



**VANITA VISHRAM
WOMEN'S UNIVERSITY**
— SURAT —

FIRST ORDINANCES

VANITA VISHRAM WOMEN'S UNIVERSITY, GUJARAT

Established by inclusion in the Schedule vide Section 3(1) of Gujarat Private Universities Act, 2009 (Gujarat Act No. 8 of 2009)

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Gujarat Private Universities (Amendment) Act, 2021
(Gujarat Act No. 15 of 2021)

VANITA VISHRAM WOMEN'S UNIVERSITY

ORDINANCE (As per Section 28 of Act)

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SHORT TITLE AND COMMENCEMENT
(As per Section 1 of the Act)

ORDINANCE. 1

1. These “Ordinances” may be called The First Ordinance of Vanita Vishram Women’s University, Surat-Gujarat, India.
2. They shall come into force on such date as the Governing Body and approval by the Government of Gujarat may, appoint thereof.

These Ordinances have been framed under Section 26 of the Gujarat Private Universities Act, 2009 (Gujarat Act No. 8 of 2009) and the Gujarat Private Universities (Amendment) Act, 2021 (Gujarat Act No. 15 of 2021) and was approved by the Board of Management of the University in its meeting dated 16th October, 2022 vide agenda Item and Resolution No. 05 and was approved by the Governing Body of the University in its meeting 16th October, 2022 vide agenda Item and Resolution No. 06.

ACADEMIC TERMS ARRANGEMENTS
(As per Section 2 (5) and (28) e of the Act)

ORDINANCE. 2

1. The arrangement of teaching days in all faculties shall be as laid down by the respective Faculties and shall be submitted to the Academic Council for approval. The Academic Council and the Board of Management may approve the same after considering the U.G.C.'s regulations in force from time to time.

PROGRAMMES/COURSES OF STUDIES
(As per Section 2 (5) iv, vii and Section 5 (28) b of the Act)

ORDINANCE. 3

1. The University shall offer undergraduate and postgraduate programmes in areas of Science & Technology, Humanities and Social Sciences, Commerce, Management, Vocational Studies/ Law, and such other areas after the recommendation by the Academic Council with the approval of the Board of Management. The University may also run Diploma and Certificate programmes/courses of studies of shorter durations.
2. The University shall also offer Doctoral programmes leading to a Ph. D. degree in chosen area of higher learning on the recommendation of Academic Council.
3. The structure, duration, and nomenclature of various programmes shall be in consonance with the regulations as per the University Grants Commission (UGC) from time to time and approved by the Academic Council and Governing Body.

4. The University may make provisions for admission through lateral entry in the select programmes as decided from time to time.
5. The University may also run courses through distance learning, correspondence, and online modes. The guidelines of UGC shall be followed.
6. All the academic programmes, co-operation, coordination and linkages with other academic and research organizations and industries will be as per the guidelines framed by the Academic Council or/and Governing Body.
7. The syllabi and curricula of every course of a Subject of every programme shall be framed by the respective Board of Studies and shall be submitted to the respective Faculty for its approval and the approval of Academic Council.
8. The structure of a programme shall be made by the respective Faculty and shall be submitted to the Academic Council for Approval. The Academic Council may approve the same or refer back to the Faculty.

**ALTERATION OF NUMBER OF SEATS IN DIFFERENT COURSES AND PROGRAMMES
(As per Section 2 (5) iv, vii and Section 5 (28) b of the Act)**

ORDINANCE. 4

1. The Board of Management of the University will approve, in consultation with the provost and/ or the Academic Council, the number of seats in a programme proposed by the Faculty from time to time, and also the same may be altered by Academic Council on the recommendation of the Admission Committee at the time of admission.

**ADMISSION AND ENROLMENT OF STUDENTS
(As per Section 5 (28) a of the Act)**

ORDINANCE. 5

1. Admission shall be based on merit providing equal opportunity to all without any prejudice towards religion, caste, creed or nationality of a candidate.
2. The University may form the admission committees, for all the programmes/courses of studies run by the University every year.
3. The admission committee will frame rules for giving admission in various courses of degree, diploma and post graduate programmes and shall submit them for the approval of the respective Faculty and the Academic Council.
4. For the admission in Ph. D. programmes, separate admission committees may be formed by the Academic Council and approved by the Board of Management.

5. The University may make suitable provisions for the reservation of students belonging to weaker sections of the society and others in accordance with the provisions of the Act of the University.
6. The procedures for the offer of admissions, deposition of admission, fees and enrolment shall be in accordance with the regulations framed by the University authorities.
7. The registration of the provisionally admitted and continuing students shall be done by the schools on dates notified in the Academic Calendar each year.
8. In all matters relating to the admissions, the directives issued by the apex authorities like UGC/ AICTE/ MCI/ BCI should be followed.
9. In case of any dispute about admission, the decision of the Provost shall be final.
10. Reservation of Seats shall be as per the guidelines of the Government of Gujarat announced from time to time, provided that the candidates should produce valid certificates duly signed by competent authority empowered by Govt. of Gujarat, issued on or after the 1st April of the Academic Year.

Sr. No.	Seat Category	Reservation (%)
1	Schedule Caste (SC)	7%
2	Schedule Tribe (ST)	15%
3	Other Backward Classes (OBC)	27%
4	Physically Handicapped (PH)	3%
5	Economically Weaker Sections (EWS)	10%

11. The candidates as mentioned in the above clause 10 have to submit the valid certificates within the stipulated time, failing which the admission application shall be considered under the unreserved category.
12. Reserved seats remaining vacant after the last date of application submission in any category shall be converted to open category seats, after due verification of all the necessary documents for admission.

MINIMUM QUALIFICATIONS FOR THE AWARDS OF DEGREES, DIPLOMAS, CERTIFICATES AND OTHER DISTINCTIONS

ORDINANCE. 6

1. The Faculties shall make regulations for the awards of degrees, diplomas, certificates and other distinctions being offered by the respective Faculty and submit them to the Academic Council and the Board of Management for the approval.

SEATS AVAILABLE FOR ADMISSION

ORDINANCE. 7

1. The seats for Undergraduate and Post-Graduate Degree Programmes shall be filled as per the norms and standards of Vanita Vishram Women's University.
2. These seats shall be filled-in on the basis of direct Admission and merit list prepared by the Admission Committee of VVWU, considering the applications received from the candidates fulfilling the eligibility criteria for admission to the programmes under various Schools of VVWU.

APPLICATION FOR ADMISSION

ORDINANCE. 8

1. For the purpose of admission, a candidate shall apply on-line, for the application of her candidature on the link shared by the University, within the specified time limit.
2. The University shall announce by advertisement in some leading newspapers/ on web-site and by such other means, as it may consider necessary, all the information as may be deemed necessary with regards to the admission procedure.
3. Candidate will have to apply online through Admission Form made available on University website with all necessary details.
4. Transparency will be maintained in the all the admission procedure.
5. The fees for application will be fixed by the Management every year.

REQUIREMENT OF DOCUMENTS

ORDINANCE. 9

1. The list of self-attested documents to be submitted along with the Admission Form for the purpose of verification is as follows:
2. S.S.C. Examination (Std. X) Mark-Sheet
3. H.S.C. Examination (Std. XII) Mark- Sheet
4. School Leaving Certificate, Transfer Certificate, or Migration Certificate
5. Caste Certificate for a candidate belonging to Scheduled Caste (SC), Scheduled Tribes (ST), Socially and Educationally Backward Classes (SEBC) and Socially, Economically Weaker Sections (EWS).
6. Non- Creamy Layer & Income Certificate of the family for SEBC (Mandatory)
7. Income Certificate for a candidate belonging to Economically Weaker Sections (EWS) (If Applicable)

8. Certificate of Physical Disability, issued and duly signed by the Civil Surgeon/ competent Medical Authority, in case the candidate belongs to a PH Category (If applicable)
9. Certificate of Ex-Servicemen
10. Affidavits in case of discontinuity in education for one or more years
11. Aadhar Card
12. Latest Passport size photograph of the candidate (One Photograph)
13. Any other documents as instructed by Admission Committee

ADMISSION PROCEDURE

ORDINANCE. 10

1. The admission procedure shall be as prescribed by the University and the admission committee formed for the same every year.
2. The criteria for direct admission shall also have to be fixed by the admission committee of different courses every year.
3. The decision for giving admission on vacant seats shall be taken by the Provost after consultation with the admission committee or Dean or Director.
4. The University may hold an entrance test for any programme if it is required.

SCHOLARSHIP ASSISTANCE

ORDINANCE. 11

1. The policy to offer scholarships to the students shall be as approved by the Board of Management from time to time.
2. The Board of Management of Vanita Vishram Women's University would frame a policy for scholarship assistance to meritorious and need-based students under various schemes.
3. The University will also help students to get benefits from various schemes offered by the State Government & Govt. of India through various online portals.
4. The University will give details regarding the above-mentioned schemes to students through the University website, mobile phone application, on their registered phone number as well as through the website as and when they are floated.
5. The Board of Management may waive or exempt the students from paying tuition fees wholly or in part of the meritorious students or who has achieved medals or prize in extra-curricular activities like sports, cultural etc. at national level.

ADMISSION DISQUALIFICATION

ORDINANCE. 12

1. During verification of documents or subsequently at any point of time, if the University finds that any certificate or testimonial or information submitted by any candidate is incorrect or false or irrelevant/non-compliant to the requirement, the admission of such candidate shall be cancelled and she shall be permanently disqualified for admission at the University.
2. All the fees paid by such candidates will be forfeited, and only the deposit may be refunded in a prescribed time limit as decided and announced by the University from time-to-time after receiving all required documents from the candidate in this regard.

CANCELLATION OF ADMISSION AND REFUND OF FEES BY THE UNIVERSITY (As per Section 2 (7) of the Act)

ORDINANCE. 13

1. When on leaving a school, a student claims a refund of her tuition/ Laboratory fees from the school, she shall apply in writing to the Dean/Director of the particular school. On receipt of such an application refund may be given in the following circumstances at the rate Indicated:
2. Admission committee is empowered to cancel any admission that has been given inadvertently by the Admission Committee or admission taken by the candidate on the basis of incorrect/insufficient information. In such case, the fees shall be refunded as per the Admission Cancellation & Fees Refund Policy of the University except the Admission Form Fee.
3. If the candidate has ATKT / back logs irrespective of any Boards in Class XII, she is not eligible to get admission in spite of her having applied/registered for the admission process. The admission shall be granted only after the successful completion and meeting the necessary eligibility criteria of qualifying examination i.e., Class 12th Examination from respective boards before the commencement of the Academic Sessions.
4. All the candidates who are granted admission have to strictly abide by all the rules and regulations of the University and have to maintain a thorough discipline / decorum during their trips / visits/ study tours / internships / workshops / any other activities etc. within or outside the campus, failing which the University holds the final right to cancel the admission granted at any point of time.
5. The candidate who has been given admission and wants to cancel her admission, need to submit request letter of cancellation duly signed by parents / guardian, along with cancellation form fee as stipulated by the University at the University Admin office.
6. After the completion of Admission Process and the generation of enrollment No., if a candidate wants to cancel the admission, the same process as per the above-mentioned point (5) has to be followed by submitting the application to the Dean/Director of the concerned School.

7. For seeking refund, a candidate is required to submit the original fee receipt, admission cancellation application duly signed by her.
8. No other communication will be considered except the hard copy of the Cancellation Form. If a student cancels the admission after the commencement of the programme, the student shall have to submit a No Objection Certificate (NOC) signed by the respective Dean/Director of the concerned School of the University.
9. Full tuition fees/Laboratory in case of a student admitted provisionally pending the issue of a certificate of eligibility is later reported to be ineligible for admission to the University.
10. No amount if a student who after being admitted provisionally fails to produce a provisional or final eligibility certificate before the end of the term or a student whose term is not granted by the school.
11. Full fees for the term concerned, shall be refunded in the case of death of the student.

ADMISSION CANCELLATION & REFUND POLICY

ORDINANCE. 14

FEE REFUND POLICY		
Sr. No.	Percentage of Refund of Aggregate Fees	Point of time when notice of withdrawal of admission is served by the student
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 formally notified last date of admission
5	00%	More than 30 days after formally notified last date of admission to the respective student

Important Note

- (1) Fees will be refunded through cheque only.
- (2) Fees will be refunded only in the bank account of the student.
- (3) Students must submit an application for admission cancellation.

Refund request will be processed within **15 working days** after the receipt of all the mandatory supporting documents.

FEES FOR VARIOUS COURSES
(As per Section 2 (7) of of the Act) (As per Section 5 (28) f of the Act)

ORDINANCE.15

- (1) Fee Structure:** The Fee Structure of all programmes of Vanita Vishram Women's University for the Academic Year shall be governed by the respective authority of VVWU. The Fees shall be subject to revision on the basis of decision as taken by the Finance Committee of the University and duly approved by the Board of Management & Governing Body for respective Academic Years.
- (2)** The detailed Fee Structure can be viewed at VVWU's website www.vvwusurat.ac.in
- (3)** A candidate who gets admission shall have to pay the fees, as determined by the University.
- (4)** Each Academic Year is split in two semesters.
- (5)** The admitted students are required to pay the fees of every semester as per the Fee Payment Schedule notified by the University, and failing which, the concerned student shall not be allowed to attend the academic sessions.
- (6)** The payment shall be made through Online Mode (Debit Card/Credit Card/ UPI / Net banking) and Offline Mode (Cheque).
- (7)** The fee structure shall be concomitant with the objective of providing quality education to the University students.
- (8)** The tuition, examination and any other fee chargeable from the students shall be as recommended by the Fee Regulatory Committee (FRC) and approved by the Academic Council and Governing Body. The fee revision shall be duly notified. The revised fee shall be applicable to all the students admitted in that Academic year and onwards.

EXAMINATION FEES

ORDINANCE. 16

- 1.** The examination fees, if any, approved by the Finance Committee shall be payable by the students of Departments/Constituent Units for various examinations.
- 2.** A student who, due to sickness or otherwise is unable to remain present in a given examination, shall not be entitled to receive a fee refund.
- 3.** Examination and other fees of a candidate whose application for appearing at an examination has been rejected for some reason, or who could not furnish her form within the prescribed date, necessary fees having been paid in University account, may be refunded after a deduction of a sum as specified by the University.

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

GRANTING TERMS
(As per Section 5 (28) e of the Act)

ORDINANCE.17

1. A student is expected to attend all the classes consisting of lectures, tutorials, labs and workshop sessions.
2. Every student shall be required to achieve 100% attendance in all the lectures, tutorials and practical and participate in seminars arranged in the Institutes during the programme. However, to account for late joining or other contingencies such as prolonged illness, accidents, tragedy in the family etc., a relaxation up to a maximum of 25% can be granted. Thus, the attendance requirement for appearing at the examinations shall be a minimum of 50% of the classes actually held in each course units.
3. A student may be disqualified from appearing in the Semester Examination of one or more courses, if her aggregate attendance is less than 50%.
4. Project or/and Assignment Work may be allotted to student having less than 50 % attendance in order to make up for the shortage in attendance.
5. A student with less than 50% of attendance in the lectures, seminars and practical, separately in each course-unit in a semester/trimester/year, shall be detained from appearing at the examinations of relevant course unit(s). The Provost may, however, consider written requests made on very genuine grounds for the condonation of deficiency in attendance up to 10% on the recommendations of the Head of Department/ Constituent Unit, before the commencement of the examinations. Under no circumstances, the student shall be allowed to sit for the examination of relevant Course Unit(s) if her attendance in concerned course unit is below 40%.
6. However, Board of Studies or/and Academic Council shall approve the rules for granting the terms from time to time.
7. Attendance at NCC/NSS camp, seminars/workshops organized by other Institutions/Universities as approved by the University or any such other training organized by the University during the session shall be taken as full attendance at lectures/practical/ tutorials on each such day of camp/ training and the days of journey to such camp/ training (excluding the period of holidays/vacations).

8. Participation as a member of the University/ Constituent Unit team in any Inter-University competition, games & sports and/or other extra-curricular activities shall be taken as full attendance on the days of such competition and the days of journey for participating therein.
9. If a student is found to be continuously absent from the classes without any information for a period of 15 days, a notice may be sent to the student about her unauthorized absence for intimation to her guardian/parents. If she still remains absent unauthorizedly for another 15 days after the date of issue of the notice, the name of such a student shall be struck off from the rolls. Such a student may, however, apply for re-admission which may be considered by the Head of Department of Constituent Unit as per prescribed procedure, and only after his/her permission, the student shall be re-admitted on payment of prescribed re-admission fee, after intimation to the University.
10. A student is declared pass in a Course if she secures the requisite pass marks (35% at Certificate, Diploma and UG and 40 % at PG level) in the Continuous Assessment as well as in the End Semester Examination. If the student does not match with the passing criteria in the Continuous Assessment, she shall not be eligible to appear in the End Semester Examination of the respective course.
11. The Criteria for minimum passing grade in each Course in the End-term Evaluation (the cumulative total of Continuous Internal Assessment and grade obtained in the End Semester Examination) is as follows:

Programme	Minimum grade for Passing
Certificate	i. D Grade in End Semester Examination of each Course
	ii. D Grade in Continuous Assessment of each Course
Diploma & Advanced Diploma	i. D Grade in End Semester Examination of each Course
	ii. D Grade in Continuous Assessment of each Course
Undergraduate Degree	i. D Grade in End Semester Examination of each Course
	ii. D Grade in Continuous Assessment of each Course
PG Degree & PG Diploma	i. D Grade in End Semester Examination of each Course
	ii. D Grade in Continuous Assessment of each Course

COMPONENTS OF EVALUATION
(As per Section 5 (28) e of the Act)

ORDINANCE. 18

1. Unless provided otherwise in the Course and/ or Programme details, the components of Evaluation for each course shall be as under:
2. **Evaluation of Theory and Practical Courses:**
 - (i) The evaluation of performance of a student during the course shall be a continuous process. The evaluation must comprise of the Internal Continuous Assessment, and the End Term Evaluation in the ratio of 40:60.

(ii) **Evaluation of Theory courses:** In each semester, the Continuous Internal Assessment at Certificate, Diploma, Undergraduate and Postgraduate level in theory courses will be carried out as under:

(iii) **Continuous Internal Assessment (40%)**

- (a) Best 2 out of 3 class written tests (ex. Regular/open book exam/open notes exam, etc.) Any of the following Continuous Assessment tests assigned by Course teacher as decided in the study plan in the beginning of the semester.
- Assignment
 - Article writing
 - Project work
 - Report writing
 - Class exercise
 - Quiz
 - Viva-Voce
 - Book review or Article review
 - Seminar/Class presentation/Poster presentation, Class participation, Group Discussion, Role play
 - Workshop, Online courses (e.g., SWAYAM-NPTEL)
 - Any other

Attendance, punctuality, good behaviour, responsiveness during teaching, leadership qualities, participation in extra-curricular and co-curricular activities etc.

(iv) **End Semester Examination (At the end of the Semester) 60 %**

(a) **Evaluation of Practical Courses:** At Certificate, Diploma, Under-graduate and Post-graduate Levels, in Practical courses, the evaluation shall be as follows:

Sr. No.	Practical Courses	Evaluation Method	Remark
1.	Certificate	100% Continuous Evaluation	10% should be for attendance
2.	Diploma	100% Continuous Evaluation	10% should be for attendance
3.	Under Graduate Level - School of Commerce and Management, School of Vocational Studies, School of Humanities and Social Sciences	40% Continuous Evaluation + 60% End Term Evaluation	10% should be for attendance
4.	Under Graduate Level- School of Science and Technology	40% Continuous Evaluation + 60% End Term Evaluation	10% should be for attendance

5.	P.G. Diploma Courses- School of Commerce and Management, School of Vocational Studies, School of Humanities and Social Sciences	40% Continuous Evaluation + 60% End Term Evaluation	10% should be for attendance
6	P.G. Diploma Courses- School of Science and Technology	40% Continuous Evaluation + 60% End Term Evaluation	10% should be for attendance
7.	Masters Level- School of Commerce and Management, School of Vocational Studies, School of Humanities and Social Sciences	40% Continuous Evaluation + 60% End Term Evaluation	10% should be for attendance
8.	Masters Level- School of Science and Technology	40% Continuous Evaluation + 60% End Term Evaluation	10% should be for attendance

*The continuous assessment test along with the criteria of assessment must be planned at the beginning of the semester and conveyed to the students.

3. However, The Board of Studies (BOS) shall decide the different components of Continuous Assessment (CA) and the same shall be approved by the academic council.

RELATED TO MEDIUM OF INSTRUCTION

ORDINANCE. 19

1. The medium of instruction and examination at all stages of education in all courses in the University shall be English (barring graduation, post-graduation or diploma in particular language courses). However, on recommendation of the Faculty and the Academic Council, the Board of Management may approve Gujarati or Hindi as medium of instruction for a particular course of a subject in a programme or for the entire programme.

EXAMINATION (As per Section 5 (28) e of the Act)

ORDINANCE. 20

1. The course structures and examinations shall normally be based on the semester system, subject to the rules framed by the regulatory body.
2. There shall be a rigorous and continuous evaluation of the level of learning of students and their acquisition of knowledge of which the Semester Examination shall be a component.

3. The other components (tutorials, class tests, laboratory assignments, etc.) of evaluations and their weightages for each course unit shall be decided by the Board of Studies of the Constituent Units and shall require approval of the Academic Council.
4. The University shall constitute an Examination Committee at the University level and Examination Sub-Committees at the Constituent Units.
5. The mix of internal and external components of Semester examinations shall be recommended by the Examination Sub-Committee and of the Constituent Units and shall be considered for approval by the Examination Committee.
6. The guidelines for an efficient, transparent and fair evaluation of students, including the conduct of the Semester Examinations, shall be prepared by the Examination Committee and the conduction of the Semester Examination shall be managed by the Examination Sub-Committee in the Constituent Units and shall be coordinated by the Examination Committee.
7. Regulations for examination shall be framed by the Academic Council for consideration and approval of the Board of Management.
8. The medium for instructions and examination shall be English, except in language courses, where it is necessary to use the corresponding mediums.
9. The Academic Council shall frame Regulations for remunerations to be paid to the paper setters, moderators, examiners/evaluators, invigilators, tabulators and other staff engaged in examination duties.
10. The work of examination shall be compulsory for every teacher. If anybody wants to take exemption from the said work, the Provost may give permission on genuine grounds with the consultation of the concerned Dean.

EXAMINATION COMMITTEE

ORDINANCE. 21

There shall be an Examination Committee at the University level to be constituted by the Academic Council in the consultation with Provost.

- (i) The composition of the Examination Committee shall be as under:
 - (a) Chairperson – Provost
 - (b) Deans/Directors of faculties/Schools nominated by the Provost in rotation.
 - (c) Chairpersons of the Board of Studies other than deans/Directors to be nominated by the Provost.
 - (d) Controller of Examinations – Member Secretary

- (ii) The tenure of the Examination Committee shall be of two years. Four members will form the quorum of the meeting. There will be at least one meeting of the Examination Committee in each semester. The resolutions of the Examination Committee shall be placed before the Academic Council.

FUNCTIONS OF THE EXAMINATION COMMITTEE

ORDINANCE. 22

1. The Examination Committee shall frame a calendar, detailed guidelines and procedures for an efficient, transparent and fair evaluation of the performance of students and conduct of examinations as well as for programmes for preparing the results of the examinations.
2. The Examination Committee shall supervise all the examinations of the University and issue such directions, necessary for the conduct of examinations.
3. The Examination Committee shall review from time to time the results of the University examinations and submission of reports thereon to the Academic Council.
4. The Examination Committee shall appoint the members of sub-committees as it may think fit, and in particular, may delegate to any one or more persons or sub-committee(s), its powers to deal with examination matters.
5. The Examination Committee shall consider the complaints received against Officers and Staff engaged in the conduct of examinations and recommend to the Provost the action to be taken against the concerned person(s).
6. The Examination Committee shall consider any written report/representation/complaints received regarding the setting up of question paper or any other matter related to examination along with specific recommendations of the Examination Sub-Committees of constituent Schools. The committee will also decide the action to be taken against any examiner/paper-setter/moderator/invigilator/others in cases of mistakes/omissions/negligence/ leakage in paper-setting/moderation/evaluation etc.
7. The Examination Committee shall arrange the printing of Answer Books and other formats necessary for conducting examinations.

COMMITTEE FOR CONDUCTING THE EXAMINATION

ORDINANCE. 23

1. For each School there shall be an Examination Sub-committee to oversee the examinations at the concerned Department/Constituent Unit. The composition of the Sub-Committee shall be as under:
 - (a) Dean/Director – Chairperson
 - (b) Four Heads of the departments
 - (c) One Senior Faculty – Superintendent of Exam
 - (d) Two Senior Faculty Members of the School

(e) Controller of Examination

2. Functions of Examination Sub–committee: The Examination Sub–committee shall have the following major functions:

- (a) Prepare tentative Examination Schedule and submit the same to the Controller of Examinations for approval and notification.
- (b) Prepare panels of paper setters, examiners, evaluators from their department/school and submit the same to the Controller of Examinations to be put before Examiner Appointment Committee.
- (c) Make arrangements for printing of Question Papers for internal class tests and other components of internal assessment.
- (d) Keep the Question Papers and answer books in safe custody and keep proper record of the same. (Both used and unused)
- (e) Scrutinize the examination forms of End Semester Exam of the students and determine eligibility of students for taking examination. In case any student is found ineligible, it will record reasons of ineligibility against each student.
- (f) Ensure compliance of provisions of Regulations and Guidelines relating to conduct of examinations.
- (g) Make all necessary arrangements for conduct of Examinations including display of examinations schedule, seating arrangements, security arrangements, if required, and for recording attendance of students.
- (h) Appoint amanuensis for visually handicapped and disabled students who are unable to write.
- (i) Appoint Invigilators and other supporting staff; and supervise their functioning.
- (j) Report immediately cases of use of unfair means by the students in the examinations, if any, to the Controller of Examinations for consideration by the Examination Discipline Committee of the University.

EXAMINER'S APPOINTMENT COMMITTEE

(As per Section 5 (28) e of the Act)

ORDINANCE. 24

1. The Academic Council shall form the Examiner's Appointment Committee.
2. A Committee called Examiners' Appointment Committee for each Faculty shall be formed every year for the purpose of recommending a list of persons for appointment as paper setters and/ or examiners for the University Examination.
3. The Committees shall draw up the lists from amongst the persons included in the panels and recommended by various Boards of Studies.

4. The lists drawn up by the Examiner's Appointment Committee shall be placed before the Academic Council and thereafter before the Governing Body which shall make the appointments and approve the lists of alternative examiners submitted by the Committees.
5. If an examiner is unable to accept the appointment, the Provost shall fill in the vacancy by appointing another person from the list of alternative examiners, as far as possible, in the order of priority given therein.
6. All the work relating to the examination shall be kept confidential.
7. The Provost shall have right to change the examiner or paper setter at any time if a serious complaint against the examiner who have been already appointed is received.

PROMOTION TO NEXT SEMESTER/YEAR

ORDINANCE. 25

1. **For Admission to 2nd Semester:** All the candidates (even those who have failed in all the courses/papers of 1st semester provided whose term of 1st semester is granted) are eligible for admission to 2nd semester.
2. **For Admission to 3rd Semester:** A student shall have to pass a minimum of 60% of the total courses/papers in the 1st and the 2nd semester (put together) to be eligible for admission in the third semester.
3. **For Admission to 4th Semester:** All the candidates (even those who have failed in all the courses/papers of 3rd semester provided whose term of 3rd semester is granted) who appeared in 3rd semester are eligible for admission in 4th semester.
4. **For Admission to 5th Semester:** A student shall have to pass all the courses/papers of 1st as well as 2nd semester and a minimum of 60% of the total courses/papers in the 3rd and the 4th semester (put together) to be eligible for admission in the 5th semester. If a candidate passes all the courses/papers of 3rd and 4th semesters but has not cleared even a single course/paper of either 1st or 2nd semester, then she shall not be admitted to 5th semester.
5. **For Admission to 6th Semester:** All the candidates (even those who have failed in all the courses/papers of 5th semester provided whose term of 5th semester is granted) who appeared in 5th semester are eligible for admission in 6th semester.
6. The same pattern shall be followed for different programmes having different numbers of semesters i.e., 8 semesters programme, 10 semesters programme etc.
7. The result of the last semester shall not be declared (kept withheld) until and unless the candidate clears all the courses/papers of a programme.
8. While computing the 3/5 (three-fifth) 60% of the total courses/papers for the purpose of deciding ATKT, the courses/papers like NCC, NSS, Sports, Saptadhara, Language Lab, and SCOPE shall not be taken into consideration.
9. The policy of promotion will be decided by the Academic Council on/or recommendation by the Board of Studies.

BACKLOG EXAM (SUPPLEMENTARY EXAM)

ORDINANCE.26

1. A student who fails in the End Term Evaluation shall reappear in the respective Course(s) in subsequent semester(s). To appear in the Backlog Exam, the student shall submit the Backlog Examination Form along with prescribed fee to the Admin Office of the University.
2. A student who has been declared Not Eligible for End Semester Examination shall appear for the Continuous Assessment in subsequent semesters. The student shall not be allowed to appear in the Backlog Examination until she clears the Continuous Assessment of the respective course.
3. The Backlog (Supplementary) Examinations for the odd/even semester courses shall be held along with the regular End Semester Examination for the odd/even semester respectively.

EVALUATION OF PHYSICALLY CHALLENGED STUDENTS

ORDINANCE.27

In the case of a physically-disabled person, the following facilities may be provided:

1. Provide services of a competent amanuensis, free of cost, for writing out the answers at the examination.
2. May allow extra time up to 45 minutes for a paper of 2 hours duration.
3. Permit the answers to be typewritten by herself, if the examinee so desires.
4. Allow oral examination wherever prescribed in the syllabus to be conducted in writing, if a candidate is suffering from a speech impediment and she is unable to make herself understood coherently by the examiner.
5. The examinee shall produce such evidence, to the satisfaction of the Controller of Examinations, as may be considered necessary in proof of the statement that her permanent disability is such that she deserves to be considered for the facilities.

EXAMINATION DISCIPLINE COMMITTEE

ORDINANCE. 28

1. There shall be an Examination Discipline Committee at the University level constituted by the Provost to consider the cases of misconduct, misbehavior of students, and their use of unfair means in examinations and disorderly conduct of examinations.
2. The constitution of the Examination Discipline Committee will be as under:
 - (a) Two Deans/Directors of a faculties/Schools, preferably those who are not members of the Examination Committee
 - (b) Three Chairpersons from the Board of Studies.
 - (c) Two Directors/Heads of Schools/Departments

(d) Controller of Examinations – Member Secretary

DISCIPLINARY CONTROL DURING THE EXAMINATIONS

ORDINANCE.29

1. The Provost shall constitute an Examination Disciplinary Committee to decide the cases of Unfair Means during the Internal/End Semester Examination, as laid down in (Ordinance-30) Sub Clause (8) (FACT).
2. During the examinations, the student shall be under the disciplinary control of the Superintendent of Examinations and shall obey his/her instructions. If the student disobeys the instructions or misbehaves with the Superintendent of Examinations or with supervisory staff including the invigilator or with any member of the Flying Squad constituted by the University, she may be excluded from the examination of that session.
3. In case of such disobedience or misbehavior, the Superintendent of Examinations shall immediately report the facts of the case with full details of evidence to the Controller of the Examinations who will refer the matter to the Examination Disciplinary Committee.

UNFAIR MEANS IN THE EXAMINATION BY THE STUDENT AND PUNISHMENT

ORDINANCE.30

1.
 - (i) On receipt of unfair means by any student at any University examination, including breach of any of the rules laid down by the University Authorities, for proper conduct of examination, the Board of Management shall have power, at any time, to institute inquiry and to punish such a student, if found guilty by the Board of Management.
 - (ii) On receipt of report regarding malpractices used or lapses committed by any paper setter, examiner, moderator, referee, teacher or any other person connected with the conduct of examination held by the University including breach of the rules laid down for. proper conduct of examination, the Board of Management shall have power at any time to institute inquiry and to punish if found guilty by the Board of Management, for such malpractices or lapses by declaring disqualified the paper- setter, examiner, moderator, referee, teacher or any other person concerned connected with the conduct of examination from any examination work either permanently or for a specified period or by referring his/her case to the authorities concerned for taking such disciplinary action as deemed fit, as per the rules provided for or in any two or more of the aforesaid ways.
2. **Competent Authority**
 - (i) The Board of Management of the University shall be the competent authority to take appropriate disciplinary action against the students if found guilty of, using, attempting to

use, aiding, abetting, instigating or allowing to use unfair means at the examination including Internal Examination conducted by the University.

3. Definition: Unless the context otherwise requires:

- (i) "Student" means and includes a person who is enrolled as such by the University for receiving instruction qualifying for any degree, diploma or certificate awarded by the University. It includes ex-student and student registered as candidate (examinee) for any of the degree, diploma or certificate examination.
- (ii) "Unfair means" includes one or more of the following acts of commission or acts of omission on the part of student/s during the examination period.
 - (a) Possessing unfair means would mean material and / or copying there from.
 - (b) Transcribing any unauthorized material or any other use thereof.
 - (c) Intimidating or using obscene language or threatening or use of violence against invigilator or person on duty for the conduct of examination or person-handling her or leaving the examination hall without permission of the supervisor or causing disturbances in any manner in the examination proceedings.
 - (d) Unauthorized communicating with other examinees or anyone else inside or outside the examination hall.
 - (e) Mutual/Mass copying. copying material.
 - (f) Smuggling-in blank or written answer-book and forging the signature of the Jr. Supervisor thereon.
 - (g) Interfering with or counterfeiting University/Institution seals, or answer books or office stationery used in the examinations.
 - (h) Insertion of currency notes in the answer books or attempting to bribe any of the persons connected with the conduct of examinations.
 - (i) Impersonation at the University/Institution examination.
 - (j) Revealing identity in a deliberate way in the answer written or in any other part of the answer book by the student at the School/College/Institute/Centre/University examination.
 - (k) Or any other similar act/s of commission and/or acts of omission which may be considered as unfair means by the competent authority after serious consideration.
 - (l) The unfair means as adopted during the online examination as specified in ordinance 30.
- (iii) "Unfair means relating to examination" means and includes directly or indirectly committing or attempting to commit or threatening to commit any act or coercion, undue influence or fraud

or malpractice with a view to obtain wrongful gain to her or to any other person or causing wrongful loss to other person/s.

- (iv) "Unfair means material" means and includes any material whatsoever, related to the subject of the examination, printed, typed, handwritten or otherwise, on the person or on clothes, or body of the student (examinee) or on wood or other material, in any manner, or in the form of chart, diagram, map or drawing or electronic aid etc. which is not allowed in the examination hall. Though a mobile phone shall not be allowed in an examination hall, its discovery from an examinee shall not constitute an offence if no evidence of its misuse is found. However, this mobile phone shall be immediately taken away by the block supervisor / squad member.
 - (v) "Possession of unfair means material by a student" means having any unauthorized material on her in person or desk or chair or table or at any place within her reach in the examination center and its environs or premises at any time from the commencement of the examination till its conclusion.
 - (vi) "Student found in possession" means a student, reported in writing, as having been found in possession of unfair means material by a block Supervisor, a member of the Vigilance Squad or any other person authorized for this purpose, in this behalf, even if the unfair means material is not produced as evidence because of it being reported as swallowed or destroyed or snatched away or otherwise taken away or spoiled by the student or by any other person acting on her behalf to such an extent that it has become illegible. Provided, report to that effect is submitted by Examination Committee to the Controller of Examinations.
 - (vii) "Material related to the subject of examination" means and includes, if the material is produced as evidence, any material certified as related to the subject of the examination by a competent person and if the material is not produced as evidence or has become eligible for any of the reasons referred to in clause (iv) above; the presumption shall be that the material did relate to the subject of the examination.
 - (viii) "Superintendent of Examination" means, Director of the School concerned or Head or Senior Faculty Member of the University Department or Recognized Institution/Centers concerned where examination concerned is being conducted; and any other person duly authorized by him/her or person appointed as in-charge of examination, by prior approval of the University.
4. During examination, examinees and other students shall be under the immediate disciplinary control of the Superintendent of Examination.
5. Superintendent of Examinations of the Examination Centre shall, in the case of unfair means, follow the procedure as under:
- (i) The student shall be called upon to surrender to the Superintendent of Examinations, the unfair means material found in her possession, if any and her answer book.

- (ii) Signature of the student concerned shall be obtained on the relevant materials and list thereon. Block Supervisor and the Superintendent of Examinations concerned shall also sign on all the relevant materials and documents.
 - (iii) Statement of the student and her undertaking in the prescribed format and statement of the Block Supervisor concerned shall be recorded in writing by the Superintendent of Examination. If the student refuses to make statement or to give undertaking the Block Supervisor concerned and Superintendent of Examination shall record accordingly under their signatures. All these shall be presented to the LEC.
 - (iv) All the materials and list of material mentioned in sub-clause (3)(iv) and the undertaking with the statement of the student and that of the Jr. Supervisor as mentioned in clause No.(ii) and (iii) and the answer book/s shall be forwarded by the LEC, along with the report, to the Controller of Examinations in a separate and confidential sealed envelope marked "Suspected unfair means case".
 - (v) In case of unfair means of oral type, the Block Supervisor/ squad member concerned shall record the facts in writing and shall report the same to the LEC.
6. Procedure to be followed by Examiner during Assessment if examiner at the time of assessment of answer book suspects that there is a prima-facie evidence that the student/s whose answer book/s the examiner is assessing appears to have resorted to unfair means in the examination, the examiner shall forward his/her report to the Controller of Examinations/Principal/Head of the Institution, as the case may be, with his/her opinion in separate confidential sealed envelope,; marked as "Suspected unfair means case".
7. Examination Results of the concerned student/s involved in such cases shall be held in reserve till the Competent Authority takes final decision in the matter and the student/s concerned and the School/College/ Institute/ Centre to which she belongs to, shall be informed accordingly.
8. Constitution of Fair Assessment and Consultation Team (FACT)
- (i) For the purpose of investigating the use of unfair means during the examinations, held by the University the Fair Assessment and Consultation Team (FACT) shall be constituted for the tenure of one academic year.
 - (ii) Fair Assessment and Consultation Team (FACT) shall consist:
 - (a) Provost (Chairperson),
 - (b) Two members to be nominated by the Board of Management
 - (c) Two teachers to be nominated by Academic Council.
 - (d) Two Deans/Directors/HoDs of the School/Department nominated by Provost
 - (e) One senior advocate or retired judge to be appointed by the Board of Management

- (f) One eminent social member preferable women to be nominated by the Board of Management
- (g) Out of the above three members must be women

9. Procedure of the FACT shall be as under

- (i) The Controller of Examinations of the University/School or Dean/Director of the Recognized School/College/Institution/Centre, or the Officer authorized by them, as the case may be, shall inform the student concerned in writing of the act of unfair means alleged to have been committed by him/her, and shall ask him/her to show cause as to why the charge/s leveled against her should not be held as proved and the punishment stipulated notice be imposed for respective malpractice be imposed.
- (ii) The student may appear before FACT on a day, time and place fixed for the meeting, with written reply/explanation to the show cause notice served on him/her therein. The student herself only shall present her case before FACT.
- (iii) The documents that are being taken into consideration or are to be relied upon for the purpose of proving charge/s against the student shall be shown to her by the FACT, if the student presents herself before the Committee. The evidence, if any, shall be recorded in the presence of the student concerned.
- (iv) Reasonable opportunity, including oral hearing, shall be given to the student in her defense before FACT. The reply/explanation given by the student to the show cause notice shall be considered by the FACT before making final recommendation in the case.
- (v) FACT shall follow the above procedure in the spirit of the principle of natural justice.
- (vi) After serving a show cause notice, if the implicated student fails to appear before the FACT on the day, time and place fixed for the meeting, the student may be given one more opportunity to appear before the FACT in his/her defense. Even after offering two chances, if the student concerned fails to appear before the FACT, the FACT shall take decision in her case in absentia, on the basis of the available evidence/documents, which shall be binding on the student concerned.
- (vii) The FACT shall submit its report to the Board of Management, along with its recommendations regarding punishment in accordance with the rules. The Board of Management shall be empowered to accept, modify or reject the recommendations by the FACT.
- (viii) In case of examination carried out in online mode the committee may adopt the procedure as required to prove for the category of means adopted as per the guidelines laid down by Academic Council approved by the Board of Management.

10. The kind and the extent of punishment in view of an offence shall be decided by the FACT with reference to the details of the table as follows:

Table describing reformatory steps for the examinees who are held responsible for practicing unfair means in various examinations conducted by University

Sr. no.	Types of Unfair Means	Reformatory Steps
Minor types of Unfair Means		
1	For the Examinee who is caught with the following non-permissible materials or objects in the examination but has not copied the content in her answer book: Papers/Objects related to the question paper, handwritten notes, pages from books or photocopies, anything written on handkerchief or on her clothes, notes written on ruler or slide rule etc.	Examinee indulged in these kinds of unfair means shall be given ZERO marks in the concerned subject and will have to deposit Rs. 500/- as a penalty. If the examinee is found guilty for practicing unfair means, the deposit shall not be refunded.
2.	For the Examinee who has used walls or benches of the examination hall for inscribing content supporting the examination but has not copied from it.	
3.	For the Examinee who has violated the rules of the examination in terms of misbehaving, abusing and threatening the examination invigilator or coordinator.	
4.	For the Examinee who is caught with the following non-permissible materials or objects in the examination and has copied the content in her answer book: Papers/Objects related to the question paper, handwritten notes, pages from books or photocopies, anything written on handkerchief or on her clothes, notes written on ruler or slide rule etc.	Examinee indulged in these kinds of unfair means shall be given ZERO marks in the concerned subject and will have to deposit Rs. 500/- as a penalty. If the examinee is found guilty for practicing unfair means, the deposit shall not be refunded.
5	For the Examinee who has used walls or benches of the examination hall for inscribing any content supporting the examination and is caught copying from it.	
6	For the Examinee who is caught copying from the answer book of another examinee.	

7	For the Examinee who helps another examinee to copy from her answer book.	
8	For the Examinee who allows another examinee to copy from her answer book.	
9	For the Examinee who is caught exchanging her answer book or question paper with answers written on them.	Examinee indulged in these kinds of unfair means shall be given ZERO marks in the concerned subject and will have to deposit Rs. 500/- as a penalty. If the examinee is found guilty for practicing unfair means, the deposit shall not be refunded.
10	For the Examinee who is accused of copying in the report submitted by invigilator.	
11	For the Examinees who are found guilty for indulging in mass copying at the examination centre/examination hall.	
12.	For the Invigilators who are found guilty of facilitating mass copying or practicing Other unfair means at examination centre/examination hall.	On the basis of seriousness of the offence, FACT shall recommend the punishment to the Board of Management.
13	For the examinee who is caught with answer book sourced from outside the examination hall	The result of the examinee indulged in these kinds of unfair means shall be cancelled and will have to deposit Rs.1000/- as a penalty. If the examinee is found guilty for practicing unfair means, the deposit shall not be refunded.
14.	For the examinee who tries to carry the main answer book or supplementary answer book outside the examination hall.	
15.	For the examinee who does not submit her answer book to respective invigilator and carry it out.	
16.	For the examinee who has snatched the material supporting the examination from another examinee.	
17.	For the examinee who continues sharing information via sign language, gestures or orally with other examinee in spite of a warning given by the invigilator.	Examinee indulged in these kinds of unfair means shall be given ZERO marks in the concerned subject and will have to deposit Rs. 500/- as a penalty. If the examinee is found guilty for practicing unfair means, the deposit shall not be refunded.
18	For the real examinee for whom a dummy examinee takes the examination.	The results of the enrolled examinee shall be cancelled and a ban on her taking admission in any other School/College/ Institute/ Centre or taking any other School/College/ Institute/ Centre or taking any examination for the

19	For a dummy examinee who is found in the examination hall on behalf of a real examinee. If the dummy examinee is from The same university and has also appeared for other university examinations and if charges are proved.	
20	For a dummy examinee who is found in the examination hall on behalf of a real examinee. In case such dummy examinee is Graduate of this university.	A case should be filed against her and cancellation of the degree of that dummy examinee shall be recommended.
21	For a dummy examinee who is found in the examination hall on behalf of a real examinee. In case such dummy examinee is Graduate of other than this university.	A case should be filed against her and cancellation of the degree of that dummy examinee shall be recommended to the concerned university.
22	For a dummy examinee who is found in the examination hall on behalf of a real examinee. If the dummy examinee is from other university and has also appeared for university examinations at other university and if charges are proved.	A case should be filed against her and cancellation of the result of that dummy examinee shall be recommended to the concerned university.
23	For the misconduct at the examination center in terms of doing physical or verbal violence and carrying deadly weapons.	The university must cancel the result of the examinee; file a case against her and permanently bar her from.
24	For the examinee who writes in the answer books with any other colour than blue ink.	The examinee is guilty of violating the rules of confidentiality and her result shall be cancelled.
25	For the examinee who make a written requests in the answer book to pass her or tries to bribe the examiner by placing currency notes in the answer book.	Examinee indulged in these kinds of unfair means shall be given ZERO marks in the concerned subject and will have to deposit Rs. 500/- as a penalty. If the examinee is found guilty for practicing unfair means, the deposit shall not be refunded.
26	For the examinee who does not return the Answer book to the examination invigilator and leaves the examination hall or tears the answer book.	The results of that examinee shall be cancelled and the examinee is to be banned for 2 semesters or 1 year from taking any examination at School/College/Institute/Centre/ University. The examinee shall also have to deposit Rs.2000/-. If the examinee is found guilty; the deposit shall not be refunded.

27	In the matters where the examinee's guardians, parents or representatives who write an abusive letter to the examiner or any other person and pressurize them for a favour of passing the examinee.	The results of that examinee shall be cancelled and the examinee is to be banned for 2 semesters or 1 year from taking any examination at School/College/ Institute/ Centre/University. The examinee shall also have to deposit Rs.1000/-. If the examinee is found guilty, the deposit shall not be refunded.
28	In the matters where the examination invigilator or any other person reports that the examinee had left the examination hall for a long period of time, met an unauthorized person and have written answers.	The results of that examinee shall be cancelled and the examinee is to be banned for 2 semesters or 1 year from taking any examination at School/College/ Institute/ Centre/University. The examinee shall also have to deposit Rs.1000/- If the examinee is found guilty, the deposit shall not be refunded.
29	In the matters where the examination Invigilator finds a student misusing mobile phone or any other electronic gadgets in the examination room/block.	Examinee indulged in these kinds of unfair means shall be given ZERO marks in the concerned subject and will have to deposit Rs. 500/- as a penalty. If the examinee is found guilty for practicing unfair means, the deposit shall not be refunded.
30	For the examinee who tampers the examination barcodes.	Examinee indulged in these kinds of unfair means shall be given ZERO marks in the concerned subject and will have to deposit Rs. 500/- as a penalty. If the examinee is found guilty for practicing unfair means, the deposit shall not be refunded.
31	For the examinee who intentionally marks signs for personal identification and gets caught even after the declaration of the results.	Examinee indulged in these kinds of unfair means shall be given ZERO marks in the concerned subject and the examinee is to be banned for 1 semesters or 1 term from taking any examination at School/College/ Institute/ Centre/University. Moreover, the examinee shall also have to deposit Rs.500/- as a penalty. If the examinee is found

		guilty for practicing unfair means, the deposit shall not be refunded.
32	In the matters of framing conspiracy for leaking examination papers or trying to Encroach in university's examination management.	1) If the examinee is given the degree, it should be taken back. 2) Debar the current examinee permanently or ban her for duration of five years. The seriousness of the unfair means is to be taken into consideration before taking any (1 or 2) of the above reformatory steps.
33	For the examinee who is once found guilty for indulging in practicing unfair means and is caught again for her misconducts within duration of three years.	The result of that examinee is to be cancelled and the examinee is to be banned for 3 years from taking any examination at School/College/ Institute/ Centre/University. And the university must ensure that the examinee also does not get admission in any other degree courses offered by any other universities.
34	For other unfair means or offences other than the above one.	FACT shall recommend the penalty to the Board of Management

COMPLAINT(S) REGARDING QUESTION PAPER(S)

ORDINANCE. 31

1. All complaints relating to question paper(s) shall be made to the Controller of Examinations who shall place them before the Provost for consideration. The Provost shall take such actions as deemed fit necessary after giving an opportunity of hearing to the concerned teacher.
2. The provost may form a committee to examine the seriousness of allegations against the examiner. The report shall be presented to the Board of Management before taking any serious action against the examiner against whom the complaint is received.

MODERATION OF RESULT(S)/GRACE MARKS

ORDINANCE. 32

A student who has appeared in any regular End Semester Examination shall be entitled to maximum 04 (four) grace marks in maximum 03 courses and up to cumulative 10 grace marks enabling the student to obtain minimum Pass marks.

1. The result of an examination after tabulation shall be placed before the Board of Control for moderation of results (if any). The Board may suggest necessary moderation required in the result for approval of the Provost, whose decision shall be final.

2. In special circumstances, the Dean/Director/HoD can give maximum 03 marks in maximum 02 subjects each with due approval of Registrar/ Provost.

CANCELLATION OF CANDIDATURE/EXAMINATION

ORDINANCE.33

1. The Provost may cancel the candidature/examination of any student if it is found that she was not eligible to appear in the examination but had obtained admission through misrepresentation or misstatement of facts.
2. In case a student fails to submit the requisite document(s) for admission in the University or deposit pending dues after due date, she may be detained to take examinations or result of her examinations can be withheld till she completes all formalities. If the default continues for one year the admission of such a student shall stand cancelled on the recommendations of the Board of Examinations.
3. If a student disagrees with the decision of the Board of Examination, she may make a representation to the Provost whose decision shall be final and binding.

RESULTS AND CERTIFICATE (As per Section 5 (28) c of the Act)

ORDINANCE.34

1. The results for each semester shall be declared on the date specified in the Academic Calendar.
The mathematical principle of rounding off shall be followed to round off the grade points up to one place after decimal.
The result of a student may be withheld if she;
 - (i) has a case of misconduct or use of unfair means pending against her; or
 - (ii) any other reason as may be decided by the University.
2. The students who have been enrolled in various certificate, diploma or degree programmes at the University, on successful completion and passing of prescribed examinations for that particular programme, shall become entitled for the award of the corresponding certificate, diploma or degree for that programme, as the case may be.
3. A student would have been deemed to have successfully completed and passed the prescribed examinations provided she has completed the minimum credit requirements prescribed for that programme as provided in the regulation on 'Course Credit Regulations and Grading Systems' for that programme and as approved by the Academic Council from time to time.
4. A student has secured the minimum CGPA for passing as provided in the Credit Regulations for that programme.
5. A student has successfully completed and passed all the non-credit courses as specified in the prescribed Scheme of Studies.

6. A student has completed all the requirements within the stipulated time prescribed for that programme. No fee/ or any other arrears are pending on her and no disciplinary action involving moral turpitude is pending.
7. Degrees, Diplomas and Certificates and other academic distinctions shall be awarded to candidates who have pursued the approved courses of studies in the University and have passed the examinations of the University fulfilling the requirements laid down in the Regulations.
8. The names of the successful students along with their final result shall be placed before the Academic Council for the award of degrees, diplomas and certificates, as the case may be, of these students. On the approval by the Academic Council, provisional certificates, diplomas or degrees shall be issued to the respective students by the Controller of Examinations.
9. The Degrees, Diplomas, Certificates and other Distinctions as decided by the Academic Council, shall be awarded in an Annual Convocation every year or in any special functions.
10. The text and the format of the degree and diploma documents, certificates and citations shall be as approved by the Academic Council.
11. The certificates, diplomas, and degrees shall be signed by the Controller of Examinations, Registrar and Provost and bear the seal of University.
12. The approval accorded by the Academic Council for the award of the Certificates, Diplomas, Degrees or any other distinctions/awards shall be placed before the Board of Management for its ratification. After ratification by the Governing Body, the degrees, diplomas and certificates shall be awarded to the passing out students at the University Convocation as decided by the University from time to time.
13. However, a student may be awarded her certificate/diploma/degree in absentia due to valid reasons explained by the student in her application for the purpose accompanied by a fee as prescribed by the University from time to time.
14. The Controller of Examinations shall, ordinarily declare the result of every examination conducted by the University within thirty (30) days from the last date of the examination of a respective programme.
 - (i) **WITHDRAWAL OF RESULT(S):** The Provost shall have the power to withdraw the result of a student in the event of:
 - (1) Disqualification for using unfair means in the examinations.
 - (2) Any discrepancy in the result.
 - (3) The revised result of the student will be intimated to her through Registered Post/ Courier/E-mail/University Website.

(ii) RE-ASSESSMENT

- (1) In order to conduct the error-free examination at VVWU, the Exam section shall provide the provision of '**Rechecking**' & '**Reassessment**'. The procedure of the same shall be as under:
- (2) **Re-checking:** Marks obtained in each question & total of marks will be verified.
- (3) **Reassessment:** All the attempted questions will be re-evaluated.

15. APPLICATION

- (i) The student shall apply for Re-checking/ Re-assessment by filling up the prescribed form at University Admin office.
- (ii) The student shall pay **Rs. 200/-** for Re-checking and **Rs. 500/-** for Re-assessment per course for the said process.
- (iii) Any student irrespective of the result can apply for Re-checking/ Re-assessment.
- (iv) The Re-checking/ Re-assessment provision is applicable for the Theory courses of End Semester Examinations only.

16. PROCESS FOR RE-CHECKING/ RE-ASSESSMENT:

- (i) The applications received by the Admin Office shall be given to the respective School for Re-checking/ Re-assessment.
- (ii) The Director/ Dean shall appoint an Examiner other than the original examiner for Re-assessment.
- (iii) The appointed examiner for Re-assessment shall complete the Re-evaluation within 02 days.
- (iv) The Exam Superintendent shall carry out the Re-checking process.
- (v) The result of Re-checking/ Re-assessment shall be submitted to the Exam Section by the Institute in the format prescribed by the Exam Section.

17. DECLARATION OF THE RESULT

- (i) In case, the deviation between the original marks and marks after reassessment is less than 10% of the maximum marks, then the result shall be declared as "**No Change**".
- (ii) In case, the deviation in the original and reassessment is more than or equal to 10%, then the result shall be declared accordingly.
- (iii) In case of change in the result after Re-checking/ Re-assessment, the revised result only shall be considered final and binding to the student.
- (iv) There will **NOT** be any refund of the Re-checking/ Re-assessment fees irrespective of the changes in the result.
- (v) The final result of Re-checking/ Re-assessment shall be declared by the University Exam Section.

ISSUANCE OF DUPLICATE CERTIFICATE(S)

ORDINANCE.35

1. Duplicate Copies of Degree Mark-sheets/ Certificates/Diplomas shall be supplied on the payment of such prescribed fees and Course to the conditions laid down by the committee framed by the Provost from time-to-time.

CORRECTION IN MARKSHEET

ORDINANCE.36

1. Corrections in marksheets, if any can be rectified by the concerned authorities without charging any fee within a month of receiving the marksheets/certificates, if the mistake is on the official end. After one month, fees will be charged as per rules of VVWU.

GRADING SYSTEM

ORDINANCE.37

1. The University shall follow the absolute system of grading, as laid down by Academic Council.
2. After declaration of results of every semester, the student shall be awarded a Letter Grade and marks in each Course prescribed for the semester depending upon her performance in the Internal Continuing Assessment and End Semester Examinations taken together.
3. The level of students' academic performance as the aggregate of continuous evaluation and End Semester Examination shall be reflected by letter grades on a ten-points scale according to the connotation as per table given below.

Undergraduate/ Diploma/ Certificate Programs

Percentage (%)	Grade	GPA	Description
90-100	O+	10	Outstanding
80-89.99	O	9-9.99	Exemplary
70-79.99	A+	8-8.99	Excellent
60-69.99	A	7-7.99	Very Good
55-59.99	B+	6-6.99	Good
50-54.99	B	5.5-5.99	Above Average
40-49.99	C	5-5.49	Average
35-39.99	D	4-4.99	Pass /Satisfactory
<=34.99	F	--	Re-Appear
AB	AB	--	Absent

Postgraduate/ PG Diploma Programs

Percentage (%)	Grade	GPA	Description
90-100	O+	10	Outstanding
80-89.99	O	9-9.99	Exemplary
70-79.99	A+	8-8.99	Excellent
60-69.99	A	7-7.99	Very Good
55-59.99	B+	6-6.99	Good
50-54.99	B+	5.5-5.99	Above Average
45-49.99	C	5-5.49	Average
40-44.99	D	4-4.99	Pass /Satisfactory
<=39.99	F	--	Re-Appear
AB	AB	--	Absent

AWARD OF GRADES

ORDINANCE.38

1. Evaluation of different components of a Course Unit for each student shall be initially done in numerical marks.
2. The total marks obtained shall be out of 100 and the same would be converted into grades in 10 points scale.
3. In the case of non-credit and Audit Courses which are not reckoned for assessment of SGPA and CGPA, the students shall be awarded —S Grade for satisfactory performance and —U Grade for unsatisfactory performance.

COMPUTATION OF SGPA AND CGPA

ORDINANCE.39

1. The SGPA is the ratio of sum of the product of the number of credits with the grade points scored by a student in all the courses taken by a student and the sum of the number of credits of all the courses undergone by a student.
2. $SGPA (S_i) = \frac{\sum(C_i \times G_i)}{\sum C_i}$ where C_i is the number of credits of the i^{th} course and G_i is the grade point scored by the student in the i^{th} course.
3. The CGPA is also calculated in the same manner taking into account all the courses undergone by a student over all the semesters of a programme. It is a measure of overall cumulative performance of a student over all semesters.
4. $CGPA = \frac{\sum(C_i \times S_i)}{\sum C_i}$ where S_i is the SGPA of the i^{th} semester and C_i is the total number of credits in that semester.

5. The SGPA and CGPA shall be rounded off to 2 decimal points and reported in the transcripts.
6. The formula for converting the CGPA into Percentage shall be:

$$\text{Percentage (\%)} = (\text{Obtained CGPA} / 10) \times 100$$

Example: if the CGPA is 6.88 the percentage will be: $(6.88/10) \times 100 = 68.8\%$

**STUDENT WELFARE - AWARD OF SCHOLARSHIP, PRIZES, FELLOWSHIPS, STIPENDS, AND MEDALS
(As per Section 2 (5) xxiv of the Act) Section 5 (28) d of the Act)**

ORDINANCE.40

1. As provided in the Act and for encouraging academic excellence as well as helping the economically weaker students, the University shall have various schemes for fee concession and Merit & Merit Cum Means Scholarships as specified in the regulation on Fee Concession, Fellowships, Medals and Prizes. Awards of Fellowships, Scholarships, Stipends, Medals and Prizes shall be instituted as decided by the Academic Council and approved by the Board of Management.
2. The eligibility criteria for the awards, their values and, where required, their tenure, and the methodology and procedure for selection of awardees, shall be approved by the Governing Body on the recommendations of the Academic Council.
3. A Student Welfare Committee with tenure of three years shall be constituted by the Academic Council for selection of awardees under different categories, for which Regulations shall be made.
4. The Academic Council shall frame Regulations for the Awards.
5. The fee concessions/fellowships/medals/prizes shall be awarded on the recommendation of the Fee concession/Fellowship Committee consisting of and as approved by Academic Council.

THE TEACHERS OF THE UNIVERSITY (As per Section 2 (5) xxxiv of the Act)

ORDINANCE.41

1. All the teachers of the University shall be appointed after following the rules laid down in statutes and Act of the University.
2. The University shall have to follow minimum rules about qualification and procedure as laid down by the University.
3. In the exigencies, the University may appoint ad-hoc or temporary lecturers of any specific subjects till the appointment of regular teachers for the said post.
4. The conditions about pay scales and other things for temporary or ad-hoc teachers will be framed by the Board of Management.
5. The appointment of every regular teacher shall have to be recognized by the Board of Management.

6. The Board of Management has power to withdraw the recognition of any teacher if he/she found ineligible for the said post or has submitted false documents of eligibility or his/her area is prejudicial to the working of the University.

PROFESSOR EMERITUS

ORDINANCE. 42

1. On a proposal received from the Board of Studies and on recommendation of the Academic Council as approved by the Governing Body, the Provost may confer on a person of academic eminence, the title of Professor Emeritus.
2. The rules for conferring Emeritus or any other designation to the teachers will be framed by Academic Council and shall have to be approved by Board of Management.

RECOGNITION OF POST-GRADUATE TEACHERS AND SUPERVISING TEACHERS FOR THE Ph.D. DEGREE

ORDINANCE. 43

Recognition of the teachers for P.G. and Ph.D. supervising teachers.

1. The Academic Council will frame the rules for the giving recognition to the teacher as P.G. Teacher and Ph.D. Supervising teacher.
2. The recognition will only be given to the teachers who are in employment in the University.
3. The University may invite any other P.G. teacher from other University to teach or guide for any special subject. The Academic Council may frame rules for the same.

UNIVERSITY CAMPUS DEVELOPMENT (As per Section 2 (4) k of the Act)

ORDINANCE. 44

1. The University Campus Development and Building Committee shall consist of the following members:
 - (1) Provost;
 - (2) One Civil Engineer appointed by the Governing Body;
 - (3) Three or more members nominated by the Governing Body;
 - (4) Registrar (Member - Secretary).
2. The Committee shall meet once a year before the annual convocation, and at other times when convened by the Provost.
3. The Provost or in his/her absence the Registrar shall preside at all meetings of the Committee, and in the absence of his/her, members shall elect the Chairperson.
4. "Four members of the Committee shall constitute the quorum."

The Committee shall consider matters connected with the development and maintenance of the University campus, with its physical infra-structure, the University Buildings, their services and allied physical facilities, and shall advise and recommend to the Governing Body on all matters pertaining thereto.

**CODE OF CONDUCT AND DISCIPLINARY ACTION AGAINST THE FACULTY/STAFF/STUDENT
(As per Section 2 (5) xxxiii and xxxv of the Act) (As per Section 5 (28) h of the Act)**

ORDINANCE. 45

1. Vanita Vishram Women's University shall follow the zero-tolerance policy.
2. The Disciplinary Committees shall be constituted by the Provost.
3. The Powers and Functions of the Disciplinary Committees shall be as decided by the Academic Council and the Board of Management.
4. Presence of a minimum of five members are mandatory for Disciplinary Committees meetings to be held.
5. The Disciplinary Committees shall be the committees like Anti Ragging Committee, Anti Sexual Harassment Committee, Women Harassment Cell and such other committees.
6. Ragging, its abetment, eve-teasing and/or any kind of mental or physical harassment, either directly or indirectly, of any Faculty/Staff/Student by whatever name called which may hurt the sensibilities or self-esteem of a Faculty/Staff/Student, inside or outside the University and/or its hostel/mess, cafeteria is strictly prohibited by law and as held by the Hon'ble Supreme Court of India. In such case Anti Ragging and/or Sexual harassment Committee will send a report to the Chairperson Disciplinary Committee (CDC). Disciplinary Action will be taken in such cases as per the decision taken by the Disciplinary Committee for this purpose.
7. Association, Active or passive, with any unlawful organization including holding and/or participating in demonstrations, inciting violence, displaying notices or circulating handbills in the University and/or its hostel/mess is strictly prohibited. Disciplinary action will be taken in such cases as per the decision taken by the Disciplinary Committee for this purpose.
8. The Board of Management in consultation with the Academic Council shall lay down the Code of Conduct for the employees of the University and the students.
9. Any violation of the code of conduct or breach of any rule or regulation of the University by a Faculty/Staff/Student shall constitute an act of indiscipline and shall make her/his liable for disciplinary action which will be taken by the duly constituted Disciplinary Committee.
10. All disciplinary cases requiring redressal need to be initiated or reported by any complainant (Faculty/Staff/Students) to the Chairperson Disciplinary Committee (CDC) in writing. Depending on the gravity of the offence, if the CDC is convinced that prime facie evidence exists against the

defaulter, the CDC can suspend the Faculty/Staff/Students depending on the investigation after consultation of Provost and/or Governing Body.

TRAVELLING AND DAILY ALLOWANCE

ORDINANCE. 46

1. The Board of Management will frame rules about travelling and other daily allowances and also the remuneration of examiners and Ph. D. supervising teachers.

CONSTITUTION OF ANY COMMITTEE AND OTHER BODIES FOR THE UNIVERSITY (As per Section 2 (5) 1 of the Act)

ORDINANCE. 47

1. For smooth and efficient functioning of the University, the Governing Body may constitute other Committees/Bodies specifying their compositions, powers, functions and tenure.

ESTABLISHMENT OF SPECIAL UNIVERSITY UNITS (As per Section 2 (5) 1 of the Act)

ORDINANCE. 48

1. On the recommendations of the Academic Council/Board of Management the Governing Body may make provisions for establishment of Centres for Studies, Interdisciplinary Studies and Special Studies, as well as specialized Laboratories. The Governing Body may constitute a special Board(s) of Studies and Committee(s) for providing guidance to these Centres.

COOPERATION AND COLLABORATION WITH OTHER UNIVERSITIES AND INSTITUTIONS OF HIGHER EDUCATION (As per Section 2 (5) xii, xv and xxxvi of the Act)

ORDINANCE. 49

1. The University shall cooperate and collaborate with other Universities, Institutions and other learned bodies on mutually agreed terms in following areas:
 - (a) Joint research programmes.
 - (b) Sharing of library, laboratory and other academic resources.
 - (c) Jointly arranged: (i) Conferences. (ii) Training Programmes. (ii) Refresher courses, etc. (d) Expert lectures of faculty (e) Faculty Development Programmes.
2. The University shall identify and actively seek cooperation and collaboration with Centers of Excellence in India and abroad in the following activities:
 - (a) Joint research projects funded by national and international agencies.

- (b) Twinning/Articulation of syllabi/ course contents of academic programmes for exchange of students at Bachelors and Masters Levels.
 - (c) Exchange of faculty for teaching, research and training.
 - (d) Sharing of course and instruction materials.
 - (e) Jointly establishing Centers.
 - (f) Jointly developing e-courses for interactive and interactive-integrative learning.
 - (g) Any other activities of mutual benefit.
3. The scope, terms and conditions of cooperation and collaboration shall be approved by the Board of Management on the recommendation of the Academic Council.
 4. The University may take over the management of any other women's School/College/Institute/ Centre after taking approval of the government. The Board of Management may establish centres of excellence for training females in collaboration with NGO in any part of the state.

ANTI-RAGGING POLICY

ORDINANCE. 50

1. Ragging is completely banned in Vanita Vishram Women's University. The students are instructed to follow and maintain discipline in the campus. She shall not indulge in any kind of ragging-related activities inside or outside campus, any kind of remarks or action with respect to somebody's Caste, Creed, Religion, Gender etc. All are punishable offences and appropriate actions shall be taken against the defaulter.

COMMUNICATIONS

ORDINANCE. 51

1. All communications by the University for the Admission Process will be made through the website www.vvwurat.ac.in as well as through the Registered Mobile of the candidates with the University. Therefore, all the candidates are advised to go through the University's website and other means on regular basis for admission updates. The University will not be responsible for non -receipt of any communication.
2. These rules are subject to change due to several reasons. The change(s) in any of these rules including modalities of admission process shall be announced and made available on the official website of the University.

**HOSTEL-RESIDENCE FOR THE STUDENTS
(Section 28(9))**

ORDINANCE. 52

1. The University will arrange the Hostel accommodation for the students.
2. The rules for the residence in hostel and fees etc. will be framed by Board of Management.
3. The University may utilize the hostel of other educational institution managed by Vanita Vishram Trust.
4. The appointment of rector and security of arrangement shall be made by Board of Management.

INTERPRETATION

ORDINANCE. 53

1. In implementation of these rules, if any difficulty or question arises as to the interpretation of any provision, the decision of the Provost or President shall be final.