor, having Industry/Academic experience of about five to seven years in dealing with foreign nationals.

The Committee shall meet a minimum of twice in a year (Preferably before the start of each academic term).

14.5.6.2 KEY FUNCTIONS

1. Admission and Administration of all activities related to Foreign students (Sponsored by ICCR/other organizations and self-financed):

These activities may include some key activities like:

- Continues contact and interactions with ICCR/other concerned organizations for getting a good number of international students each year,
 - Scrutiny, Selection, and Institute Allotment of International Students,
 - Exploring the relevant institutes or sources for getting Self-Financed International Students and building strong relationships with them,
 - Enrollment and other academic activities for international students,
 - Monitoring the progress through progress reports, continuous interactions with Institute Mentors and students,
 - Maintaining the relationship with concerned government departments like FRRO, MoEA of GOI, etc.
 - Arranging student-centric activities like welcome and farewell events as well as cultural events for providing a rich and comfortable environment to international students,
 - Making and maintaining a dedicated Web Portal for International Students.
2. International Experience Program (IEP & I SAP) – Outward Mobility: These activities may include some key activities like:
 - i. Exploring the new foreign Universities for new branches,
 - ii. Exploring new models and areas for organizing IEP in addition to the existing structure,
 - iii. Maintaining relationships and negotiations with existing Universities for the continuation of IEP qualitatively and cost-effectively,
 - iv. Various activities involved in the execution of the program, starting from announcement to students' departure for various countries, and after the completion of the program, receiving students back and processing their results.
 - v. Maintaining good relationships with the concerned Embassies of countries for easy operations of visa and related issues.
 3. SU – Winter/ Summer School Program (WSP) – Inward Mobility
 - i. Interactions with the foreign Universities for receiving their students at the SU for a short-term program for two to four weeks in Winter/ Summer,

- ii. Managing Academic and logistical requirements for execution of the program.
- 4. Maintaining and exploring the collaborative opportunities with foreign universities.
 - i. Maintaining and exploring collaborative opportunities with foreign universities in line with SU's academic scope of operations,
 - ii. Exploring new areas of collaborations like Students and Faculty Exchange, Joint Research, joint events, Dual and Joint Degree and Certificate programs, etc.
- 5. Appointment of foreign professors as co-supervisors in TAIU Ph.D. program
- 6. Collaborations with various foreign Industries/organizations for various academic and consulting activities.
- 7. Participation in various events nationally and internationally to promote internationalization.
- 8. Other related academic and administrative activities.

14.5.7 UNIVERSITY LIBRARY COMMITTEE:

14.5.7.1

(1) There shall be a University Library Committee. It shall consist of-

- a. The Vice-Chancellor;
- b. The Deans/Directors/ Principals/ Head of University Schools/ Departments;
- c. Three other members, to be nominated by the Court, one of whom shall be a teacher recognized for guiding Ph.D. students.
- d. Librarian/ Assistant Librarian of the University

(2) The University Librarian shall be the member-secretary of the University Library Committee.

14.5.7.2 The Vice-Chancellor, and in his absence, the senior-most Dean/ Director/Principal/ Head shall preside at the meeting of the Committee.

14.5.7.3 The members of the Committee shall hold office for three years. The office of a member of the Committee shall be vacated by death, resignation, or by a member ceasing to answer the designation by virtue of which he was a member, or by the member being absent from three consecutive meetings.

14.5.7.4 The Committee shall meet once in every term and at such other times as the meeting thereof is convened by the Chairman. One-third of the members of the Committee shall form a quorum for a meeting of the Committee. The Chairman shall, on the requisition

of not less than five members of the Committee, convene a meeting within fifteen days of the receipt of the requisition.

14.5.7.5 All questions shall be decided by a majority of votes of the members present and voting. In the case of an equality of votes, the Chairman shall have a casting vote.

14.5.7.6 The following shall be functions and powers of the Committee, namely:-

- (i) to make recommendations to the Court,
 - a) regarding the administration of the fund set apart for the Library;
 - b) regarding the requirement of the staff of the Library;
 - c) regarding other matters connected with the Library;
- (ii) The committee shall report to the Court, for information, the purchase of books and disposal of such books as, in the opinion of the Committee, are either worthless, unserviceable, or otherwise useless. For the regulation, books shall include manuscripts and periodicals;
- (iii) The Committee shall have the power to make rules governing the use of the Library from time to time and to amend them. Such rules, and any amendment made therein, shall be reported to the Court;
- (iv) The Committee shall have the power to write off books lost during any year, of the value not exceeding ₹ 5,000/- after holding a necessary inquiry and shall report the matter to the Court.

14.5.7.7 The Committee shall keep an account of all the Funds provided for the Library, and forward a statement of such accounts to the Registrar, for submission to the Court every three months.

14.5.7.8 All bills in respect of the Books purchased for the Library shall be verified, checked, and certified by the University Librarian before they are passed for payment.

14.5.8 BOARD OF CULTURAL ACTIVITIES:

14.5.8.1

- (1) There shall be a Board for Cultural Activities in the University. It shall consist of:
 - i. The Vice-Chancellor.
 - ii. One teacher from each University School/ Department to be nominated by the Vice-Chancellor,
 - iii. One member from the Academic Council to be nominated by the Academic

Council.

- iv. The Dean/Director/Principal/Head of School/Department of Education.
- v. One representative from the student Section of the University

14.5.8.2

- (1) The member of the Board will hold office for three years.
- (2) The Board shall meet at least twice every year and at such other times when convened by the Vice-Chancellor or, in his absence, by the Registrar.
- (3) One-third members shall form a quorum for a meeting of the Board, and the Vice-Chancellor, if present, shall preside at the meeting of the Board. In the absence of the Vice-Chancellor, the meeting shall elect its own Chairman from amongst the members.

14.5.8.3 The following shall be the functions of the Boards:

- i. To organize the cultural and literary activities of the University and to recommend to the Vice-Chancellor entries for such activities or competitions of such activities at the State level or All India level;
- ii. To organize youth festival competitions, if any, and to recommend to the Vice-Chancellor entries for such festivals or competitions at the State level or All India Level;
- iii. To provide workshops and to arrange for hobby centres in the University, when provision for financing such activities is made by the Court.
- iv. To take up any other project to promote cultural and literary activities, amongst the students of the University in general, and to make rules for the same after the finances are provided by the Court.
- v. To appoint sub-committees to consider and to decide such matters as may be referred to them by the Board;
- vi. to plan its activities in such a manner that coordination is affected between the colleges and the University, for the purpose of organizing its activities, and
- vii. to carry out the activities which may be referred to it by the Court.

14.5.8.4

- i. All cultural and literary activities shall be organized at the University level and will be entrusted to the various affiliated colleges for organizing the same on behalf of the University.
- ii. The college or colleges, which are entrusted with the organization of cultural and/or

literary activities, shall constitute an organizing committee as may be decided by the principal of the college, wherein teachers of the college and leading local personnel, including experts, if any, shall be included. The Principal of the college shall act as Chairman of the committee. The committee shall also have the power to decide appeals, and its decision shall be final and binding on the participants.

- iii. The local organizing committee at the college or colleges, or the University when it conducts competitions directly, shall have the authority to appoint judges, experts, etc., as may be required from the lists supplied by the University.
- iv. The remuneration, etc., to judges, experts, and others shall be paid according to the rules prescribed by the Board and approved by the Court from time to time.

14.5.8.5

- i. The Board shall prescribe rules from time to time for the organization of cultural, literary, or other such activities as it may like to organize and circulate the same to the colleges, recognized institutions, and University Schools.
- ii. The Board shall have authority to issue instructions from time to time in connection with the organization of its activities.
- iii. The Board shall have the authority to decide and to levy entrance fees and such other fees as may be deemed proper by it, from time to time, for carrying out its activities.

14.5.9 UNFAIR MEANS IN EXAMINATION COMMITTEE (UMEC):

14.5.9.1

- (1) There shall be a Committee for Unfair Means in Examination in the University. It shall consist of:

The Vice-Chancellor or his/her nominee	Chairman
Controller of Examination	Secretary
Director/Dean nominated by the Vice-Chancellor	Member
Member nominated by the Commissioner of Technical	Member
The Registrar	Member

<ul style="list-style-type: none"> • At least five (5) Principal/Director/Faculty of affiliated colleges nominated by the Vice-Chancellor • The number of members can be proportional to the number of cases • Members can be derived from various disciplines (i.e., Engineering, Pharmacy, Management, and Computer Applications), level of Courses (PG, UG, or Diploma), and various zones of the State. 	Member
--	--------

- (2) The Committee may be revised by the Vice-Chancellor as per the need before convening a meeting of the committee.
- (3) The above Committee shall meet after the conclusion of each semester examination on the dates fixed by the Vice-Chancellor and inquire into all matters connected with the students booked under UFM/Malpractices. After a detailed inquiry, the Committee shall prepare a Report giving its recommendations to be imposed, for consideration by the Vice-Chancellor.

14.5.9.2 USE OF UNFAIR MEANS (UFM)/ MALPRACTICE IN ACADEMICS:

- (1) These Regulations shall apply to all the examinations held by the University to grant and confer Degrees, Diplomas, and other academic distinctions on persons who have enrolled and pursued a course of study or have carried on research.
- (2) Use of unfair means (UFM)/ malpractice in examinations is any activity – intentional or otherwise - that is likely to undermine the integrity essential to the qualifications offered by SU. It includes plagiarism, collusion, fabrication or falsification of results, and anything else that could result in unearned or undeserved credit for those committing this offence. No circumstances justify the use of unfair means (UFM)/ academic malpractice, and a penalty must always be applied as deemed fit.

14.5.9.3 RESPONSIBILITIES OF STUDENTS ENROLLED WITH SU:

All students have a responsibility to be aware of the policy and procedures contained herein, to understand the seriousness of the use of unfair means in exams / academic malpractice, and to take every reasonable step to ensure that academic malpractice does not occur. Students have to study guidelines/circulars on understanding issued/displayed on the SU website from time to time.

14.5.9.4 DEFINITIONS OF USE OF UNFAIR MEANS (UFM) IN EXAMS/ ACADEMIC MALPRACTICE:

Every student appearing for the University examination is liable to be charged with committing UFM/malpractice(s), if he/she is observed as committing any one or more of the following acts:

- (a) Misbehaviour with officials or any other kind of rude behavior in or near the Examination Hall, and using obscene or abusive language.
- (b) Writing on the Question Paper/Admission Ticket and/or passing on to the other student(s) in the Examination Hall.
- (c) Disclosing his/her identity by writing any words or by making any peculiar marks or by writing USN on the pages other than the facing sheet in the answer scripts.
- (d) Possession of electronic gadgets like mobile phones, Programmable calculator, pen-drive, or such other /storage devices in the Examination Hall.
- (e) Communicating with any other student(s) or any other person(s) inside or outside the Examination Hall with a view to taking assistance or aid to write answers in the examination.
- (f) Copying from the material or matter or answer(s) of another student or from similar aid or assistance rendered by another student within the Examination Hall.
- (g) Making any request for representation or offer of any threat for inducement or bribery to the Room Superintendent and/or any other official for favours in the Examination Hall or in the answer script.
- (h) Approaching directly or indirectly the teaching staff, officials, or examiners, or bringing about undue pressure or influence upon them for favour in the examination.
- (i) Smuggling out or smuggling in the answer script pages or supplementary sheets, or tearing them off and/or inserting pages written outside the examination hall into the answer scripts.
- (j) Receiving material from outside or inside the Examination Hall, for copying.
- (k) Bringing into the Examination Hall or being found in possession of portions of an unauthorized book, manuscript, or such other material or matter in the Examination Hall.
- (l) Copying or taking aid from any material or matter to answer in the examinations.
- (m) Impersonating or allowing any other person to impersonate to answer in his/her place in the Examination Hall.

- (n) Committing any other act or commission, or omission, intending to gain an advantage or favour in the examination by misleading, deceiving, or inducing the examiner or official.
- (o) Having in one's possession any written matter on a scribbling pad, calculator, palm, hand, leg, or any other part of the body, handkerchiefs, clothing, socks, instrument box, Identity Card, Hall Ticket, scales, etc.
- (p) Destroying any evidence of Malpractice, like tearing or mutilating the answer script(s) or running away along with the answer script(s) from the Examination Hall.
- (q) Or any other such act used by which may lead to undermining the integrity essential to the qualifications offered by TAIU.

14.5.9.5 PLAGIARISM:

Plagiarism consists of unacknowledged use of someone else's work and attempting to pass it off as one's own. It includes the representation of work: written, visual, practical, or otherwise, of any other person, including another student or anonymous web-based material, or any institution, as the candidate's own. It may take the form of:-

- (i) Wholesale verbatim copying or insertion of multiple paragraphs of another person's work (published or unpublished, and including material freely available in electronic form and including work of another student) without acknowledgement of sources.
- (ii) The close paraphrasing of another person's work by simply changing a few words or altering the order of presentation, without acknowledgement.
- (iii) Unacknowledged quotation of phrases from another person's work.
- (iv) The deliberate and detailed presentation of another person's concept as one's own.
- (v) Ghost writing – where a student requests another student or an external body to write/produce material for them for purposes of submitting it as their own. This also includes the downloading or purchasing of essays from the Internet.
- (vi) Resubmitting one's own work in its entirety (or substantial Sections) which has previously been submitted for another module or programme.

14.5.9.6 COLLUSION:

Collusion occurs when a student:

- (i) Knowingly submits as entirely his/her own work, work produced in collaboration with another person without prior approval of the University.

- (ii) Collaborates with another student in the production of work which they know is intended to be submitted as that other student's own unaided work.
- (iii) Knowingly permits another student to copy all or part of their own work and to submit it as that student's own unaided work.

14.5.9.7 FABRICATION AND FALSIFICATION:

Fabrication of results occurs when:

- (i) A candidate falsely claims to have, for example, carried out tests, research, or observations as part of his/her assessed work, or presents fabricated results arising from the same with the object of gaining an advantage.
- (ii) Fabrication may also include, for example, reporting/presentation of artificial references or other source material purporting to demonstrate a depth of reading/knowledge beyond that undertaken, or to deflect the reader from plagiarised material, e.g., embellishment of the bibliography.
- (iii) Falsification also includes making false statements or falsifying evidence in support of applications, for example, for mitigating circumstances or academic appeals. Where evidence is related to disability and reasonable adjustments, the UMEC reserves the right to seek a second opinion and/or further information if there is a substantial concern about the level or standard of evidence.

14.5.9.8 IMPERSONATION:

Impersonation is the assumption by one person of the identity of another, with the intent to deceive in the assessment process, and constitutes malpractice.

14.5.9.9 PROCEDURES FOR DEALING WITH ACADEMIC MALPRACTICE: Scope of the Procedures

- (a) The Registrar/Controller of Examinations shall appoint one or more teams of Special Squad Member(s) according to the need to ensure proper conduct of the examination and to discourage Malpractice(s) at each Examination Centre.
- (b) The Special Squad Member(s) shall inspect the Examination Centers assigned to them by the Registrar/Controller of Examinations frequently and through surprise visits to ensure that the arrangements made and procedures established for conducting the examination(s) at different Examination Centers for the conduct of examination(s) are adequate and fully proof.
- (c) If the Use of Unfair Means/Malpractice Case is detected by the Room

Superintendent/ Special Squad Member(s)/or any other Official, he/she shall seize the incriminating materials and the answer script(s) and report the same to the Exam Centre In-charge immediately.

- (d) When malpractice is brought to the notice of the Centre Head either by the Special Squad Member(s) or by the Junior Supervisor, Senior Supervisor, TAIU-Coordinator, he/she shall hold a preliminary inquiry and take on record the Report of all the members present in the prescribed form.
- (e) Only then, he/she shall forward the UFM Report along with the answer script(s), other incriminating materials, and other enclosures in a prescribed sealed cover, to the Registrar, through TAIU observer performing his duty in the examination centre. However, answer script(s) of subsequent papers of such student(s) booked under Malpractice shall be sent with other answer scripts and shall not be marked as UFM Case anywhere.
- (f) The student, the Special Squad Member(s), or by the Junior Supervisor, Senior Supervisor, TAIU-Coordinator, and other relevant staff shall be required to give their statement in the prescribed forms supplied by the University. These statements shall always be concise, clear, specific, and complete in every respect and include all the known facts and the relevant circumstances of the case and other evidence.
- (g) The statement of all concerned shall be in their own handwriting.
- (h) If the student refuses to hand over the incriminating material(s) or the student refuses to give a statement, the student shall be asked to record in writing his/her refusal to give a statement. If he/she refuses to do even that, the facts shall be recorded, duly witnessed by any two members. i.e., Special Squad Member(s), the Junior Supervisor, Senior Supervisor, TAIU-Coordinator.
- (i) The student(s) booked under Malpractice shall be allowed to write the subsequent papers.
- (j) Having been allowed to appear for the papers after booking the case under Malpractice, the student/ shall have no claim over the performance of the subsequent papers.
- (k) The answer scripts of those students booked under Malpractice shall be evaluated, and the results shall be kept in abeyance until the Notification of the UFM stating the penalty is declared after due procedure at the University.

14.5.9.10 PROCEDURE FOR IMPOSING PENALTIES AND PUNISHMENTS:

- (a) A Committee (i.e. Examination Disciplinary Action for adopting UFM/Malpractice Cases Consideration Committee) appointed by the Vice- Chancellor of the University, consisting of Directors, Deans, Members from the COURT, Members from the Academic Council, Senior Principals, Senior HOD, Senior Professor/Faculty, Registrar, Controller of Examinations, shall be formulated.
- (b) No penalties shall be imposed on a student except after an inquiry is held, as far as may be, in the manner hereinafter provided:
 - (i) The committee shall frame definite charges together with a statement of allegation on which they are based, and direct the student in writing and he/she shall be required to submit his/her reply within such time as may be specified by the Committee.
 - (ii) In the case of failure by the student to submit his/her reply or he/she fails to attend the inquiry within the time specified, the committee shall inquire into the charges alleged against him/her and impose the necessary penalties and punishments.
 - (iii) The student shall present his/her case himself/herself and shall not engage a legal practitioner for the purpose.
 - (iv) The committee shall, in the course of inquiry, consider such documentary evidence and take such oral evidence as may be relevant or material regarding the charge or charges. The student shall be entitled to cross-examine the witnesses and the documentary evidence/s produced in support of the charges as well as to give evidence/s in defence.
 - (v) A student is awarded punishment only once though he may have indulged in malpractices in several papers. This punishment will be decided taking into consideration all malpractices during the semester examination.
 - (vi) The committee shall examine the evidences placed before it and inquire about the student for his/her involvement in the alleged malpractice. After ascertaining the severity of the case, the committee shall recommend suitable penalties or punishments on the student. The severity of the case shall be categorized as prescribed.
 - (vii) While recommending the penalties or punishments, the quantity of the material or matter and relevance of the same to the paper in which the

student is booked under Malpractice shall be taken in to consideration to decide the severity of the case.

- (viii) At the conclusion of the inquiry, the committee shall submit a Report to the Vice-Chancellor with findings on each of the charges together with all the documents and the recommended penalties and punishments that may be imposed.
- (ix) The Vice-Chancellor, in turn, shall place the Accept Report/or send it back to reconsider some of the case(s) back to the committee.
- (x) Once the report is accepted Notification should be published stating the Penalty imposed to and it should be put before the COURT for information.
- (xi) If, in any case, the Court found fit to be, it can send back the case for reconsideration before the committee.
- (xii) If a student is debarred by the committee, he will not be eligible for any prize or medal issued by TAIU.

14.5.10 ESTATE COMMITTEE:

14.5.10.1 There shall be a University Estate Committee consisting of:

- (i) The Vice-Chancellor;
- (ii) The Architect to the Government of Tripura;
- (iii) The Superintending Engineer (R&B Circle, Dharmanagar)
- (iv) Two other members appointed by t h e B o a r d of Governors and two other members appointed by the Vice-Chancellor for a period of three years, from whom two shall be experts in the concerned field;
- (v) Chief Account Officer;
- (vi) University Engineer.
- (vii) Registrar a-member secretary.

14.5.10.2 The Committee shall meet once every year before the annual Convocation and at such other times as a meeting thereof is convened by the Vice-Chancellor.

14.5.10.3 Three members shall form a quorum for a meeting of the Committee, and the Vice-Chancellor or, in his absence officer nominated by him shall preside at the meeting of the Committee, and in the absence of both, the members present shall elect the Chairman from amongst them.

14.5.10.4 The Committee shall recommend to the COURT action in the matter of –

- (i) Planning and development of the University Campus at the headquarters and at other places, if necessary;
- (ii) Construction of building, their plans and estimates, etc.
- (iii) Acceptance of tenders after scrutiny;
- (iv) Repairs, alterations, or additions to the existing building;
- (v) All other matters relating to the University Estate.

14.5.11 PURCHASE COMMITTEE:

14.5.11.1 (1) There shall be a University Purchase Committee consisting of:

- i. The Vice-Chancellor or his representative– Chairman
- ii. The Registrar,
- iii. Chief Account Officer - Member {Ex-Officio}
- iv. Internal Auditor
- v. Director – Nominated by the Vice Chancellor
- vi. IT Expert – Member
- vii. Estate Engineer/ Deputy Engg. of Estate – Member
- viii. Section Head (Relevant Section) – Member
- ix. Head Store & Purchase - Member Secretary
- x. One or two VC Nominees as and when needed– Member

14.5.11.2 The Functions of the committee shall be:

- (1) The committee shall be responsible for the routine Purchase of the University stores and other materials.
- (2) To discuss and finalize the requisition raised for the purchase of any item (other than items related to IT and Estate) with detailed specification in the University building or at other offices, and as may be directed by the Vice-Chancellor.
- (3) To monitor and control the process for inviting tenders and to take a decision thereto after consultation with the appropriate authority within the time limit.
- (4) To design and create unique and cost-effective Vendor tie-ups for a minimum of 3 years, where in Price Contract may be subject to revision after one year.
- (5) Allocation of resources as per the requirement approved by the respective Authorities.

- (6) To take decisions in line with State Government Purchase Policy and to deviate from policy as may be deemed fit by the committee and directed by the Vice-Chancellor.
- (7) For any purchase of 1,00,000/- or more, approval of the Vice-Chancellor shall be required.

14.5.11.3 MEETING:

- 1) The committee shall meet at least once a month.
- 2) Member Secretary for the committee shall be responsible for finalization of the agenda and minutes of the meetings with the approval of the Chairman of the Committee.
- 3) 1/3 members shall form a quorum for a meeting of any Committee, and the Vice-Chancellor or, in his absence Officer nominated by him/her, shall preside at a meeting of the Committee, and in the absence of both, the members present shall elect the Chairman from amongst them.
- 4) In case of equal voting, the presiding Chairman shall have the power to record his casting vote.
- 5) All the members nominated to the Committee shall hold office for a term of 1 year only, unless otherwise specifically mentioned.
- 6) Vice-Chancellor, if deemed fit, can invite any expert as an Invitee to attend the meeting of the Committee. Invitee members will be entitled to Travelling Allowance and Seating Fees as may be prescribed per norms.
- 7) If any post is vacant, it shall be filled by the Registrar in consultation with the Vice-Chancellor.

14.5.12 ANTI RAGGING CELL:

There shall be a standing committee to be known as the Anti-Ragging Committee for the University, comprising the following:

Sl. No.	Constitution	Position Held
1	Two Principal/Director/Any officer Nominated by the Vice-Chancellor	Member
2	Faculty representative nominated by the Academic Council	Member
3	Civil Admin/Police Officer in the rank of DYSP Nominated by the COURT	Member
4	Two Non-Teaching Staff Nominated by the Vice-Chancellor (One Male and one Female)	Member

5	Parents Representative Nominated by Vice-Chancellor	Member
6	Representative of Women's Development Cell	Member
7	Member Secretary, Sports and Culture	Member
8	Student representative, First Year (any faculty) nominated by the Vice Chancellor	Member
9	Student Representative, Senior Final Year (Any Faculty) Nominated by the Vice Chancellor	Member
10	University Legal Officer Secretary	Member

14.5.12.1 OBJECTIVE:

- (1) Ragging is strictly prohibited inside and outside the University campus. The Anti-Ragging Committee, constituted for this purpose by the Institute, is empowered to take immediate action against any untoward actions and also to counsel the fresher. Students seeking admission shall furnish an affidavit and an undertaking in this regard. To enhance familiarity and acclimatize the fresher to the academic and social environment of the campus, the institute will organize an orientation session in the first week of the new academic calendar.
- (2) The ragging means any disorderly conduct whether by words spoken or written or by an act which has the effect of teasing or handling with rudeness any other student, in rowdy or undisciplined activities which cause or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher or a junior students or asking the students to do any act or perform something which such student will not do in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment to adversely affect the physique or psyche of a fresher or a junior student.
- (3) The student will also be required to give an affidavit and undertaking in the Performa as per UGC guidelines and sign the candidate and his parent/guardian to the effect that he/she is aware of the University's approach towards ragging and the punishment to which he/she shall be liable, if found guilty of ragging.

All the students admitted under the different institutions of the University will have to observe and abide by the discipline rules prescribed by the University/Institute and he/she will submit to the disciplinary jurisdiction of the head of the Institution and other competent officers or authorities or bodies of the University, as the case may be, and in this respect he/she has to submit the declaration in the prescribed Performa

at the time of admission.

(4) Ragging in the University campus is absolutely banned and hence, any student found indulging in an act of ragging shall meet strict disciplinary action, which may include immediate rustication from the University. The main objectives of the Anti-Ragging Committee are as follows:

- (a) To make the students aware of the dehumanizing effect of ragging inherent in its perversity;
- (b) To keep a continuous watch and vigil over ragging to prevent its occurrence and recurrence;
- (c) To promptly and stringently deal with the incidents of ragging brought to TAIU authorities.
- (d) To generate an atmosphere of discipline by sending a clear message that no act of ragging shall be tolerated and any act of ragging shall not go unnoticed and unpunished.

14.5.12.2 DUTIES AND RESPONSIBILITIES OF THE COMMITTEE AND SQUAD:

The Committee and Squad shall, concerning providing and facilitating communication of information regarding incidents of ragging in any institution, take the following steps, namely;

1. The Committee and Squad shall establish, fund, and operate a toll-free Anti-Ragging Helpline, operational round the clock, which could be accessed by students in distress owing to ragging-related incidents.
2. Any distress message received at the Anti-Ragging Helpline shall be simultaneously relayed to the Head of the Institution, the Warden of the Hostels, the Nodal Officer of the affiliating University, if the incident reported has taken place in an institution affiliated to a University, the concerned District authorities and if so required, the District Magistrate, and the Superintendent of Police, and shall also be web enabled to be in the public domain simultaneously for the media and citizens to access it.
3. The head of the institution shall be obliged to act immediately in response to the information received from the Anti-Ragging Helpline, as at sub-clause (2) of this regulation.
4. The telephone numbers of the Anti-Ragging Helpline and all the important functionaries in every institution, heads of institutions, faculty members, members of the anti-ragging committee and anti-ragging squads, district and sub-divisional authorities, Wardens of hostels and other functionaries where relevant, shall be

widely disseminated for access or to seek help in emergencies.

5. The Committee and Squad shall maintain an appropriate data base to be created out of affidavits, affirmed by each student and his/her parents/guardians and stored electronically by the institution, either on its or through an agency to be designed by it; and such database shall also function as a record of ragging complaints received and the status of the action taken thereon.
6. The Committee and Squad shall make available the database to a non-governmental agency nominated by the Central Government, to build confidence in the public, and also to provide information on noncompliance with these Regulations to the Councils and to such bodies as may be authorized by the Committee and Squad or by the Central Government.

14.5.13 SC/ST CELL:

14.5.13.1 CONSTITUTIONS:

There shall be an SC/ST Cell for the University comprising the following:

SL. No.	Designation	Position Held
1	The Vice Chancellor of the University or his representative	Chairman
2	Registrar & /Officer In-charge of SC-ST Cell	Member Secretary
3	Two Directors/Professors of the University	Member
4	Two members, Professor, Associate Professor, and Assistant Professor levels at the SC/ST category, nominated by DTE	Member
5	Three principals of the colleges affiliated to the University nominated by the Vice-Chancellor	Member

- (a) For effective implementation of policies and programs of the reservation policy for the Scheduled Castes and Scheduled Tribes, the University will appoint a liaison officer in the rank of Professor under whom the Cell may be placed, and a Standing Committee as above.
- (b) The Committee will meet twice a year to review the position and solve the problems.

The work relating to the implementation of the reservation policy may be monitored by the Committee. The SC/ST committee will oversee the implementation of the reservation policy,

as well as committee will visit the University and affiliated colleges to review and monitor the work of SC/ST Cells of affiliated colleges. Moreover, the SC/ST Cell will discharge its duties as per the guidelines of University Grant Commission, New Delhi NoF1-5/2006(S.T.C), dated 25/08/2006, for the admissions of the students, recruitment of staff (teaching and non-teaching, admission and accommodation in hostels, allotment of staff quarters, etc.).

14.5.13.2 AIMS AND OBJECTIVES OF SC/ST CELL:

The main objective of providing reservation for Scheduled Castes and Scheduled Tribes in Government services is not just to give jobs to some persons belonging to these communities and thereby increase their representation in the services, but to improve the status of these people socially and educationally so that they can take their rightful place in the mainstream of society.

- (i) To implement the reservation policy for SCs/STs in the Universities, Colleges, and institutions.
- (ii) To improve the academic skills and linguistic proficiency in various subjects
- (iii) To raise their level of Comprehension of basic subjects to provide a stronger foundation for further academic work.
- (iv) To strengthen their knowledge, skills, and attitudes in such subjects where quantitative techniques and laboratory activities are involved, so that the necessary guidance and training provided under the programme may enable the students to come to the level necessary for pursuing higher studies efficiently, to reduce their failure and dropout rate.
- (v) To provide career guidance and psychological counselling for capacity building to those who need such counselling.
- (vi) To collect data regarding the implementation of the policies in respect of admission, appointments to teaching and non-teaching positions in the University and in the affiliating colleges, and analyse the data showing the trends and changes towards fulfilling the required quota.
- (vii) To take such follow-up measures for achieving the objectives and targets laid down for the purpose by the Government of India and the UGC.
- (viii) To implement, monitor, and evaluate the reservation policy in Universities and colleges, and plan measures for ensuring effective implementation of the policy and programme of the Government of India.

14.5.13.3 DUTIES AND FUNCTIONS OF THE SC/ST CELL:

- (i) To circulate the Government of India and UGC's decisions and to collect regularly, on an annual basis, information regarding course-wise admissions to candidates belonging to the Scheduled Castes and Scheduled Tribes in the University and Colleges for different courses, in the forms prescribed, by a stipulated date, and to take follow-up action, where required.
- (ii) To circulate Government of India orders and UGC's decisions and to collect information in respect of appointment, training of these communities in teaching and non-teaching posts in the University and Colleges, in suitable forms by a stipulated date, and take follow-up action where required.
- (iii) To collect reports and information regarding the Government of India orders on the various aspects of education, training, and employment of Scheduled Castes and Scheduled Tribes candidates, for evolving new policies or modifying existing policies by the UGC.
- (iv) To analyse the information collected above and prepare reports and digests for onward transmission to the Ministry of Human Resource Development/University Grants Commission and such other authorities as may be required.
 - To deal with representations received from Scheduled Castes and Scheduled Tribes candidates regarding their admission, recruitment, promotion, and other similar matters in the University/Colleges.
 - To monitor the working of the remedial coaching scheme, if approved in the affiliated colleges and universities.
 - To function as a Grievances Redressal Cell for the Grievances of SC/ST students and employees of the university and render them the necessary help in solving their academic as well as administrative problems.
 - To maintain a register for employment of SCs/STs in the University and Colleges for the candidates belonging to SC/ST communities for various posts in the university/colleges.
 - Any other work assigned from time to time to promote higher education among these two communities suffering economic, social, and educational deprivations.
 - The SC/ST Cell exclusively looks after the work related to SC/ST matters, and no other work is assigned to the Cell.

- If the required data is not submitted by the given date, UGC reserves the right to withhold either plan or non-plan grant until the required information/data is received. Hence, the University/colleges are advised to supply the necessary information as and when required.

14.5.14 IT Committee

14.5.14.1 There shall be a University IT Committee comprising the following:

- i. The Vice Chancellor or his representative, - Chairperson
- ii. The Registrar,
- iii. The IT Section Head (Ex officio- Member Secretary)
- iv. The System Analyst – Exams
- v. Two experts from the field of Information Technology, having a minimum of 10 years of experience to be nominated by the Vice Chancellor.
- vi. Professor / Principal to be nominated by the Vice-Chancellor.

14.5.14.2 DUTIES AND FUNCTIONS OF THE IT COMMITTEE

- 1) The Committee shall be responsible for preparing & finalizing the plans and estimates of the various IT systems and installations of its own.
- 2) Implementation of the IT facilities/systems as per guidelines given/approved by the State Government, University Grants Commission, and AICTE.
- 3) For ensuring completion of the IT setup in accordance with the accepted plans and estimates, and proper utilization of the grants received from the University Grants Commission or any Government.
- 4) To approve the development of the Website for different Sections/programs conducted by the University.
- 5) Planning and development of Computer labs or any IT setup in the University Campus at the headquarters and at other places, as per necessity.
- 6) The Committee shall prepare the IT Roadmap for the University to reach a paperless University. The IT Roadmap will be put before the Court for approval through the Finance Committee.
- 7) The committee shall be responsible for revising the IT setup/ Future road map of the University at intervals of every 5 (five) years.
- 8) Procurement of Hardware and Software or any support system, their plans, estimates, etc.

- 9) Acceptance of tenders after scrutiny;
- 10) Alterations or additions to the existing IT setup;
- 11) All other matters relating to the IT are at the discretion of the chairman.

14.5.14.3 MEETING, NOTICE, AGENDA, QUORUM, DECISION MAKING & INVITING AN EXPERT:

1. The committee shall meet at least three times in a year or as needed.
2. The Member Secretary of the committee shall be responsible for finalization of the agenda and minutes of the meetings with the approval of the Chairperson of the Committee.
3. 1/3 members shall form a quorum for a meeting.
4. In the absence of the chairperson, the Registrar will preside at the meeting, and in the absence of both, the members present shall elect the Chairman from amongst them.
5. In case of equal voting, the presiding Chairman shall have the power to record his casting vote.
6. All nominated members to the Committee shall hold office for a term of 3 years.
7. The Vice-Chancellor or the IT committee, if it deems fit, can invite any expert as an invitee to attend the meeting of the Committee. An invitee member will be entitled to Travelling Allowance and Seating Fees.
8. Minutes of the meeting of every committee shall be prepared in the prescribed format.
9. If any post is vacant, it shall be filled by the Registrar in consultation with the Vice-Chancellor.

14.5.15 REMOVAL OF A MEMBER OF ANY AUTHORITIES:

- (1) Any member of any authorities or bodies of the University may resign his office by letter addressed to the Vice-Chancellor.
- (2) On the recommendation of not less than two-thirds of the number of members of the Court, may remove any person from membership of any authorities or bodies of the University convicted by a court of law of any offence involving moral delinquency or punished by the University for Malpractice connected with any University affair, examination.
- (3) The Court may also remove any member from the membership of any authority or

body of the University if he becomes of unsound mind, or deaf-mute, or has applied to be adjudicated, or has been adjudicated as insolvent. A member shall be provided a reasonable opportunity to defend himself before any infliction of any punishment.

14.5.16 CESSATION OF MEMBERSHIP:

If a nominated member of any authorities or bodies of the University fails to attend three consecutive meetings of that authority or body, he shall cease to be a member of such authority or body, and thereupon the Registrar shall intimate him that he has ceased to be such member:

Provided that authorities or bodies may, if satisfied that there was sufficient cause for the failure of the member to attend the meetings, restore him to their membership.

14.5.17 DISQUALIFICATIONS FOR MEMBERSHIP:

(1) No person shall be qualified for selection or nomination or appointment as a member of any of the authorities of the University or for continuing as such member, if he-

- (a) is of unsound mind or a deaf-mute; or
- (b) is an undischarged insolvent; or
- (c) has been convicted by a court of law of an offence involving moral delinquency;
or
- (d) has been debarred by any University from appearing in examinations, for malpractices in connection with any examination.

ORDINANCE NO. - 15

This Ordinance shall be called “**THE ALUMNI ASSOCIATION OF THE UNIVERSITY**” and shall apply to all passed out of THE ARYAVART INTERNATIONAL UNIVERSITY.

15.1. The objective of the Association shall be to promote the objectives of the University, to maintain contacts and solidarity among the graduates of the University, and to raise funds for the development of the University.

15.2. The membership of the Association shall be open to all degree holders of the University, including the holders of diplomas and certificates.

15.3. The membership fee for the Association shall be ₹ 1000/- per year and ₹ 20,000/- for life or as decided by the Court of the University from time to time.

15.4. There shall also be an Alumni Association Admission fee of ₹ 500/-, which shall be collected at the time of admission of students in the university or as decided by the Court of the University from time to time.

15.5. The membership application shall be in a form prescribed by the University.

15.6. The Executive Committee of the Association shall consist of the

- (a) President;
- (b) Vice President;
- (c) General Secretary;
- (d) Joint Secretary; and
- (e) 10 other Members.

15.7. The Vice-Chancellor shall be the ex officio Patron. All other office-bearers and members of the Association shall be elected for a term of three years.

15.8. No member of the Association shall be entitled to vote or stand for election unless he has been a member of the Association for at least one year before the date of the election and is a degree holder of the University of at least five years' standing.

15.9. Provided that the condition relating to the completion of one year membership shall not apply in case of the first election.

15.10. The funds of the Association shall be managed by the Chief Finance Officer of the University, who will maintain a separate Account for the purpose.

15.11. The elections of the Association and all its meetings shall be conducted in the manner to be prescribed by Rule.

15.12. In case of any difficulty in operating any clause of the Ordinance, the matter shall be referred to the President, whose decision thereon shall be final.

ORDINANCE NO. - 16

This Ordinance shall be called “**EQUIVALENCE OF EXAMINATION**” and shall apply to all the students of THE ARYAVART INTERNATIONAL UNIVERSITY.

16.1. Applications from the statutory Indian Universities, Boards, or other institutions conducting examinations for recognition of their examinations as equivalent to the corresponding examinations of THE ARYAVART INTERNATIONAL UNIVERSITY shall be considered by the Academic Council. A case for granting equivalence to the Examinations/Degrees/Diplomas/Certificates of an institution that has not applied for the same may also be referred to the Academic Council.

16.2. Applications from the Vocational Training Institutions, or Community Colleges, or Foreign Universities, or other agencies conducting examinations for recognition of their examinations as equivalent to the corresponding examinations of THE ARYAVART INTERNATIONAL UNIVERSITY, shall be referred to the designated service provider by the Provost for assessment of educational credentials for credit transfer, lateral entry, and admission.

16.3. A case for granting equivalence to the Examinations/Degrees/Diplomas/Certificates of an institution which has not applied for the same may also be referred to the designated service provider for consideration by the Vice-Chancellor.

16.4. Provisional recognition may be given for a specified period pending detailed examination of the relevant Rules, Ordinances, and syllabi in respect of the examinations concerned, where, after a final decision about equivalence, shall be taken by the University.