

AMITY UNIVERSITY, PATNA

Established under Section 6 of the Bihar Private Universities Act, 2013 (Bihar Act 20 of 2013) vide Notification (No. Patna 734) dated 23 August 2017

THE FIRST ORDINANCES

(Under Section 32(2) of the Act)

Preliminary

1. Short Title and Commencement: -

- (1) These Ordinances may be called the First Ordinances of Amity University Patna.
- (2) These shall come into force from the date of the approval by the Government of Bihar.
- (3) Till these ordinances are approved by the Government of Bihar, the First Ordinances of Amity University, Patna shall be applicable to respective programmes/courses.

2. Definitions:

In these Ordinances, unless the context otherwise requires,

- (1) "Act" means the Bihar Private Universities Act, 2013 (Bihar Act20, 2013).
- (2) "Statutes" means the Amity University Patna Statutes.
- (3) "University" means Amity University Patna.

Ordinance No. 1

1. Proposed Faculties and Department of Amity University Patna

The University shall have the faculties mentioned in column (2) and the Departments mentioned in column (3) of the following table:

S.No	Faculty (2)	Teaching Department (3)
1	Faculty of Science, Engineering and Technology	Amity School of Engineering & Technology (ASET) In general, B. Tech., M. Tech, and Ph. D. programmes in all branches of Engineering and Architecture & Planning will be conducted. In particular, the following programmes will be included. B.Tech. : Civil Engineering, Computer Science & Engineering, Electronics & Communication Engineering, Information Technology, Mechanical & Automation Engineering, Nanotechnology, Environmental Engineering, Electrical & Electronics Engineering, Chemical Engineering and Other New branches of Engineering. Dual Degree Programmes: B. Tech. Mechanical & Automation Engg. + M. Tech Automobile Engineering (Dual Degree), Civil Engg. + MBA, B.Tech. Computer Science Engg. + MBA, B.Tech. Electronics & Communication Engg. + MBA, B.Tech. Mechanical & Automation Engg. + MBA. M.Tech.: Civil Engineering, Computer Science & Engineering, Electronics & Communication Engineering, Mechanical. & Automation Engineering, Automobile Engineering, Control Systems, Mechatronics, Power Systems, VLSI, Wireless Communication, Embedded Systems Technology, Chemical Engineering and Other branches of Engineering Ph.D, D.Sc.

		<p>Amity Institute of Information Technology (AIIT) In general, UG, PG and Doctoral programmes in all the branches of Computer Science & Information Technology will be conducted. In particular, the following programmes will be included: BCA, B.Sc.-Information Technology, MCA, M.Sc. Computer Science/Information Technology, BCA-MCA Dual Degree, Ph.D., D.Sc.</p>
		<p>Amity School of Applied Sciences (ASAS) In general M.Sc. and Ph.D. programmes in all branches of applied sciences will be conducted. In particular, the following programmes will be included: M.Sc. Applied Physics/Nuclear Physics/Applied Chemistry, Applied Mathematics/Statistics Ph.D. , D.Sc.</p>
2	Faculty of Commerce & Management Studies	<p>Amity Business School (ABS) In general, PG and Doctoral programmes in all the branches of management will be conducted. In particular, the following programmes will be included: MBA, MBA -Human Resources Management/ International Business/ Marketing & Sales Management/Natural Resource Management, Master of Management Studies (MMS), Ph.D., D.Litt.</p>
		<p>Amity School of Business (ASB) In general, Diploma, UG, Integrated and Doctoral programmes in all the branches of management will be conducted. In particular, the following programmes will be included: BBA, Integrated BBA-MBA, Ph.D, D.Litt.</p>
		<p>Amity College of Commerce & Finance (ACCF) In general, UG, PG and Doctoral programmes in all the branches of commerce will be conducted. In particular, the following programmes will be included: B.Com(Hons.), M.Com., Ph.D., D.Litt.</p>
3	Faculty of Journalism and Mass Communication	<p>Amity School of Communications (ASCO) In general, UG, PG and Doctoral programmes in all the branches of journalism and mass communication will be conducted. In particular, the following programmes will be included: Bachelor of Journalism and Mass Communication(BAJ&MC), Master of Journalism and Mass Communication(MAJMC), Master of Mass Communication (MMC), Bachelor in Animation, Bachelor in Animation & Multimedia, Masters in Animation, Masters in Animation & Multimedia, Ph.D., D.Litt.</p>
4	Faculty of Law	<p>Amity Law School (ALS) In general, UG, PG and Doctoral programmes in all the branches of legal studies will be conducted, In particular, the following programmes will be included: B.A.LL.B(H), B.Com. LL.B(H), LL.B(H), B.B.A. LL.B(H), LL.M., Ph.D., LL.D.</p>
5	Faculty of Arts, Humanities & Social Sciences	<p>Amity Institute of English Studies and Research (AIESR) B.A.(Hons.) in English, M.A. English, Ph.D., D.Litt.</p>
		<p>Amity School of Civil Services (ASCS) B.A.(H) Administration, M.A. Administration</p>
		<p>Amity Institute Clinical Psychology (AICP) In general, UG, PG and Doctoral programmes in Psychology will be conducted. In particular, the following programmes will be included: B.A. (Hons.) Applied Psychology, B.Sc. Clinical Psychology, M.A. Applied Psychology, M.Sc. Clinical Psychology, PG Diploma in Clinical Psychology, M.Phil. Clinical Psychology, any other RCI approved programmes, Ph.D., D.Litt.</p>

		<p>Amity Institute of Social Sciences (AISS) In general, UG, PG and Doctoral programmes in all the branches of Social Sciences, Humanities & Languages will be conducted. In particular, the following programmes will be included: Bachelor of Social Work, B.A. (Hons.) Sociology/Anthropology, M.A. Sociology/Anthropology, Master of Social Work (MSW), B.A.(H) History, M.A. History, B.A.(H) Geography, M.A. Geography, B.A.(H) Political Science, M.A. Political Science, B.A.(Hons.) Philosophy, M.A. Philosophy, Ph.D., D.Litt.</p>
		<p>Amity School of Economics (ASE) In general, UG, PG and Doctoral programmes in Economics will be conducted. In particular, the following programmes will be included: B.A.(H) Economics, M.A. Economics, Ph.D.,D.Litt.</p>
		<p>Amity School of Languages (ASL) In general, UG, PG and Doctoral programmes in various Indian and Foreign languages will be conducted. In particular, the following programmes will be included: B.A. (Hons.) Sanskrit/Hindi, M.A. Sanskrit/Hindi, Ph.D. Sanskrit/Hindi, B.A. (Hons.) French/German /Spanish/Japanese/Chinese, M.A. French/German/Spapish /Japanese/ Chinese, Ph.D. French/German/Spanish/Japanese/Chinese, D.Litt.</p>
6	Faculty of Education and Physical Education	<p>Amity Institute of Education (AIE) In general, UG, PG and Doctoral programmes in education will be conducted. In particular, the following programmes will be included: D.El.Ed., B.A.B.Ed (Integrated), B.Sc. B.Ed.(Integrated), B.Ed., M.Ed., Ph.D., D.Litt. .</p> <p>Amity School of Physical Education & Sports Sciences (ASPESS) In general, UG, PG and Doctoral programmes in all the branches of physical education will be conducted. In particular, the following programmes will be included: B.P. Ed, M.P.Ed., Ph.D., D.Litt.</p>
7	Faculty of Pharmaceutical Sciences	<p>Amity School of Pharmacy (ASP) In general, UG, PG and Doctoral programmes in Pharmacy will be conducted. In particular, the following programmes will be included: D.Pharm., B.Pharm., M.Pharm., Ph.D.</p>
8	Faculty of Sciences	<p>Amity School of Sciences (ASS) In general, B.Sc., M.Sc. and Ph.D. programmes in all the branches of life sciences will be conducted, In particular, the following programmes will be included B.Sc. (Chemistry, Physics, Mathematics/Botany & Zoology), M.Sc.Botany/Zoology/Biochemistry/Medical/BioChemistry/ Environmental Science, Ph.D., D.Sc.</p> <p>Amity School of Earth Sciences (ASES) M.Sc. Earth Science/Geology/Remote Sensing Ph.D., D.Sc.</p> <p>Amity School of Hospitality (ASH) B.Sc. Hotel Management, M.Sc. Hotel Management, Ph.D., D.Sc.</p> <p>Amity School of Anthropology (ASA) B.Sc.-Anthropology, M.Sc.-Anthropology, Ph.D., D.Sc.</p> <p>Amity School of Fashion Designing & Technology (ASFT) B.Sc. Fashion Designing & Technology, M.Sc. Fashion Designing & Technology</p>
9	Faculty of Life Sciences	<p>Amity Institute of Biotechnology (AIB) B.Sc.(H)- Biotechnology, B.Tech.- Biotechnology/ Biomedical Technology, M.Sc.- Biotechnology, M. Tech. Biotechnology, M. Tech.- Biomedical Technology, Ph.D., D.Sc.</p>

		Amity Institute of Food Technology (AIFT) B. Tech. - Food Technology, M. Tech. -Food Technology, M.Sc. -Food Technology, M.Sc.-Food & Nutrition, Ph.D., D.Sc
		Amity Institute of Microbial Technology (AIMT) B.Sc.(H) Microbiology, M.Sc, Microbiology/Medical Microbiology, Ph.D., D.Sc
		Amity Institute of Forensic Science (AIFS) B.Sc.- Forensic Science, M.Sc.-Forensic Science, Ph.D., D.Sc
10	Faculty of Architecture, Planning & Design	Amity School of Architecture & Planning (ASAP) In general, B.Arch., M. Arch., B.Sc., M.Sc., B. Plan., M. Plan, and Ph.D. Programme in all branches of Architecture, Planning & Design will be conducted. In particular, the following programmes will be included: B.Arch., B.Sc.(ID), B. Plan., M.Plan., M.Sc.(ID), M. Arch., Ph.D.

2. Eligibility Criteria for Admission

The university will adhere to the prescribed guidelines of the relevant regulatory/Statutory bodies like UGC/AICTE/BCI/ RCI/NCTE etc.

3. Duration of Programs

The duration of the programs offered by the university, shall be in accordance with the guidelines provided by the relevant regulatory body from time to time.

4. Award of Degree/Diploma/ Certificates

The university shall confer Degree/Diploma/Certificates including Ph.D upon candidate, who fulfils the requirement stipulated in the university norms and the guidelines as prescribed by the regulatory bodies from time to time. The Doctor of Science (D.Sc.)/ Doctor of Literature (D, Litt)/Doctor of Laws (LL.D.) of Amity University Patna, shall be conferred on the candidates in the concerned subject who fulfil the requirements as specified in the ordinance for this purpose.

5. Addition of Faculty, Institutes, Departments and Programmes

Other Faculty, Institutes, Teaching Departments and Programmes as recommended by Academic Council and approved by the Board of Management shall be added from time to time.

6. Constituent Institutions

For all purposes, the sustenance and development of the constituent Institutions/School/College shall be a responsibility of the University. In fulfilling its responsibility, the Amity University Patna, shall:

- (a) Recruit and develop faculty of the constituent Institutions/School/College.
- (b) Invest in the development of the Institutions/School/College.
- (c) Encourage revenue generation in the Institutions/School/College.
- (d) Formulate the budget and manage its finances.
- (e) Provide good governance to the Institutions/School/College

Ordinance No.2

Admission of Students

1. In this Ordinance, unless there is anything objectionable in subject or context.
 - (a) “Amity Common Admission Test” hereafter be referred to as “AMCAT”, means the qualifying examination, the passing of which makes a student eligible for admission to a particular year in a program of study leading to the award of Bachelor’s Degree/Master’s Degree/M.Phil Degree/Ph.D./ Diploma Certificate conferrable by this University. It may include Written Test, Language Test, Group Discussion (GD), Personal Interview (PI), etc.
 - (b) **Mode of Admission**

Admissions to various academic Programmes offered by the University through its Institutions will be made strictly on the basis of merit determined either through:

 - (i) AMCAT (Amity Common Admission Test) followed by Group Discussion and / or interview or
 - (ii) CAT, MAT or GMAT followed by Group Discussion and / or interview or
 - (iii) Marks in qualifying examinations followed by written test and / or Group Discussion and / or interview.
 - (iv) The University may, if considered expedient, admit students on “merit-cum, first-come-first-served basis” who satisfy the minimum eligibility criteria.
 - (c) The admission procedure as prescribed, if any, by the Higher Education Department, Govt, of Bihar, and other Regulatory State & Central bodies for professional & technical courses, will be followed.
 - (d) “Equivalent Examination” means an examination which is conducted by:
 - (i) Any recognized Board of Secondary Education; or
 - (ii) Any Indian University incorporated by any law in force for the time being, and recognized by the University as equivalent to its corresponding examination; or
 - (iii) Any foreign University/Board of Examination that has been recognized by the Association of Indian Universities (AIU) as equivalent to 10+2 stage qualification or Bachelor’s/Master’s Degree Programme.
2. The Admission Cell of the University will be responsible for facilitating admissions to the various programmes offered by the University.
3. The date of AMCAT shall be declared/released on the University’s website www.amity.edu/bihar, along with the last date of submitting the duly filled in Admission Application Forms.
4. A candidate desirous of applying may required;

- (a) Download the Admission “**Application Form**” from the University’s website www.amity.edu/bihar and submit the same with a Demand Draft for the prescribed fee drawn in favor of “Amity University Patna” payable at Patna; or
 - (b) Purchase the “**Application Form**” Online or
 - (c) Buy in person on payment of cash from the Admission Cell of the University.
5. A candidate who fulfills the eligibility criteria for seeking admission to a program offered by the University shall submit the duly filled in Admission Application Form on or before the last date prescribed for the same.
6. Any student from India or abroad seeking admission in the University may contact the Admission Cell in person, through email, or through online counseling mode.
7. Non-Resident Indian candidates shall also be eligible for admission to various programmes, under the directives of the Amity University Patna, provided they satisfy the eligibility criteria.
8. After scrutiny, if the candidate is found to meet the eligibility criteria prescribed by the University, he/she shall be called to appear for the AMCAT or as per clauses mentioned under 1(b).
9. The University shall follow the admission process as prescribed by the norms set by it depending on the programme for which AMCAT is to be conducted.
10. The University shall follow the following admission process for all courses:
 - (a) The University will issue the Admission Notification on the University’s website, in newspapers, on the notice board of the University, and in other publicity media before the commencement of every new academic session.
 - (b) The candidates provisionally selected for admission will be informed directly of their admission by the Admission Cell. The results of the admission test will also be uploaded on the individual microsites of all the candidates, successful or unsuccessful.
 - (c) The candidate whose results of the qualifying examination are awaited can also apply, and they will be granted admission provisionally. Such candidates, however, must produce the previous year’s mark sheet, school/college certificate as a proof of the required eligibility criteria at the time of admission. The mark sheet and certificate of the qualifying examination shall be produced before the due date declared by the University, failing which provisional admission shall be cancelled.
 - (d) If a candidate admitted provisionally under para (c) above fails to secure the marks to fulfill the eligibility criteria of the programme his/her admission (provisional) shall be cancelled.
 - (e) The Admission Application Form may be rejected on any of the following grounds:

- (i) If the candidate has not fulfilled the eligibility criteria for the particular programme he/she has applied for;
 - (ii) If the candidate has been debarred on grounds of indiscipline from any college/University/educational institution;
 - (iii) If the Admission Application Form is not accompanied by the prescribed fee or Demand Draft or Transaction ID-and Receipt Number (in case of online transaction)
 - (iv) If the Admission Application Form is not filled in properly and/or signed by the candidate;
 - (v) In case the supporting documents (as applicable) are not enclosed;
 - (vi) If there is a criminal lawsuit pending against him/her in a Court of law
- (f) The Admission Rules as framed by the University from time to time, shall be applicable for all admissions and all decisions taken by the University regarding this shall be final.
- (g) The number of seats and fee of each programme shall be approved by the Board of the Management of the University.
11. The successful candidate will submit the following documents (a set of certified copies) to the University at the time of the registration. The Admission Application Form shall, among others, be accompanied by a copy of.
- (a) Class X Marks sheet & Certificate
 - (b) Marks Sheets - Class XII (for undergraduate programmes), Graduation mark sheet (for post graduate programmes) and post graduation mark sheet (for Ph. D programmes);
 - (c) Transfer Certificate or School or Institution Leaving Certificate signed by the Head of the Institution last attended by the candidate (original copy)
 - (d) Character Certificate signed by the Head of the Institution last attended by the candidate. In the case of a candidate who passed the examination as private candidate, a certificate signed by two responsible persons certifying the character of the candidate will be submitted (original copy)
 - (e) Migration Certificate from the Secretary or Registrar of the Board from which he/she has passed his/her qualifying examination (original copy)
 - (f) Affidavit of Anti Ragging by student & parents.
 - (g) Academic details of all other examinations passed;
Enrolment/registration number will be assigned to the students by the University after verification and submission of all the necessary documents/fees.

- (h) No candidate shall be provided admission to any School/College/Institution under any faculty of the University for pursuing a course of undergraduate study unless he/she has passed the final examination from any recognized Board of Secondary Education or an examination declared equivalent to such examination by the University.
 - (i) No student enrolled in the University shall be admitted to any subsequent higher class in any Institution unless he/she has passed the examination qualifying him/her to appear for the examination for which he/she will be preparing. If a student who is eligible to appear at a Supplementary or second examination may be provisionally admitted to a subsequent higher class, but he/she shall revert to the lower class if he/she is not declared as successful at such examination.
 - (j) No candidate migrating from any other University/Board shall be admitted to any programme in the University unless he/she has passed the examination which has been declared by the University as equivalent to the qualifying examination for admission to the programme applied by the candidate.
12. (a) No candidate who has passed a part of any degree of Post-Graduate examination from another University shall be admitted to subsequent higher class for such examination in any School/College/Institute of the University without the approval of the Chairperson, Admission Committee.
- (b) No candidate, who is under sentence of expulsion or rustication from any other University or an educational institution affiliated to that University, shall be admitted to any course of study in a School/College/Institute maintained by the University during the period for which the sentence is in operation.
13. (a) Admission of students to various Schools/College/ Institutes of the University will be done as per the admission cycle declared by the Chairperson, Admission Committee. The Vice Chancellor may make changes to the admission cycle as deemed necessary.
- (b) Candidate applying beyond the last date of admission to the various programmes offered by the University due to the exigencies like transfer of their Parents/Guardians or due to any other genuine reason, may be granted admission by conduct of a 'Special AMCAT', subject to availability of seats in various programmes and following the procedure given in para 9 above.
14. A complete list of all students admitted to various programmes of the University shall be forwarded by the Admission Cell to the Registrar, after the last student has been admitted to the University or as per the last date declared in the academic calendar of the University, with a Certificate that all admissions have been made as per University Rules and that no exception has been made.

- (a) A candidate shall be enrolled as a student of the School/College/Institute of the University as soon as he/she has paid the prescribed fees, registers himself/herself as a student, has submitted all academic transcripts, and the details have been verified by the Head of the Institution/College/School.
- (b) A candidate seeking admission to a programme after the commencement of the session shall be required to pay tuition fee in full.
15. The Head of the Institution/College/ School may forward the Application for Change of Branch by the student to the Director-Admissions, who may process the application further as per rules.
16. (a) A student seeking transfer of admission from one institution to another under the jurisdiction of the University, shall not be required to pay such installments of tuition fees that the student has already paid at the institution from which he/she is seeking transfer. Such student, however, shall comply with the eligibility criteria for admission to the branch / programme offered by the Institution he/she is seeking transfer to.
- (b) Such admission(s) shall, however, be subject to the Admission Rules and Regulations of the University.
17. (a) A student who is enrolled in the University may apply for a change, correction or alteration in his/her own name or surname to the Registrar through respective HOI with a fee decided by the University along with an affidavit as well as proof/certificate giving reasons for change and other relevant documents.
- (b) The Registrar, if he/she is satisfied with the reasonableness of the request, may pass an order for change or correction of the name of the student.
- (c) The application for change or correction in the name shall be made through the Head of the Institution /College/ School where the student is studying and will be supported by an affidavit.
- (d) The fee deposited by the candidate shall not be refunded in any case, even if his application is rejected.
18. Every student in the University shall at all times display good behavior, show diligence in studies, maintain decorum and dignity, take adequate interest in co- curricular activities, and observe all rules of discipline of the School and University of which he/she is a student.
19. Merit and Merit-Cum-Means scholarships shall be awarded to meritorious students as per the norms of the University.

20. Notwithstanding anything stated in this Ordinance, for any unforeseen, issues arising and not covered by this Ordinance, or in the event of differences in interpretation of clauses therein, the Vice Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a committee consisting of any or all the Directors/HOIs of the Schools/College/Institutions /Departments. The decision of the Vice Chancellor shall be final.

21. **Guidelines For Admission of Foreign Students/NRI in AUP**

21.1 **Eligibility for Admission to Graduate Courses:**

For admission to a graduate programme of studies in any discipline, applicant must have completed 12 years of formal schooling. Students meeting the eligibility criteria as prescribed in the Admission Prospectus-AUP would be considered for admission. They should have cleared **TOEFL** with 213 in **CBT** or 550 in **Paper Based test** or can have a band of 6.5 in **IELTS**. Evidence of required academic performance must be in the form of certified English transcripts listing all the courses with the grades or marks earned. Transcripts in languages other than English are not acceptable.

21.2 **Eligibility for Admission to Post Graduate Courses:**

For admission to specific programme, the requirement of subjects studied will be same for both national / Foreign Students / NRI as prescribed in the Admission Prospectus-AUP.

For admission to a post-graduate programme of studies in any discipline, applicant must have completed 12 years of formal education at the School level followed by a Bachelor's Degree of at least 3 years duration. Students meeting the eligibility criteria as prescribed in the Admission Prospectus-AUP would be considered for admission. However, the admission to post-graduate courses is rather restricted and the applicant should have an excellent academic record to stand a fair chance for admission.

A **GMAT** score of minimum 500 is required for the Post Graduate Management Course Admission.

A **GRE** score of minimum 1200 is required for the Post Graduate Engineering Course Admission.

A **SAT** score of minimum 1200 is required for the Graduate Course Admission.

**Criteria mentioned under clause 21.1, 21.2 are subject To Review by The Admission Committee from time to time*

For admission to specific programmes, the requirement of subjects studied will be same for both national / Foreign Students / NRI as prescribed in the Admission Prospectus.

21.3 **Procedure for Admission:**

Amity has a very advanced online admission portal www.amity.edu/bihar where you can track your admission status by logging in using your application form number and password.

Duly filled in Application Forms together with the certified copies of Testimonials/Certificates should be sent to the respective campus you are applying to-

**The Director Admission,
Amity University Patna
Patna, Bihar**

At any stage after submission of form, status can be checked on www.amity.edu/bihar

Date, Time and Venue for AMCAT/Written test and/or Group Discussion and/or Interview will appear on the www.amity.edu/bihar, if all the Eligibility Conditions are fulfilled candidate have to appear in the Admission Selection Process accordingly. If it is not possible for you to get the visa and appear in the Admission Selection Process, then Amity Admission office will facilitate by conducting Interview- Telephonic/Video Conferencing.

Provisional Admission after the Interview process will be given to selected candidates subject to confirmation based on the following:

21.4 Mandatory Requirement After offer of Admission:

- a) Every Foreign / NRI student shall have to undergo a medical test (including test for AIDS) within a week from the date of admission. They should also be covered under medical insurance before registration for the academic program.
- b) All the international students will require a student visa endorsed to Amity University for joining full time courses. No other endorsement is acceptable. Students wishing to join a research programme will require a research visa endorsed to Amity University. The visa should be valid for the prescribed duration of the course.
- c) A visa is not required for NRI students. Students who are doing full time courses, in some other institutions, do not require a separate visa for joining part time courses provided that their current visa is valid for the entire duration of the course.
- d) All International students wishing to undertake any “research work or join a D.Sc/D.Litt./LL.D/Ph.D./M.Phil. programmes will have to obtain prior security clearance from the Ministry of Home Affairs and the approval of Department of Secondary & Higher Education, Ministry of Human Resource Development Government of India and this must be on the research visa endorsed to Amity University.
- e) All foreign students (including those of Indian origin), are required to register themselves with the concerned District Foreigners Registration Officer/ Foreigners Regional Registration Officer, “within 14 days of their first arrival in India, if they hold a visa for a period which is more than 180 days.”

21.5 List of documents required at the time of registration with the Foreigners Registration Officer.

- (i) Photocopy of the passport and initial visa.
- (ii) Four photographs of the applicant.
- (iii) Details of residence in India.
- (iv) HIV test report from one of the WHO recognized institutions from people in the age group of 15 to 60 years, if the foreigner is visiting India on a visa

- for more than one year.
- (v) Copy of the marriage certificate in case of those seeking extension of stay on grounds of being married to an Indian national.
 - (vi) Bona-fide certificate from the University/College/Institution in case of student visa.
 - (vii) All Foreign / NRI students will have to submit an Equivalence Certificate from the Association of Indian Universities (AIU).

21.6 Procedure For Seeking Equivalence Certificate

<http://www.aiuweb.org/Content.aspx?ID=17>

Application form is to be submitted to AIU in the prescribed Format of AIU The students are advised to send the following documents to the Association of Indian Universities for obtaining Equivalence Certificate:

1. Degree/Certificate together with the year-wise Academic Transcript duly authenticated by the Indian Embassy in the Country or its concerned Foreign Mission in India.
2. Accreditation status of the University/Institute which the student has last attended.
3. Copies of the academic Certificates from Higher Secondary onwards (where necessary)

The Service Charges for issue of Equivalence Certificate is US \$ 100 *or as applicable* payable through Demand Draft in favour of “**Association of Indian Universities, New Delhi**”.

The onus of Certification for Equivalence from AIU is on the candidate and his application will be considered only after the Certificate is submitted

21.7. Transfers & Change of Course:

An international student who has been granted admission to a particular course shall not be allowed to change the course.

Ordinance No.3
Registration/Enrollment of Students and their Admission to
Courses of Study and Teaching Methodology

1. To register or enroll in the programmes offered by the University, the applicant shall apply on the prescribed format and submit the application form to the Head of the Institution, who shall then forward the same to the Registrar of the University.
2. On receipt of the Registration Form at the University Institution, the candidate will be allotted a temporary Registration Number.
3. The Registration Application Form and all academic transcripts in original will be subject to verification by the University and after due verification, the candidates will be provided a Permanent Registration Number/Enrollment Number.

4. **Teaching Days**

Every Institution/College/School enrolling student for the first-degree course shall ensure that the number of actual teaching days is not below 180 in an academic year (90 days in a semester).

5. **Teaching Method**

- (a) Teaching methods of all programmes shall include one or more methods of teaching form i.e. Classroom Teaching, Assignments, Viva Voce, Lab Work, Seminar, Project Work, Summer Internship Training, Field Work, Presentation, Group Discussion, Case Discussion etc.
- (b) To provide better support to the students in conjunction with the traditional approaches, modern approaches based on information and communication technologies for teaching-learning shall be adopted. These may include online teaching-learning, material availability, webcasting, podcasting, online chatting with teachers, online discussion forums, etc.

6. **Medium of Instruction**

The medium of instructions and examinations shall normally be English, except in language courses where it is necessary to use corresponding mediums.

Provide that with the approval of the Academic Council, on the recommendations of the concerned Board of Studies, the medium of instructions may be Hindi or any other language in any course of studies.

Ordinance No. 4
Examination General
Part-I
Definitions & Acronyms

In this Ordinance and in all Ordinances and Regulations laying down conditions for appearing in an examination of the University for a Degree or a Diploma, either generally or for a particular examination, unless there is anything repugnant in the subject or context.

1. **Definitions.**

- 1.1 “**Academic Year**” is the period of nearly 12 months and is notified in the academic calendar, devoted to completion of requirements specified in the Scheme of Teaching and the related examinations. An academic year consists of two semesters.
- 1.2 “**Attested**” means signed and verified by an officer.
- 1.3 “**Amity Common Admission Test (AMCAT)**” shall mean the Common Admission Test conducted by the Amity University Patna (**AUP**) for admission to academic programmes of the University.
- 1.4 “**Annual Grade Point Average (AGFA)**” means the Annual Grade Point Average under Annual Examination System.
- 1.5 “**Answer Book**” means the document containing the answer or answers as given by a candidate during examination to the question or questions contained in the question paper meant for the said examination.
- 1.6 “**Audit Course**” shall mean a Course Unit opted by a student out of Course Units for which the student is awarded grades and does not earn credits.
- 1.7 “**Candidate**”,
 - 1.7.1 “**Regular Candidate**”, means a person who is undergoing a regular course of study in an Institute/College/School/Department of the University and seeks admission to an examination of the University.
 - 1.7.2 “**Ex-Student Candidate**”, means a person who was admitted to an examination as a regular candidate in a previous academic year and was not declared successful there at or was not able to appear in the examination though admission card was correctly issued to him by the University and seeks admission again to the same examination.
 - 1.7.3 “**Failed Candidate**”, means a student who could not get minimum marks to clear a subject in an examination.

- 1.8 **“Board of Examiners”** shall mean Board constituted with the approval of the Vice Chancellor for the conduct of practical examinations, workshops, viva-voce examination and evaluation of student performance at the Departments and Constituent Units of the University.
- 1.9 **“Course Unit”** is a component of an Academic Programme for which details of syllabus and required number of contact hours per week are specified.
- 1.10 **Course Code”** shall mean curricular component identified by a designated code number normally consisting of a string of alphanumeric characters.
- 1.11 **“Course Credits”** shall mean an integer number indicating the weightage assigned to a Course Unit, Project, Research work or any other academic component, on the basis of contact hours per week on all learning activities.
- 1.12 **“CGPA”** shall mean the Cumulative Grade Point Average of a student.
- 1.13 **“End Term Examinations”** means an examination conducted by the AUP at the end of Year/ Semester as prescribed in Scheme of Evaluation of a programme.
- 1.14 **“Enrolment”** means the period for which a candidate’s registration is valid
- 1.15 **“Examination Centre”** means any Institution or teaching department of the University, or part thereof, fixed by the University for the purpose of holding its examinations and shall include the entire premises attached thereto.
- 1.16 **“Examination Committee”** means the Committee constituted by the Academic Council to coordinate activities relating to conduct of examinations and devise detailed procedures for an efficient, transparent and fair evaluation system of students.
- 1.17 **“Examination Discipline Committee”** shall mean the committee constituted by the Vice Chancellor at the University to consider and decide the cases relating to acts of misconduct, misbehaviour, indiscipline and/or use of unfair means by the students while appearing in the examinations,
- 1.18 **“External Examiner”** shall mean a person who Is not in the employment of the AUP or its Constituent Units arid is appointed as Examiner.
- 1.19 **“Examination Sub-Committee”** shall mean a Sub-Committee constituted by the University to work under Examination Committee.
- 1.20 **“Internal Examiner”** shall mean an examiner detailed to conduct practical exam, viva-voce, workshop practice, seminars etc. including a paper setter and evaluator who is a teacher of the University and its Constituent Units.

- 1.21 **“Invigilator”** means a person who assists the Superintendent of the Examination Centre in conducting and supervising an examination at a centre.
- 1.22 **“Maximum Registration Period”** shall mean the maximum period specified in the Scheme of Teaching and evaluation for a degree, diploma and certificate programme for which a candidate may be registered.
- 1.23 **“Minimum Registration Period”** shall mean the minimum period specified in the Scheme of Teaching and Evaluation for a degree, diploma and certificate programme for which a candidate may be registered.
- 1.24 **“Ordinances”** shall mean the Ordinances of Amity University Patna.
- 1.25 **“PG Diploma”** shall mean the Post Graduate Diploma in areas approved by the Board of Management.
- 1.26 **“Question Paper”** means a document containing the question(s) to be administered at an examination to be answered by a candidate.
- 1.27 **“Result Moderation Committee”** shall mean the committee appointed by the University to moderate grades/marks awarded by the Evaluators in different course units at a given level of a curriculum.
- 1.28 **“Scheme of Teaching and Examination* ”** shall mean the scheme of teaching and examination for a programme as approved by the Academic Council.
- 1.29 **“Scrutinizer”** means a person engaged to check the compilation of the result by comparison of award lists and the result sheets prepared by the office.
- 1.30 **“Semester System”** means a modus operandi of teaching learning/evaluation of student performance in an academic programme of the University and its Constituent Units in two segments in an Academic Year,
- 1.31 **“SGPA”** shall mean Semester Grade Point Average.
- 1.32 **“Statutes”** shall, mean the statutes of Amity University Patna.
- 1.33 **“Superintendent of Examination Centre”** means a person appointed by the Amity University Patna to conduct and supervise its examinations held or to be held at a centre and includes an Additional Superintendent or Associate Superintendent of such centre.
- 1.34 **“Tabulator”** means a person specially engaged for tabulating the result from award lists and the result sheets prepared by the Office.

1.35 “Teaching Experience” denotes teaching experience in the subject in an Institution recognized by the AUP.

1.36 “Year” means the Academic Year.

Notes:

1. Definitions specified in the Act, the Statutes and the Ordinances shall apply unless the context requires otherwise.
2. “He” and “She” imply “He/She” and “His/ Her” respectively.
3. Wherever the Annual System is followed, AGFA shall be assessed in the same manner as SGPA and regulations for promotion etc. will apply accordingly.

4. **Acronyms-**

AMCAT	Amity Common Admission Test
AGFA	Annual Grade Point Average
AUP	Amity University Patna
CAT	Common Admission Test
CGPA	Cumulative Grade Point Average
CoE	Controller of Examinations
DRC	Departmental Research Committee
ESE	End Semester Examinations
*F’ Grade	Fail Grade
T Grade	Incomplete Grade
HoC	Head of Centre
HoD	Head of Department
Hol	Head of Institution
PG Course	Postgraduate Course
Pro VC	Pro Vice Chancellor
S Grade	Satisfactory Grade
SGPA	Semester Grade Point Average
U Grade	Unsatisfactory Grade
UG Course	Undergraduate Course
URC	University Research Council
VC	Vice Chancellor

Part- II
Admission of Various Categories of Students
to the University Examination

2, **Admissions.**

- 2.1 No candidate shall be permitted to appear in the University examination unless he/she is duly registered/ enrolled with the University and has paid all dues.
- 2.2 Filled up examination forms of all the candidates with the complete fees shall

be forwarded by the Head of Institution (Hol) or Head of Department (HoD) so as to reach the designated centre on or before the last date prescribed by the University. It will be the responsibility of the Hol to see that the candidate possesses minimum, academic qualifications for appearing in the examination, has fulfilled attendance norms, and is of good conduct.

- 2.3 Controller of Examinations (CoE) of the University or the Hol can detain a student from appearing in an examination if he/she has not paid full dues of the University or does not return the Institution property and article(s) or if the conduct of the students has been unsatisfactory.
- 2.4 (a) An Ex-student shall submit his examination form in prescribed format on or before the last date notified by the University to the concerned Hol/ HoD who will forward it to the designated centre after verification.
- (b) An Ex-student shall offer the subjects or optional papers which he/she had previously offered as a regular student unless on account of a change in the scheme of examination, the subject/ paper offered by him/her earlier cease to be a part of the scheme of the examination or syllabus for the examination and he/she is permitted by the University to offer instead, a different subject or paper.
- (c) An Ex-student will be required to appear in the examination in accordance with the syllabus specifying the scope of studies in different subjects in force in the University, at the time of examination.
- 2.5 Every Ex-student shall appear at the examination centre at which the regular candidates from the institution in which he/she had pursued a regular course of study shall be appearing, provided that the Registrar/Head of Examination may, for sufficient reasons, require or allow a candidate to change his/her examination centre.
- 2.6 A regular candidate shall submit his/her application form with the form fees (if any) to the Hol/HoD or the school of the Studies so as to reach the CoE on or before the last date prescribed for the purpose by the University authorities,
- 2.7 In case of each application, the Hol/ HoD shall certify that the candidate:
- (a) Possesses the minimum qualification for appearing at the examination to which he seeks admission
- (b) He/she has displayed good conduct.
- 2.8 The Head of the Institute/School/Department shall send list of eligible candidates for examination, as per examination schedule declared by the University.

2.9 No Candidate shall be allowed to take the end semester/annual examination unless one has:

- (a) Attended at least 75% of Lectures/ Practicals delivered. However, the VC can condone the attendance upto 10% on reasonable grounds.
- (b) Paid all the due fees and;
 - (i) Obtained “No Dues” certificates from the concerned Department/Institution.
 - (ii) Submitted the Project Report/ Job Internship Certificate, as notified by the Director/HoD/Hol;
 - (iii) Received ‘in-plant training’ as prescribed by the HoD/ HoI

2.10 **Admission of Regular Candidate.** No regular candidate shall be admitted to an examination of the University unless he/she:

- (a) Has been enrolled as a student in the School of Studies or Institutes in accordance with the provisions of the Ordinance.
- (b) Possesses the minimum academic qualification for admission to the examination to which he seeks admission and has pursued a regular course of study for that examination.
- (c) A regular candidate migrating from another University or Board of Secondary Education should submit his/her original migration certificate with his/her enrolment application form on the date prescribed by the University for enrolment.
- (d) The Controller of Examination (CoE) may on the specific recommendation of the HoD/Hol, and if he is satisfied that an admission card has been lost or destroyed, grant a duplicate admission card on payment of further fees as prescribed by-the University, Such card shall show in a prominent place the word “**Duplicate**”.
- (e) Where a candidate offers additional subject paper for an Examination in accordance with the provisions of the Regulation relating to the examination.

2.11 In computing the attendance for fulfillment of the conditions regarding pursuit of a regular course of study:

- (a) Attendance at lectures delivered and practicals, if any, held during the academic session shall be counted.
- (b) Attendance at any lecture delivered or practical class held within fourteen days preceding the first day of written examination which if treated as preparation leave, shall not be counted.

- (c) Attendance at NCC/ NSS during the session shall be taken as full attendance at lectures/ practicals on each such day of the Camp and the day of journey to such Camp.
- (d) Participation as a member of the University/ Institute team in any Inter-University or Inter-Collegiate Competition shall be taken as full attendance on the days of such competition and the days of journey for participating therein.
- (e) For special reasons such as prolonged illness, deficiency in percentage of attendance not exceeding 10% in each subject may be condoned by the VC, provided that he is fully satisfied of the validity of the reasons.

2.12 Except as otherwise provided, a regular candidate for an examination shall on or before the last date notified by the University:

- (a) Submit an application for admission to the examination in the prescribed form duly affixing his/her latest, passport size photograph at the appropriate place, through the HoD/ Hol of the Institute/ School of Studies indicating the subject or subjects in which he/she desires to present himself/herself for the examination.
- (b) Pay along with the application, the fee prescribed for the examination concerned
- (c) Application submitted by regular candidate together with the examination fee shall be forwarded by the HoD/HoI of the Institute/ School of Studies, so as to reach the University on or before the last date prescribed for the purpose by the University.

2.13 **Admission of Ex-Student Candidate to Examination of the University.**

No ex-student shall be admitted to an examination of the University unless he submits with his application for appearing in the examination:

- (a) The statement of marks (in original) obtained by him at the said examination issued by the University together with an attested copy thereof, or
- (b) In case he was duly admitted to the said examination as a regular candidate but could not appear therein, a certificate from the HoD/Hol of the Institute last attended by him showing the year, the roll number and the examination to which he was admitted as a regular candidate.

2.14 An ex-student candidate for an examination shall submit through the forwarding officer i.e. the HoD/ HoI where he/she has pursued a regular course of study, an application for admission to the examination in the prescribed form on or before the last date notified by Amity University, Patna and specify therein:

- (a) Whether he/she is a candidate for the examination entitled.
- (b) The subject paper or subjects/papers in which he/she desires to present himself/ herself for the examination.
- (c) Submit with his/her application the evidence of having been admitted to the examination earlier as required in paragraph.
- (d) Attach with his application for admission to the examination, his/her latest passport size photograph duly attested by the forwarding officer.
- (e) Pay the fee prescribed for the examination. Fees shall be paid in any manner as prescribed by the University.
- (f) An Ex-student shall offer the subjects/papers which he had previously offered as a regular candidate unless on account of a change in the scheme of examination, the subject/paper offered by him earlier ceases to be a part of the syllabus of the examination he has applied / appear in and he is permitted by the University to offer instead a different subject or paper.
- (g) An ex-student will be required to appear in the examination in accordance with the syllabus specifying the scope of studies in different subjects in force in the University.

2.15 Every ex-student candidate shall appear at the examination centre at which the regular candidates from the Institute in which he has pursued a regular course of study shall be appearing.

PART - III **General Conditions**

3. General

- 3.1 This specifies Regulations for Conduct of Examinations, Scheme of Examinations and Discipline among Students during Examinations as well as lays down conditions for appearing in an examination of the Amity University Patna (AUP) for a degree or a diploma, either generally or for a particular examination, unless there is anything, repugnant in the subject or context. The ordinance shall be applicable to all courses of AUP.
- 3.2 The ordinance makes provisions for setting up of various Committees to facilitate organized conduct of examinations. The ordinance acts as guidelines for planning, coordinating and conduct of examinations in a fair manner without providing any undue advantage to any particular candidate /examinee. The Vice Chancellor will be assisted by the Controller of Examinations (CoE) in implementing the guidelines in true letter and spirit.
- 3.3 Certain salient important aspects which need to be kept in mind are as amplified below:
 - (a) No candidate shall appear in more than one degree examination or for the Master's Degree in one and the same academic year.

- (b) No candidate shall be permitted to appear in the AUP examination unless he/ she is duly registered/enrolled with the. AUP and has paid all dues.
- (c) A candidate who has passed a part of the Bachelor's degree examination or a part of Master's degree examination of another University may, on the recommendations of Chairman Board of studies concerned and Dean Academics/Hol concerned be admitted with the permission of the VC to the next higher examination of the University for the degree concerned provided the course offered by the candidate at such other University is equivalent to the course of the University for the corresponding examination.
- (d) No person who has been expelled or rusticated from any Institute/ College or University or has been debarred in appearing at a University examination shall be admitted to any examination during the period for which the sentence is in operation.
- (e) All the records of examinations and results will be maintained as per the University policy. Usage of electronic means of storage in addition to hard copies will also be made for storage of such sensitive data.

PART-IV **COMMITTEES**

4. Examination Committee

- 4.1 **General:** There shall be an Examination Committee at the University level constituted by the Academic Council,
- 4.2 **Composition:** The composition of the Examination Committee will be as laid down in Statutes.
- 4.3 **Functions:** The functions of the Examination Committee shall be as follows:
 - (a) To frame detailed guidelines and procedures for an efficient, transparent and fair evaluation of student's performance and conduct of examinations as Well as for tabulators/ programmers for preparing the results of the examination.
 - (b) To supervise generally all the examinations of the University and issue such directions as it may consider necessary for conduct of examinations.
 - (c) To review from time to time the results of the University examinations and submission of reports thereon to the Academic Council.
 - (d) To make recommendations to the Academic Council for the improvement of the examination system.
 - (e) To appoint such number of sub-committee as it may feel appropriate and may delegate to any one or more persons or sub- committee(s), its powers to deal with examination matters.

- (f) To consider the complaints received against Officers and Staff engaged for conduct of examinations and recommend to the VC about the action to be taken against the concerned person(s).
- (g) To consider and recommend the rates of remuneration for the Examiners, Superintendents of Examination Centre's and other staff engaged on examination duty. Tabulators and Collators etc. associated with the examination duty.
- (h) To consider any written report/ representation/ complaints received within seven days after completion of the examination regarding setting up of question paper etc., along with specific recommendations of the Examination Sub-Committee of Departments/ Constituent Units and to recommend for consideration of the VC the action to be taken against any Examiner/ Paper-setter/ Moderator in cases of mistakes/ omissions/ negligence/ leakage in paper-setting/ moderation/ evaluation etc.

5. To investigate the cases of understandable divergence in the results of any Course Unit. The Examination Committee for this purpose may itself scrutinize the answer books or may order their scrutiny by other person(s), and: may also call an explanation from the examiner concerned for the divergence of marks. If after the investigation, the Committee is of the opinion that such divergence is due to leakage of paper, personal favouritism or animosity, it may recommend to the VC for such action as it may deem fit, such as debarring the examiner/ evaluator from examination ship permanently or for a specified period.

6. **Examination Sub - Committee.**

6.1 **Constitution:** Each Department/ Constituent Unit will constitute 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) Head of Department/Constituent Unit - Chairperson
- (b) Two senior faculty members of the Department/Constituent Units - Members

6.2 **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 CoE for approval and notification.
- (b) Prepare panels of paper setters, examiners, evaluators and submit the same to the CoE for approval by the VC and also suggest names of external experts for moderation of question papers.
- (c) Make arrangement for printing of Question Papers for internal class tests and other components of internal assessment.

- (d) Keep the Question Papers received from the CoE in safe custody and keep proper record of the used and unused question paper.
- (e) Arrange printing of Answer Books on standard format provided by the University and maintain record of used and unused answer books.
- (f) Scrutinize the examination forms of the students and determine eligibility of students for taking examination. In case any student is found ineligible, it will record reasons of ineligibility against each student.
- (g) Ensure compliance of provisions of Regulations and Guidelines relating to conduct of examinations.
- (h) 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.
- (i) Appoint amanuensis for visually handicapped and disabled students who are unable to write with their own hands.
- (j) Appoint Invigilators (minimum two in a room) and the supporting staff; and supervise their functioning.
- (k) Ensure smooth conduct of Examinations,
- (l) Report immediately cases of use of unfair means by the students in the examination, if any, to the CoE for consideration by the Examination Discipline Committee of the University.
- (m) Arrange spot evaluation of answer books from the Evaluators approved by the VC, if desired by the University.

7. **Moderation Board for Moderation of Question Papers**

7.1 **Composition:** Moderation Board shall be constituted by the VC as under for one or more courses:

- (a) Dean or Head of School/Department/Centre/Institution Chairperson
- (b) Senior most Professor/ Senior most teacher and
teaching faculty of the discipline concerned. Member
- (c) Two experts in the discipline/ specialization
(One shall be external) Members
- (d) CoE Member Secretary

Notes:

1. At least three members shall constitute the quorum for meetings.
2. Tenure of the Moderation Board shall be two years.

7.2 **Functions**

The functions of the Moderation Board shall be:

- (a) To ensure that question papers prepared are strictly in accordance with the course contents and the instructions, if any.
- (b) To remove ambiguity if any, in the language of questions. To moderate/ reframe the questions so as to give opportunities to students of varying abilities.
- (c) To ensure proper coverage of course contents and indicate weightage/ marks for each question or part/ parts thereof, time prescribed and to correct errors, if any.

8. **Examination Discipline Committee**

8.1 **General:** There shall be an Examination Discipline Committee at the University level constituted by the VC to consider the cases of misconduct, misbehaviour of students and their use of unfair means in examination and disorderly conduct of examinations.

8.2 **Composition:** The constitution of the Examination Discipline Committee will be as under:

- | | |
|--|--------------------|
| (a) Pro-VC/Dean Academics/Dean of the Faculty | - Chairperson |
| (b) Two Heads of Departments/Constituent Units | - Members |
| (c) One Senior Officer of the University | - Member |
| (d) CoE | - Member Secretary |

Notes:

1. The Chairperson may co-opt any Head of Department/ Constituent Unit for particular meeting of the Examination Discipline Committee.
2. The tenure of the nominated members of the Committee shall be two years-
3. At least three Members present shall constitute the quorum:

9. **Results Moderation Committee,**

9.1 **Composition.** The University will constitute a Results Moderation Committee for each Programme/as per approval through VC. The composition of the committee will be as under:

- | | |
|---|-------------------|
| (a) Pro-VC/Dean Academics/Dean of Faculty | -Chairperson |
| (b) HoD/Constituent Unit. | -Member |
| (c) One Senior Faculty member
(from each broad discipline) | - Member |
| (d) CoE. | -Member Secretary |

- 9.2 **Functions** The functions of Results Moderation Committee are as under:
- (a) The Committee shall scrutinize the statistics of results prepared by the CoE and if need be, moderate the same after satisfying itself that the results on the whole and in various subjects are in conformity with the usual standards before declaration of results.
 - (b) The Committee shall bring to the notice of the VC lapses or omissions on the part of the paper setter and/or the examiners, if any. It will also suggest steps to be taken by the University to rectify the same as well as the action to be taken in cases where the result is unbalanced,

9.3 **Moderation**

The provision of moderation of marks up to maximum of 5 marks in any one subject per semester on approval by the VC shall be permissible in borderline cases for upgrading “C” Grade to “C+” Grade, for improvement of SGPA, CGPA and also the Division.

- 9.4 Considering the time requirement for moderation of large number of programmes and students, on approval from the VC, where five marks are to be awarded in borderline cases, the results may be moderated by CoE and put up to the Result Moderation Committee. .

- 9.5 The recommendations of the Moderation Committee shall be placed before the VC for approval.

10. **Appointments**

10.1 **Controller of Examination (CoE)**

10.1.1 **General**

The CoE shall be a whole time Officer of the University. All arrangements for the conduct of examination to be held by the University shall be made by CoE in accordance with directions of Academic Council/ the VC.

10.1.2 **Functions**

The CoE shall be performing the following functions:

- (a) He shall be responsible to publish programme for the conduct of examination specifying the dates of all related activities with respect to conduct of examinations for all courses. Subject to the superintendence of the Examination Committee, and Examination Sub-Committees, he shall conduct all the examinations of the University and shall make all other arrangements thereby and be responsible for the due execution of all processes connected therewith.
- (b) He shall be ex-officio Member Secretary of the Examination Committee and such other Committee(s) as may be constituted by the University, but he shall not, by virtue of this sub-section, be entitled to vote. He shall be bound to place before such Committee(s) all such information as may be necessary for

transaction of its business.

- (c) He shall be responsible for the due custody of the records pertaining to evaluation, examinations and related activities.
- (d) He shall collect information from the Departments/ Constituent Units of the University, as may be necessary, for the discharge of his duties.
- (e) He shall also perform such other duties as may be prescribed in the Guidelines on Conduct of Examinations and Evaluation of Students Performance from time to time, directed by the Board of Management or Academic Council or other authorities of the University.
- (f) When he, for any reason, is unable to act or the office of the CoE falls vacant, all the duties of the Office shall be performed by such person as may be appointed by the VC, until the CoE resumes his duties, or the vacancy is filled.

10.2 **Centre Superintendent**

10.2.1 The Examination Committee/VC shall in consultation with the HoI/ HoD and CoE, appoint Centre Superintendent and Assistant Centre Superintendent (if any required), for smooth conduct of examinations. The Centre Superintendent/Assistant Centre Superintendent will function under the guidance of CoE and shall be responsible for the following duties/tasks:

- (a) The Superintendent shall be fully conversant with Examination Regulations of the University, He can take guidance of CoE as and when required.
- (b) The Superintendent shall be personally responsible for the safe custody of question papers and answer books collected/ received from CoE, He shall render the complete account of used/unused question papers and answer books.
- (c) The Superintendent shall detail Invigilators and supervise their work in conduct of examinations strictly as per Ordinance.
- (d) The Superintendent shall send the daily report of conduct of examinations, number of students attended the exams, absentees, any information related to conduct of examinations and report all cases of UFM to CoE.
- (e) The Superintendent shall, wherever necessary, send a confidential report to CoE about the conduct of examinations mentioning therein the performance of the Invigilators and conduct of the examinees.
- (f) The Superintendent shall have the power to expel an examinee from

examination on any of the following grounds:

- (i) The examinee has created nuisance or serious disturbance at the examination centre.
- (ii) The examinee shows a seriously aggressive attitude towards an invigilator, or a member of staff entrusted with the examination work.
- (g) Unless otherwise directed only Institute preferably faculty members and staff from the respective Institute shall be appointed as Invigilators.
- (h) The Superintendent shall ensure on every day of exam that all examinees are in possession of their ID Card and Admit Card and signatures of all students are taken on the relevant form.

PART-V **Evaluation**

11. Course Evaluation

- 11.1 The course structures and examinations shall normally be based on Semester System. However, the Academic Council may approve Annual System for specified programmes.
- 11.2 In addition to end term examinations, student shall be evaluated for his academic performance in a course through case discussions, presentations, analysis, practical's, homework assignments, term papers, projects, field work, seminars, quizzes, class tests or any other mode as may be prescribed in the syllabi. The basic structure of each course shall be prescribed by the Board of Studies and approved by the Academic Council.
- 11.3 Each course shall have a number of credits assigned to it depending upon the academic load of the course which shall be assessed on the basis of weekly contact hours of lecture, tutorial and laboratory classes, field study and/ or self-study. The credits for the project and the dissertation shall be based on the quantum of work expected.
- 11.4 Depending upon the nature of the programme, the components of internal assessment may vary.
- 10.5 The distribution of weightage for each internal assessment component shall be decided by the concerned Board of Studies/Faculty and approved by the Academic Council. The change in the weightage of the internal assessment and ESE, if required, will be carried out on the approval of the Academic Council.

11. The Project and dissertation shall be evaluated by Board of Examiners, through seminar(s), presentation(s), report submission(s) and the viva-voce examination

12. **Audit Course**

12.1 A student who registers for course(s) shall be eligible to take examinations provided the attendance requirement of the course unit is duly certified by the Head of Department/Constituent Unit to have been met.

12.2 The audit course(s) may be shown in the final Grade sheets/Marks sheets under a distinct head of “Audit Course(s)”. However, a student shall neither be entitled to any credits for such course(s), nor these shall be considered for the purpose of declaration of results.

PART VI
ATTENDANCE

13. **Attendance.**

13.1 **Important Aspects:** The important points emphasized upon are as follows:

- (a) Students are expected to have 100% attendance in all course units.
- (b) Relaxation of maximum 25% may be allowed to cater for sickness or other valid reasons beyond the control of the students.
- (c) A student whose attendance is less than 75%, whatever may be the reason for the shortfall, will not be permitted to appear in the ESE.
- (d) Under extreme special circumstances, in rarest of cases the VC may condone up to maximum of 10% attendance (In addition to 75%) provided that there are sufficient reasons with documentary proof and the cases are duly recommended by HoI/ HoD / Dean of the Faculty.
- (e) Every teaching faculty member handling a class will take attendance till the last day of the class. The percentage of attendance up to this day will be calculated and forwarded to Examination Department by the HoI/HoD for issue of Admit Cards.
- (f) If a student is continuously absent for a period of fifteen days without permission, a notice will be sent to the student and to his parents/guardian.
- (g) If a student remains absent continuously for 30 days without permission, his name will be struck off. Such a student may apply for re-admission. The HoI/ HoD will examine his performance in all semesters and back log of papers and forward recommendations to the VC’s office to decide as to whether he should be given re-admission or not. Based on the recommendations, decision for re-admission and the semester in which re-admission is to be given will be taken. The student granted re-admission will be required to pay the prescribed readmission fee and will be governed by Academic Regulations given above. The attendance will be calculated

as per the decision taken at the time of granting re-admission.

13.2 **Action in Cases of Shortfall of Attendance**

- (a) A student, whose attendance is below 75%, unless condoned by the VC will not be permitted to appear in the ESE and will be awarded 'DE/F' Grade in that paper.
- (b) 'DE/F' Grade students (Debarred due to shortage of attendance or Fail in a course unit) are required to reappear in the examination of the course unit along-with the end semester examination in the next corresponding semester (i.e. even with even and odd with odd) i.e. 'DE/F' grade student of 3rd semester may reappear in that course in the 5th semester.
- (c) DE/F' Grade students will have to apply to the HoI/HoD for reappearing within the first week of the commencement of the corresponding semester. The HoI/ HoD will assign Guided Self Study Courses & Assignments under the faculty for the concerned subjects, of which, regular assessment records will be put up by the faculty to the HoI/HoD. The HoI/ HoD will forward the recommendations to the VC (Through CoE) for grant of permission to re-appear in that course unit. Only on grant of permission by the VC, a student will be allowed to re-appear.
- (d) A student whose attendance is 75% or above but is unable to appear in a paper/papers due to valid unavoidable reasons and with proper written permission from HoI/HoD will be awarded T (Incomplete) Grade.
- (e) The final year students who have obtained 'F' grade may apply to re-appear in those Courses of final two semesters only in the Special Supplementary Examinations to be held within 30 days of the declaration of results.
- (g) The final year students who have obtained T grade may apply to reappear in the subjects of Final Semester only in the Special Supplementary Examination to be held within 30 days of the declaration of results

14. In all cases of reappearing (T & F grade students)/ the marks obtained by the student, who reappears, will be converted into the appropriate letter grade

15. **Computation of Attendance**

15.1 Attendance at lectures, tutorials, practical's, clinical, sessions^ if any, held during the academic session shall be counted.

15.2 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's/tutorials on each such day of camp/training arid the days of journey to such camp/training (excluding the period of holiday/vacations).

- 15.3 Participation as a member of the University/Constituent Unit team in any Inter-University competition games & sports and/or other extracurricular activities shall be taken as full attendance on the days of such competition.
- 15.4 Participation as member of a recognized/approved team in any Competition shall be taken as full attendance. The period will also include the days of actual coaching, competition and the days of journey for participating therein.
- 15.5 In determining the exact number of minimum requisite attendance in lectures, tutorials, seminars, moots, practical's, session's etc. fraction shall be ignored.
- 15.6 For re-admission of a student whose name was struck off from the rolls due to continuous absence from the classes without information, attendance in lectures, tutorials, practical etc. in that semester/year, prior, to re-admission shall be counted.

16. **Making Up of Deficiency in Attendance**

- 16.1 Each Department/Constituent Unit of the University will prescribe "Guided Self Study Course" for the course units in which the students failed or are detained due to shortage of attendance in a semester and arrange counselling sessions for the students on weekends and holidays in the same odd or even semesters.
- 16.2 The students, who are detained due to shortage of attendance in any subject of semester, shall register with their Department/Constituent Unit for Guided Self Study Course in the beginning of next semester/year scheduled for next batch of students. They will be required to pay a fee per subject as prescribed by the Department/Constituent units.
- 16.3 Such students will have to attend contact classes as and when scheduled by the Department/Constituent Unit on weekends/holidays in the relevant semester to complete the package of study for the course designed by the Department/Constituent Unit.
- 16.4 The Departments/Constituent Units may prescribe term papers/home assignments which the students will submit to their teachers subject-wise within the due dates.
- 16.5 The regularity in attending the classes and prompt submission of assignments, by due date will determine whether a debarred or detained candidate is permitted to take the re-examination or not. The schedule for regular-collection and submission of term paper/home assignments will be announced by the Department/Constituent Unit.
- 16.6 Only those students who register for Guided Self Study Course and complete the requirements as prescribed by the Department/Constituent Units will be permitted to take the examination in the respective subject when the examinations of such Course Units are conducted in normal schedule along with the next batch of students. The scheme of reexamination will be announced by the University on receipt of report from the Department/Constituent Unit.

17. **Minimum & Maximum Duration of Academic Programmes**

17.1 The minimum period required for completion of a programme shall be as specified in the Scheme of Teaching and Examination and Syllabi for concerned programme and approved by the Academic Council on the recommendations of the Board of Studies/Faculty.

17.2 The maximum permissible period for completing a programme up to two academic years shall be N+1 year (two semesters) and for the programmes of more than two academic years duration, the maximum permissible period shall be N+2 academic years (four semesters), where “N” represents the minimum duration of the programme.

PART-VII
Assessment System

18. **Grading System**

18.1 The level of students’ academic performance as the aggregate of continuous evaluation and end term examination shall be reflected by letter grades on a ten-point scale according to the connotation as per Table-A.

TABLE -A

Grade	Qualitative Meaning	Grade Point Attached
A+	Outstanding	10
A	Excellent	9
A-	Very Good	8
B+	Good	7
B	Above Average	6
B-	Average	5
C+	Satisfactory	4
C	Border Line	3
F	Fail	0
I	Incomplete	0
(F) DE	Debarred	0
AB	Absent	0
U	Unsuccessful	-
S	Successful	-

18.2 **Guidelines:** General guidelines for award of grades are as follows:

- (a) Evaluation of different components of a Course Unit for each student shall be initially done in numerical marks.

- (b) The marks of different components viz. Internal Continuous Assessment of course work, practical etc. and end term examinations shall be assigned relative weightage as prescribed in curriculum and scheme of a programme and added. The total marks obtained shall be out of 100 and the same would be converted into grades on a 10 point scale.
- (c) A normal class with a range of scores should be graded by a convenient method and should usually produce a fairly normal distribution of grades
- (d) Grading will be done on raw score awarded by the evaluator in internal continuous assessment as well as in end term examination
- (e) The minimum percentage of marks for award of an A+ Grade will not be normally less than 80%.
- (f) For award of C+ grade, the minimum percentage of marks shall not usually be less than 40% in the case of Post Graduate and Integrated level programmes and 35% in Under Graduate level programmes, or as specified by the Academic Council.
- (g) 'C' grade shall be decided on a case basis keeping in view the consistency of performance, progressive improvement, exceptionally good performance in semester examination, regularity in attendance which may be up graded to C+ or downgraded to F grade.
- (h) The results, if considered necessary, shall be moderated by a duly constituted Results Moderation Committee.
- (i) The procedure for evaluation and award of grades for Project/ Training/ Seminar/ Comprehensive viva-voce shall be such as may be decided by the Board of Studies.

18.3 Conversion of Numerical Marks into Letter Grades

- (a) In order to arrive at the letter grades based on relative grading, the total marks in a particular course for all the students in the class of more than 30 students shall be tabulated in a descending order list (equivalently a histogram). The performance of the class analysed in terms of average, highest and the lowest marks and dividing lines between the clusters of students. Gaps and dips between the clusters and the nature of the clusters will guide in drawing the dividing lines between the Grades. B and B- bands usually indicate the average mark.
- (b) If the marks obtained by the student of a class of more than 30 students are close to perfectly distribution curve, the marks awarded to a student in a course unit shall be transformed into normal distribution curve by using statistical method in accordance with **Table B** to ensure the uniformity in spread of scores regardless of the nature of curricular areas.

TABLE- B

Lower Range of Marks	Grade	Upper Range of Marks	Qualitative Meaning	Grade Point Attached
+ 1.5 s < And 80	A+	100	Outstanding	10
+ 0.75 s <	A	£ + 1.5 s	Excellent	9
<	A-	£ + 0.75 s	Very Good	8
- 0.75 s <	B+	£	Good	7
- 1.5 s <	B	£ - 0.75 s	Fair	6
- 2.25 s <	B-	£ - 1.5 s	Satisfactory	5
	C+	£ - 2.25 s But not less than 40 for PG and 35 for UG	Pass	4
	F	And/or less than 40 for PG and 35 for UG	Fail	0
	I		Incomplete	0

Note:

The mean (X) and the standard deviation (o) of marks obtained of all the students in a course shall be calculated and the grades shall be awarded to a student depending upon the marks and the mean and the standard deviation as per **Table B**.

- (c) In a class of students up to 30, the minimum cut off for various grades shall be assessed as given in Table'C.

Grade	Qualitative Value of Grade	Minimum Percentage of marks for letter Grade for PG Programmes.	Minimum Percentage of marks for letter Grade for UG Programmes.
A+	Outstanding	80	80
A	Excellent	75	70
A-	Very Good	68	65
B+	Good	60	55
B	Above Average	52	50
B-	Average	45	45
C+	Satisfactory	40	35
C	Border Line	35	30
F	Fail	Less than 35	Less than 30

- (d) In 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.

18.4 The Semester performance of a student will be initiated as “**Semester Grade Point Average**” (SGPA). The SGPA will be weighted average of Grade Points of all grades received by a student for all the Course units in the semester. The formula for Computing SGPA is as given below:

$$\text{SGPA} = \frac{U1 G1 + U2 G2 + U3 G3 + \dots}{U1 + U2 + U3 + \dots}$$

Where U1, U2, U3 denote credits associated with courses taken by the Student and G1,G2,G3 are the Grade Point of the letter grades awarded in the respective Course. An example of these calculations is given below:

Semester-I

Course Code	Associated Course Unit Credits	Grade Awarded	Credits earned	Grade Point	Point Secured
(1)	(2)	(3)	(4)	(5)	(6)
MAL 101	5	C (+)	5	4	20
CSL 102	4	C	0	0	0
PHP 103	4	A	4	9	36
PHL 104	3	B	3	6	18
MEL 105	4	F	0	0	0
AML 106	4	B (-)	4	5	20
Total	24		16		94

Total associated credits in the semester (total of column 2) = 24 Earned credits in the semester (total of column 4) = 16

Points secured in this semester (total of column 6) = 94

$$\text{SGPA} = \frac{\text{Points secured in the semester } 94}{\text{Credit Units in Courses appeared } 24} = 3.91$$

CGPA is not applicable in first semester

Semester-II

Course code	Associated Course credits	Grade Awarded	Earned credits	Grade Point	Point Secured
(1)	(2)	(3)	(4)	(5)	(6)
MAL 201	5	A(+)	5	10	50
EEL 202	5	B(+)	5	7	35
CYL 203	5	C(+)	5	4	20
CYP 204	4	A	4	9	36
MEL 205	4	B	4	6	24
AML 206	5	C	0	0	0
HUL 207	3	F	0	0	0
Total	31		23	36	165

Associated Credit Units in the semester (total of column 2) = 31

Earned Units in the semester (total of column 4) = 23

Cumulative associated credit Units (in previous semesters 24 and current semester 31) = 55. Points Secured in II semester (total of column 6) = 165

Cumulative points secured (total of points secured in 1st semester 94 and in II semester 165) = 259

$$\text{SGPA} = \frac{\text{Points secured in II semester (165)}}{\text{Credit Units of appeared courses in II semester 31}} = 5.32$$

$$\text{CGPA} = \frac{\text{Cumulative points secured in all passed course in I \& II Sem (259)}}{\text{Cumulative Associated Credit Units in I \& II semesters 55}} = 4.70$$

- 18.5 In the case of Tri-semester or Annual system of evaluation of students performance, Annual Grade Point Average (AGFA) shall be assessed as per above guidelines.
- 18.6 In final Grade Card will indicate Cumulative Grade Point Average (CGPA) which shall be calculated as given at above and shall be based only on Grade Points obtained in courses for which units have been earned.
- 18.7 Conversions from Grade Point Averages to percentages of marks do not have rigor or rationale. However, an approximate and indicative equivalence between CGPA and percentage of marks can be assessed by simple mathematical calculation i.e. CGPA multiplied by 10.

19. **Passing Criteria**

- 19.1 A student who has earned minimum number of credits prescribed for the concerned programme as per Structure, Curriculum and Scheme of Examinations, shall be declared to have passed the programme of study. Credit Units for each programme shall be decided by the Board of Studies/Faculty of each Institution and shall normally be as follows:

(Average per semester)

- | | |
|-----------------------------|-------|
| (a) Undergraduate Programme | 22-25 |
| (b) Post Graduate Programme | 27-30 |
| (c) Integrated Programme | 27-30 |

- 19.2 (a) The weightage of ESE will be 70% and that of Continuous Internal. Assessment will be 30%, except in case of B.Arch which will be laid down by CoA.

- (b). The condition for qualifying separately in Continuous Internal Assessment is not mandatory. However, usually a student will be required, to secure minimum 30% marks separately in ESE. Minimum aggregate marks of 35% in UG Courses and 40% in PG Courses are to be considered 'PASS' in each Course Unit. These percentages may be modified by the Academic Council from time to time.
- (c) The internal assessment will be completed within the semester and the result will be forwarded to Examination Centre before the commencement of the ESE.
- (d) There will be no provision for appearing in any component of Internal Assessment in subsequent semesters. HoI's may conduct make up tests, if required, due to valid reasons, within the same semester.
- (e) In Continuous Internal Assessment, Five marks may be allotted for attendance as under:

Percentage of Attendance (%)	Marks
More than 95%	5
More than 90% and up to 95%	4
More than 85% and up to 90%	3
More than 80% and up to 85%	2
More than 75% and up to 80%	1
Upto 75%	0

Note: - There will be no negative marking for attendance below 75%.

- 19.3 Students of both UG and PG programmes should also pass in each term/semester separately.
- 19.4 Successful completion of a programme by the student can only be attained by securing the minimum specified CGPA as approved by the Academic Council from time to time.
- 19.5 A student who has reappeared/repeated the examination of course unit(s), the higher marks obtained in the earlier or repeat attempt, shall be taken into consideration for calculating the SGPA and CGPA and eligibility for award of a degree.
- 19.6 Student who is promoted to next year by meeting the promotion criteria but is not meeting qualifying passing criteria for award of degree will be placed on Academic Probation (AP) for one year to improve his/her SGPA/CGPA.
- 19.7 A student who is not eligible for promotion will have the option to either Repeat the Year or Withdraw from the programme for which he/ she will apply to the HoI. The fee, if paid for the next semester will be refunded in case of withdrawal or adjusted in case of repeat year:

20. **Promotion**

A student will be registered for the next semester/year of a programme, if he has obtained:

- 20.1 A student will be eligible for promotion for next year, provided he has minimum CGPA/AGPA as under

	UG Programme	PG Programme	Integrated/Dual Degree Programme (UG+PG)
SGPA	3.5	4.5	4.0 (First 3 Yrs)
			4.5 (After 3 Yrs)
CGPA	4.5	5.0	5.0

The VC can make a deviation only in special case.

- 20.2 A student will be registered to the next year of a programme provisionally subject to the fulfillment of conditions as mentioned at above. If the result of previous end term examination has not been declared before commencement of next semester/academic session and he fails to fulfil those requirements, his registration will automatically stand cancelled,
- 20.3 A student will be placed under Academic Probation as mentioned as amplified in subsequent para. During the period of his Academic Probation, he will make up the deficiency of minimum SGPA / CGPA/ AGPA as specified for undergraduate/ post graduate programmes respectively.
- 20.4 If a student fails to secure the minimum specified SGPA in any of the semester of an academic year, he/ she will normally be asked to repeat the year or take an academic break and make up deficiency by re-appearing in the relevant examinations. However, in exceptional cases the HoI/HoD may recommend the case of a student to be placed on Academic Probation for the approval of VC that the student will be able to make up deficiency in academic requirements. If the student repeats' a year, the grades secured by the students before repeating will be ignored and will not be carried forward.

21. **Academic Probation**

- 21.1 If a student fails to clear the Promotion Criteria as mentioned in above then he /she will be placed under academic probation for one year provided that he/she has cleared at least 60% of number of courses/credits.
- 21.2 The student who does not clear the Promotion Criteria at the end of the Academic Probation will not be eligible for promotion to the subsequent years. He/she will have the option to repeat the year or withdraw the programme.
- 21.3 A student who takes Academic Break has to make up through self-guided studies assignments for all the previous years and fulfils the passing criteria by reappearing

in the course units in which he/ she has obtained “F” or “I” grade. However the total period to qualify the course will not exceed the prescribed N+1 year for 2 year course and N+2 years for 3 years and above courses. It implies that a student of two years course can take one year Academic Break and a student of 3 years and above courses can take two Academic Breaks of one year each. A student who does not successfully complete and qualify in a course in the prescribed minimum duration may apply for continuation and qualify in the extended period within the prescribed maximum duration.

Academic Break

- (a) On the recommendations of Hol’s and for justifiable reasons to be / recorded, a student can be granted academic break of one year only to the students of two years program and two academic breaks of one year each to students of three years and above program, if approved by the VC, under the following circumstances:
 - (i) The performance of the student is very poor,
 - (i) The student has been constantly ill.
 - (iii) Any other specified valid reasons.
- (b) However the total period to qualify the program will not exceed the prescribed N+1 year for two years program and N+2 for three years programme. The student who is granted academic break shall be required to pay only examination fee of those papers in which he/ she is reappearing and will reappear as Ex- student.
- (c) Students who have to repeat the year will be required to pay the prescribed Academic Fee of the year, this will include Tuition fee for the programmes of studies and other charges which may include Examination Charges, Cultural and Students Activity Charges, Sports and Medical Charges, Medical Insurance Charges, if any.

22. Re-Appearing/ Improvement of Score

- 22.1 A student who has fulfilled the attendance requirements and is eligible to appear in an Examination, if fails to appear in examination shall be required to subsequently appear in the examination when scheduled for next batch of students on payment of prescribed fee.
- 22.2 A student who has not fulfilled the minimum attendance requirement in any Course Unit but shall be allowed to subsequently appear the examination when scheduled for the next batch of students, on payment of prescribed examination fee and fulfilment of such eligibility conditions as prescribed in the Regulations.
- 22.3 A student who fails to secure minimum specified Grade in a course unit shall be eligible to re-appear/ repeat the examination of such course units with a view to secure minimum qualifying score.
- 22.4 A student who has failed to secure the required passing SGPA, in order to secure a passing SGPA, apart from fulfilling the requirements of Para 18 above has the

option to repeat the end term examinations also of the concerned semester in which he desires to improve his performance, when these examinations are held on normal schedule

- 22.5 A student who has already been awarded a Degree/ Diploma by the University shall not be eligible to re-appeal/ repeat Course Unit examinations with a view to improve the overall CGPA.
- 22.6 A student who has to re-appear/ repeat an examination in terms of provisions made above shall be examined as per the syllabus in the scheme of Teaching & Examination and syllabus as applicable at the time of joining the concerned programme. However, in cases where only some minor modifications have been made in the syllabus of the course(s) and the concerned Hol/ HoD so certifies, the examination be held in accordance with the revised syllabus.
- 22.7 Students who are eligible to re-appear in an examination/repeating the course(s) shall have to apply to the CoE to be allowed to re-appear in an examination or to repeat the course(s) and pay the fees prescribed by the University.
- 22.8 The Departments/ Constituent Units may at their discretion arrange for additional teaching for students and repeating the examination of course(s) during the breaks. The modus operandi of such instructions shall be as notified by the Department/Constituent Unit. Extra fee shall be charged from such students.
- 22.9 In case a student re-appears/repeats the examination, the higher of the old and new scores will be considered.

23. **Improvement of Score**

- 23.1 If a student has poor performance in a number of courses in a particular term, he/ she may at their option take an academic break for one year and re-register for both the semesters of that academic year in the next academic year. Such a student may have the option of repeating any or all of the course(s) in the semester(s) and retain the credits already earned by him/her in other course(s).
- 23.2 A student shall be allowed two chances to improve his SGPA and CGPA by repeating the semester examinations in the course units of his choice when these examinations are held in normal schedule or in supplementary examination If any when scheduled, in which case his internal evaluations shall be carried forward. The students can alternatively be allowed to do so by repeating the course unit(s) of their choice when they are offered. The marks obtained in repeat; course unit(s) shall be taken into consideration for calculating the SGPC/CGPA and eligibility for award of degree.
- 23.3 Improvement in the score of courses completed by a student prior to his lateral entry in the University shall not be allowed.

24. The VC, upon the recommendations of the examination committee, shall have the power to make any necessary modification in any part of this ordinance as deemed appropriate in alignment with the procedural requirements or in accordance with the guidelines issued from time to time by any Regulatory/Statutory Council.

Ordinance No. 5
Conduct of Examination
Part ~I
Appointments of Paper Setters

Appointment of Paper Setters, Examiners & Evaluators

- 1.1 On the recommendations of the Examination Sub-Committee, the Head of Department/Constituent Units shall forward to the Controller of Examinations the panels of internal and external paper setters, examiners for practical examinations, viva-voce examinations, workshops, etc., evaluators of answer books, head examiners, external experts for moderation of question papers.
- 1.2 The Controller of Examinations shall prepare a consolidated panel of paper setters, examiners, evaluators, moderators, head examiners on the basis of names received from the Examination Sub- Committees. He may at his discretion add or delete the name(s) from the panel recommended by the Examination Sub- Committees.
- 1.3 The Vice Chancellor on the recommendations of the Controller of Examinations shall approve the panel of paper setters, examiners, evaluators, Head Examiners, moderators ordinarily from amongst persons recommended by the Controller of Examinations. He may, however, appoint a person whose name is not included in the panel recommended by the Controller of Examinations, if he is satisfied that the person in question possesses the minimum qualifications and experience as prescribed in these Regulations.
- 1.4 **Qualifications:** The qualifications of the Paper-setter/Examiners/Evaluators shall be as follows:

S.No.	Examination	Qualifications
1	Post Graduate Examinations in all faculties other than Law	Experience of teaching the subject at the post graduate level for at least five years; OR Experience of teaching the subjects at the undergraduate level for at least seven years together with research / teaching experience at the degree and/post graduate level or seven years of industry experience
2	LLM	Master's or higher degree in law and teaching experience at LL.M level for at least five years, OR Experience as High Court Judge. OR standing of at least ten years at the Bar.
3	Degree examination in all faculties other than Engg. & Technology, Law, Medicine etc.	Teaching the subject at Under Graduate and/or Post Graduate level for at least five years in relevant field.
4	Degree examination in faculties of Engineering & Technology	Teaching experience at UG/Post Graduate level and or Professional experience of at least five years, or seven years

		professional experience in relevant area.
5	Degree examination in the faculty of Medicine	Teaching experience in the subject at the degree and/or postgraduate level for at least five years.
6	LLB	Teaching experience of LLB and/or LLM classes for at least five years OR Judicial experience as District Judge for at least five years OR Standing Council at Bar for at least ten years.
7	Diploma examination in all faculties other than those in Medicine, and Post Graduate Diploma examination in Business Administration	Teaching experience of at least five years of Degree or Diploma or above classes.
8	Diploma examination in the faculty of Medicine/ Pharmacy	A Doctor's or Master's Degree or a post graduate Diploma of a recognized University or equivalent qualification in the subject and at least five years teaching experience in the subject in any University or College recognized by the Medical Council of India/Pharmacy Council of India/Nursing Council of India
9	Post Graduate Diploma in Business Administration and equivalent	Master's Degree with at least five years teaching experience at the degree level or post graduate classes in the subject.
10	Degree in Architecture/ Planning	Masters Degree with five years teaching experience in the relevant area.

- 1.5. The appointment of Paper Setters/ Examiners for practicals/Viva-voce and Evaluators of answer books and Head Examiners etc., shall be made as per Guidelines on Conduct of Examinations and Evaluation of Student Performance.
- 1.6 A viva-voce examination prescribed in a programme shall be conducted by a board of two examiners of whom one shall be an external examiner and the other internal examiner.
- 1.7 In case of practical and Viva-Voce examinations at the post graduate level, external examiner shall be a person not below the rank of an Assistant Professor and shall not ordinarily be a teacher of the Department/Constituent Unit. In case of practical and Viva-Voce examination at the undergraduate programmes, the external examiner shall be a teacher of the subject with not less than three years' experience of teaching the subject at the degree and/or post graduate level.
- 1.8 The internal examiners in case of practical examinations both at the UG degree and the PG degree level shall be appointed from amongst the teachers of the University and its Constituent Units whose

candidates are to be examined on the recommendation of the Examination Sub-Committee.

1.9 Ordinarily at least three Paper-setters shall be appointed for every subject. They shall normally belong to different Departments/Constituent Units.

1.10 No one who is a Paper-setter at any post-graduation examination shall be appointed as an external Viva-Voce examiner at the examination.

1.11 No external examiner shall ordinarily be given examiner ship for more than two external practicals. However, the Controller of Examination may relax the condition.

a) In case of undergraduate practical examinations, one external examiner shall not ordinarily examine more than 120 students.

1.12 In case of written examinations an examiner shall not ordinarily evaluate more than 250 scripts.

1.13 Any person who has acted as an examiner /paper-setter for three consecutive years, shall ordinarily not be eligible for re-appointment until a period of one year has elapsed between the year in which he last acted as an examiner and the year in which he is re-appointed.

Such gap will not be necessary in case of internal examiners if the number of available eligible examiners in the subject concerned is less than the number of internal examiners required.

On the recommendation of the Examination Sub-Committee, a specialist or expert may be continued for two more years after the expiry of the three years period without a gap.

1.14 An examiner may be discontinued any time even before the expiry of the three-year period if in the opinion of the Controller of Examinations his work is found to be unsatisfactory.

1.15 An examiner's work shall be deemed to be unsatisfactory if

(a) Mistakes of such a nature are found in his work in the course of checking and scrutiny that affect the result

OR

(b) He is found to have delayed the work without good cause

OR

(i) He has an adverse report from the Head Examiner,

OR

(ii) In the opinion of the Examination Committee and or the Controller of Examinations or any Authority of the University, there are reasonable doubts about his integrity or suspicion that he is accessible to examinees or their relations and

(iii) If there are serious complaints against his paper e.g. that the paper was much above or below the standard or contained questions outside the prescribed course or the breach of any such condition.

1.16 The paper-setter, while setting the question papers, shall draw a memorandum of instructions for the guidance of the examiners/ evaluators so that the evaluation of answer books may be in conformity/uniformity with the standard of the paper setter.

- 1.17 In the case of programmes where thesis is permissible in lieu of a paper or a project, there shall be a Board of two examiners for evaluation of the thesis/ project. The maximum number of marks for the thesis shall be equally divided between the two examiners each of whom shall mark the thesis independently. If the evaluation of these two examiners differs by 20%, the project report/ thesis shall be referred to the third examiner, (other than a teacher of the University). The average of two (of the three) awards nearest to each other and to the best advantage of the candidate shall be taken as the correct evaluation.
- 1.18 No person shall act as a paper-setter or examiner or moderator either in theory, viva-voce or practical examination, if any of his relations is taking the examination. However, this provision shall not debar a person from acting as an examiner for practical examination at a centre other than that at which his relation is appearing.
- 1.19 No person shall act as tabulator for any examination, if any of his relations is appearing or has appeared at that examination.

PART-II

EXAMINATION PROCEDURE

2. University Examinations: Procedure for Various Categories

- 2.1 No candidate shall be permitted to appear in the University examination unless he/she is duly registered/ enrolled with the University for an Authorized Course & had paid all relevant dues. HoI/HoD of the Institutions shall ensure examination form duly filled up along with admit card on the specified format of all eligible candidates with complete details of the course shall be forwarded (ON AMIZONE & HARD COPY) so as to reach to the Exam Department/CoE on or before the last date as prescribed for the purpose by the University; It shall also be the responsibility of the HoI/HoD to see that the candidate possesses required minimum academic qualifications, for appearing in the examination and has fulfilled the laid down norms.
- 2.2 The CoE or HoI /HoD with due approval of VC can detain a student from appearing in an examination if he/she has not paid full dues of the University or does not return the Institution property or the Institute articles or if the conduct of the students has been unsatisfactory between the time of submission his/her application form to the Registrar for admission to the Institution and the date of commencement of the examination.

2.3 Regular Student

- (a) A regular candidate will submit his/her application form with the form fees and examination fees as per required procedure and the form after being duly checked by HoD shall be forwarded to the HoI. The concerned HoI/ HoD will be responsible for getting the examination form and Admit Card with Photographs duly completed on the AMIZONE by the candidates for examination, and the hard copy of the same will be forwarded to Exam Department/CoE as per examination schedule declared by the University on or before the last date as prescribed for the purpose. In case of each application the HoI/ Hop will ensure that the candidate:
- (i) Possesses the minimum qualification for appearing in the examination to which he seeks admission,
 - (ii) He/She of good conduct.

- (iii) No candidates shall be allowed to take the annual/ term-end/semester examination unless one has attended at least 75% of lectures/ practical's delivered as per guidelines given in Regulations. In rarest of cases the VC may condone up to maximum of 5% attendance (In addition to 75%) provided that there are sufficient reasons with documentary proof and the cases are duly recommended by Hol/ HoD/ Dean of the Institution.
- (b) The Registrar/Dean Academics/Hol/ HoD with the approval of VC may detain a regular candidate from taking an examination under following condition:
 - (i) If the student does not pay outstanding dues or does not return the Institute property or the articles or the uniform issued for sports or NCC or does not pay the cost thereof in case of loss, by 15 days preceding the examination.
 - (ii) If the conduct of the student has been unsatisfactory between the time of submission of his Application Form to the University for admission and the date of commencement of, the examination,

2.3 **Ex-Student**

- (a) Admission of an Ex-Student candidate to an examination of the University.
 - (i) No ex-student candidate shall be admitted to an examination of the University unless he submits with his application of appearing in the examination along with the statement, of marks (in original) obtained by him at the said examination issued by the University together with an attested copy thereof
 - (ii) In case he was duly admitted to the said examination as a regular candidate but could not appear so, accordingly a certificate be submitted from the Hol /HoD or Registrar showing the year attended by him, the roll number and the examination to which he was admitted as a regular candidate.
 - (iii) Submit through the Hol /HoD of the Institute wherein he has pursued a regular course of study, an application for admission to the examination in the prescribed from on or before the last date notified by the University and specify therein:
 - (a) Whether he is a candidate for the examination entitled.
 - (b) The subject paper or subjects/ papers in which he desires to present himself for the examination.
 - (c) Submit with his application evidence of having been admitted to the examination earlier as required above .
 - (d) Attach with his application for admission to the examination, his/her latest passport size photograph duly attested by the forwarding officer.
 - (e) Pay the fee prescribed for the examination. Fees shall be paid through crossed bank draft drawn in/ favour of the Registrar of the University or in any other manner prescribed by the University.
- (a) An ex-student candidate shall offer the subjects/ papers which he had previously offered as a regular candidate unless on account of a change in the scheme of examination the subject/ paper offered by him earlier ceases to be a part of the scheme of examination or syllabus of the examination, and he is

permitted by the University to offer instead a different subject or paper. An ex-student, will be required to appear in the examination in accordance with the syllabus specifying the scope of studies in different subjects in force in the University.

- (b) An Ex-student shall offer the subject's or optional papers which he/she had previously offered as a regular student unless on account of a change in the scheme of examination the subject/ paper offered by him/her earlier cases to be a part of the scheme of the examination or syllabus for the examination and he/she is permitted by the University to offer instead a different subject or paper.
- (c) An Ex-student will be required to appear in the examination in accordance with the syllabus specifying the scope of studies in different subjects in force in the University:
- (d) Every Ex-student shall appear at the examination centre at which the regular candidates from the institution in which he/she had pursued a regular course of study shall be appearing unless the CoE for sufficient & valid reasons permits a candidate to change his/her examination centre.

3. **Supplementary Examinations.**

- (a) For the final year students, supplementary examinations for those who have not secured passing grades or were debarred/detained from appearing in any examination and they made up the deficiency in attendance as per. provisions of these Regulations, will normally be held along with the examinations of the next batch.
- (b) The eligibility of a student for appearing in the supplementary examination shall be verified by the HoD's of Constituent Unit and a list of eligible students containing the details of course unit in which the students are recommended for appearing in the supplementary examination shall be forwarded to the COE.

4. **Examination Admit Card,**

- (a) Students appearing in any of the University Examination will fill up the Examination Form either "Online" on AMIZONE in a form as specified.

4.1 **Form Filled on AMIZONE.**

- (a) Student shall fill up the examination form online. Examination fees paid along with details of payment for back papers shall be entered by the student.
- (b) HoI/HoD or officer nominated' by him shall verify the attendance percentage and status of the student in respect of permitted/ debarred. Fees paid for back papers if any shall also be authenticated by the HoI/HoD.
- (c) CoE or an officer authorized by him shall take the printout of Examination Admit Card from the AMIZONE and check the eligibility of students. The Examination Admit Cards shall be forwarded to the Institution/Department for verifying and handing over to the students after Hol/ HoDs signature.

4.2 **Forms Filled on Hard Copy.**

- (a) Students shall fill up all details clearly with blue/black ink and sign. The Hol/HoD or an officer- nominated by him shall verify the eligibility of the student.
- (b) Examination form duly signed by Hol/HoD along with proof of fees paid (in

original) shall be forwarded to CoE.

- (c) CoE or an officer authorized by him shall verify and authenticate eligibility of the student to appear in the course units, thereafter Examination Admit Card portion be detached and forwarded to Institution/ Department for handing over to the students.

- 4.3 Passed out student may request for deduction of examination fees from Academic Security Deposit as per procedure in vogue. Students shall fill up the undertaking and submit it to finance department for their documentation. Only after authentication by finance department on undertaking, Hol/ HoD or officer nominated by him shall sign on Examination form and submit to CoE.
- 4.4 Examination Superintendents/ Invigilator/ Supervisory staff at examination centres shall ensure that no student is permitted to write any examination paper without Admit Card.
- 4.5 If a student loses Examination Admit Card before completion of examinations, he may apply to the CoE through his/her Hol/HoD. He/she will be required to pay fees as approved by the Finance Committee for issue of duplicate Examination Admit Card.

PART - III

Conduct of Examinations

- i. The examinations shall be held for all such academic programmes as are approved by the Academic Council and as it may notify from time to time for awarding degree, diploma, certificates, as per the prescribed Schemes of Teaching & Examinations and Syllabi as approved by the Academic Council
- ii. Examinations shall be open to regular students i.e. candidates who have undergone a course of study in the Departments / Constituent Units and those registered under distance learning mode for a specified period of that programme of study in the Scheme of Teaching & Examination and Syllabi. The Academic Council may allow any other category of candidates to take the University Examination for any specified academic programme subject to the fulfillment of such conditions as may be laid down by the Academic Council from time to time.
- iii. The last date for receipt of examination forms and fees shall be notified by the Controller of Examinations. The schedule of End Term Examinations including practical will be notified by him through the Departments/Constituent Units.
- iv. A student shall not be admitted into the examination hall, if he fails to present to the Examination Centre Superintendent/Invigilator of the examination his admit card.
- v. The Centre Superintendent shall have the power to call upon any student appearing at an examination to give a specimen signature for purpose of identification.
- vi. Permission to appear/ re-appear at a University examination may be withdrawn before or during the course of the examination which, in the opinion of the Vice Chancellor, justifies the student's expulsion.

- vii. Notwithstanding anything contrary to these Regulations, no student who is undergoing any restriction at the time of submitting the application form or during the period of examination or who was expelled during the academic year just preceding the date of examination at which he/she intends to appear shall be admitted to the examination.
- viii. Detailed Guidelines relating to the conduct of examinations such as dates for submission of examination forms, issue of examination admit cards, issue of duplicate admit cards, instructions to examiners, examination centre superintendents, invigilators, other members of staff engaged in examination duty shall be approved by the Vice Chancellor. The Examination Centres shall be advised through Guidelines to take all steps for proper conduct of examinations such as proper supervision and invigilation, effective security cordoning off of the examination centers from the range of loudspeakers and other interference and taking stern action in all cases involving copying and use of unfair means, misbehaviour or misconduct of students during examinations.

5. **Appointment Of Amanuensis For Writing Examination**

- i. Amanuensis shall be provided on request made by the student to the Head of Department/Constituent Unit on the recommendations of Examination Sub- Committee well in advance duly supported by a Medical Certificate from authorized Medical Officer under the following cases:
 - (a) candidates having impairment of movement in arms and hands, can read independently but have problem in writing.
 - (b) locomotors impaired and cerebral palsy students
 - (c) sudden illness rendering the candidate unable to write.
 - (d) an accident involving injury rendering the candidate unable to write
- ii. The amanuensis must be a student of at least one lower grade of education than that of the candidate.
- iii. The Examination Sub- Committee shall select suitable amanuensis from an Institution as far as possible and forward to the Controller of Examinations, the details of the person appointed as amanuensis and of the candidate for whom amanuensis has been appointed.
- iv. A separate room for such disabled candidate and one separate Invigilator to supervise his examination shall be provided.
- v. The amanuensis shall be paid an honorarium as prescribed by the University from time to time.
- vi. No extra fee shall be charged from the student for providing the facility of amanuensis.
- vii. For a written examination of duration of one hour, twenty minutes extra time shall be provided. Similarly, for written examination involving more than one or less than one-hour extra time shall be worked out on the basis of twenty minutes per one hour criteria.
- viii. All the candidate with benchmark disability not availing the facility of Amanuensis may be allowed additional time of minimum of one hour for examination of 3 Hours duration.

PART-IV DISCIPLINE

Disciplinary Control of Students in Relation to University Examinations

During examinations, the candidates shall be under the disciplinary control of the Examination Centre Superintendent who will issue necessary instructions. If a candidate disobeys instructions or misbehaves with any member of the supervisory staff or University Observer or representative or the invigilators at the Centre, he may be expelled from the examination for that session. The Examination Centre Superintendent shall immediately report the facts of such a case with full details of evidence to the Controller of Examinations who will refer the matter to the Examination Discipline Committee. The said Committee will make recommendations for disciplinary action as it may deem fit, to the Vice Chancellor. The students shall maintain proper discipline and orderly conduct during the examinations. They shall not make use of any unfair or dishonest means or indulge in disorderly conduct in the examinations.

1. Acts Of Disorderly Conduct in The Examination

Acts of disorderly conduct in a practical or oral examination include:

- a. Misbehaviour in the examination hall with the Centre Superintendent, the Invigilator on duty, the Examiner conducting a practical or oral examination or the members of flying squads, the observers, the representatives of the University or the other staff working at the Examination Centre, or with any other Candidate, in or around the examination centre, or threat to life of these examination staff, observers, members of flying squads etc. before, during or after the examination hour.
- b. Intentionally tearing off the answer book(s) or a part thereof or a continuation sheet or any other specific response sheet used in the examination.
- c. Causing damage to laboratory equipments, books in library and other properties.
- d. Disturbing or disrupting or instigating others to disturb/disrupt the examination.
- e. Instigating others to leave the examination room.
- f. Carrying any weapons into the examination centre.
- g. Non-surrender of previous Grade sheets.
- h. Any act not specified above as determined by the Academic Council.

1. **Acts Of Unfair Means**

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

- a. Talking to another candidate or any person, inside or outside the examination hall, during the examination without the permission of a member of the supervisory staff.
- b. Leaving the examination hall without handing over the answer book and or continuation sheet, if any, or any other specifically designed response sheet to the Invigilator or Supervisor concerned or Centre Superintendent or the concerned authorized officer of the University deputed to the examination centre, and taking away, tearing off or otherwise disposing off the same or any part thereof.
- c. Writing matter connected with or relating to a question or solving a question on anything (such as piece of paper or cloth, scribbling pad), other than the answer book, the continuation sheet, any other response sheet specifically provided by the University to the candidate.
- d. Writing or sketching abusive or obscene expressions on the answer book or the continuation sheet or any other response sheet.
- e. Deliberately disclosing one's identity or making any distinctive marks in the answer book for that purpose.
- f. Making appeal to the Examiner/Evaluator soliciting favour through the answer book or through any other mode.
- g. Possession by a Candidate or having access to books, notes, paper or any other material, whether written, inscribed or engraved, or any other device, which could be of help or assistance to him in answering any part of the question paper.
- h. Possession of mobile phone, laptop or any electronic device which can be of help or assistance to the student in answering any part of the question paper.
- i. Concealing, destroying, disfiguring, swallowing, running away with, causing disappearance of or attempting to do any of these things in respect of any book, notes, paper or other material or device, used or attempted to be used by a student for assistance or help in answering a question or a part thereof.
- j. Passing on or attempting to pass on, during the examination hours, a copy of a question, or a part thereof, or solution to a question paper or a part thereof, to any other Candidate or to any person.
- k. Smuggling into the examination hall and or receiving/attempting to receive an answer book or a continuation sheet, or any other form of response sheet or a solution to a question paper or to a part thereof or taking out or arranging to send an answer book or continuation sheet, or replacing or attempting to get replaced the answer book or continuation sheet or any other response sheet during or after the examination with or without the help of or in connivance with any person connected with the examination, or through any other agency, whatsoever.
- l. Approaching or influencing directly or indirectly a paper setter, examiner, evaluator, moderator, tabulator or printer or any other person connected with the University examination with the object,

directly or indirectly, of influencing him to leak out the question paper or any part thereof, or stealing/procuring the question paper from any source before the examination or to enhance marks, or favourably evaluate, or to change the award in favour of the candidate.

- m. Any attempt by a candidate or by any person on his behalf to influence, or interfere with, directly or indirectly, the discharge of the duties of a member of the supervisory or inspecting staff of an examination centre before, during or after the examination. Provided that without prejudice to the generality of the provision of the clause, this would include any such person who;
 - i. abuses, insults, intimidates, assaults any member of the supervisory or inspecting staff, or threatens to do so.
 - ii. abuses, insults, intimidates, assaults any other candidate or threatens to do so, shall be deemed to have interfered with or influenced the discharge of the duties of the Supervisory and the inspecting staff within the meaning of this para.
- n. Copying, attempting to copy, taking assistance or help from any book, notes, paper or any other material or device or from any other candidate, to do any of these things or facilitating or rendering any assistance to any other candidate to do any of these things.
- o. Arranging to impersonate for any person, whosoever he may be, or for himself or impersonating for other candidate at the examination.
- p. Forging a document or using a forged document knowing it to be forged in any manner relating to the examination.
- q. Any other act of omission or commission declared by the Academic Council/Executive Council to be unfair means in respect of any or all the examinations.

PART-V UNFAIR MEANS

- 1. **Reporting of Cases of Unfair Means, Misbehaviour, Misconduct Or Disorderly Conduct of Examinations:**
 - a. A candidate who is suspected to have used unfair means or misbehaved or commits any of the acts mentioned in Paras 1 & 2 of Part-IV of this ordinance, during the course of the examinations is expected to give a statement about the facts of the incident. He shall, however, not be forced to give a statement, but the fact of his having refused to make a statement shall be recorded by the Invigilator and the Centre Superintendent which shall be witnessed in writing by two other members of the supervisory staff on duty at the time of occurrence of the incident
 - b. A candidate detected or suspected of using unfair means in the examination may be permitted to answer the question paper, on a separate answer book in the remaining duration of the examination. The answer book in which the use of unfair means is suspected shall be seized by the Invigilator or Centre Superintendent, who shall send both the answer books to the Controller of Examinations with his report. This will not affect the concerned candidate appearing in the rest of the examinations
 - c. All the cases relating to disorderly conduct of examinations, misbehavior/

misconduct of students and their use of unfair means in the examinations and mass copying shall be reported by the concerned invigilator through the Centre Superintendent/ Examination Sub- Committee or by the examiner, paper-setter, evaluator, moderator, tabulator or the person connected with the University examinations as the case may be, with all the relevant material. The Controller of Examinations shall place before the Examination Discipline Committee all those cases for consideration and decision in each individual case. The Committee shall recommend penalties, if any.

- d. Act of Misbehavior, Mis-conduct of serious nature will be forwarded to University Discipline Committee with the recommendation of Examination Discipline Committee.
- e. Action in case of possession of mobile phone, laptop, smart watch/any electronic device or otherwise as allowed in question paper - The mobile phone, laptop, smart watch/any electronic device will be confiscated by the Invigilator or Centre Superintendent.
- f. After examining the case, confiscated mobile phone/laptop/smart watch/or any electronic device of the students will be released by the Examination Department in presence of authorized officials of the concerned institution on the same day for Morning Shift examination and on next working day for Evening Shift examination as per the time given by the Examination Department.

2. **Mass Scale Copying or Use of Unfair Means**

- a. If the Invigilator in charge is satisfied that 33% or more students were involved in using unfair means or copying in a particular examination/hall, it shall be deemed to be a case of mass copying. A report to this effect shall be sent to the Controller of Examinations by the Superintendent of the examination centre without any delay and on the day of the occurrence, if possible, each case where use of unfair means in the examination is suspected or discovered with full details of the evidence in support thereof and the statement of the candidate(s) concerned, if any, on the prescribed form supplied by the University for the purpose;
- b. Where the Evaluator/Examiner is satisfied that 33% or more of the answer books evaluated by him have identical response in a particular Examination, it shall be deemed to be a case of mass copying and a detailed report to this effect with documentary evidence shall be prepared by the concerned Evaluator/Examiner and sent to the Controller of Examinations separately in sealed cover. The answer books of copying cases shall be separately sealed before transmission to the Controller of Examinations.
- c. If the Vice Chancellor is satisfied that there has been a mass-scale copying or use of unfair means at a particular centre(s), he may cancel the examination of all the candidates concerned and order re-examination.

2. Penalties

(A) The Examination Discipline Committee may recommend penalties as under:

S.No.	Sub-para of Ordinance 5 Part IV and V	Penalties to be recommended by Examination Discipline Committee
1	Part IV Para-1	<i>Rustication for a semester/expulsion from the programme/cancellation of entire examinations based on the gravity of offence.</i>
2	Part IV Para-2 (a & b)	The examination for the session or course unit in respect of which a candidate is found to have used unfair means be cancelled.
3	Part IV Para-2 (c), (d), (e) & (f)	The examination for the session or course unit or the entire examination of a candidate in respect of which he is found to have used unfair means be cancelled
4	Part IV Para-2 (g), (h), (i), (j), (k), (l), (m), (n), (o), & (p)	The entire examination of the candidate in respect of which he is found to have used unfair means be cancelled and he shall further be disqualified from appearing at any University examination for a period to be specified by the Committee.
5	Part V (e & f)	Examination for the paper or the entire examination of a candidate in respect of which he is found to have used unfair means be cancelled.

(B). A candidate against whom an enquiry is pending about his allegedly having resorted to the use of dishonest or unfair means, or disorderly conduct in the examination or against whom action is initiated under the provisions of the preceding clause shall, if he takes or has taken any subsequent examination, be deemed to have been only provisionally admitted to that subsequent examination. That subsequent examination will stand cancelled and his result thereof shall not be declared if on account of the punishment imposed on him as a result of the said enquiry or action, he would not have been entitled to take that examination but for his provisional admission thereto.

4. Appeals And Review

- a. A student on whom any punishment has been imposed may, within 30 days from the date of the receipt of the communication in that behalf, make a representation to the Vice Chancellor for review of his case. The Vice Chancellor, if he/she deems it necessary, refers it back to Examination Discipline Committee for review. The recommendations of the Examination Discipline Committee on the Appeal shall be placed before the Vice Chancellor who will thereupon review the case and pass such orders as he may consider fit or refer it to the Academic Council for advice.
- b. In the case of a candidate who has been expelled from the University in terms of

provisions of these Regulations, the Academic Council on the recommendation of the Vice Chancellor, on the expiry of three years or such period as specified after such expulsion exempt a candidate from further operation of the punishment awarded.

- c. If within four months of the publication of the results, it is brought to the notice of the Controller of Examinations that a candidate was guilty of the use of dishonest or unfair means at the examination in respect of which his result was declared, the provisions of these Regulations shall apply mutatis mutandis to the case of such a candidate provided that before imposing any penalty including the penalty of cancellation of his result, he shall be given another opportunity to show cause against the proposed punishment and his explanation, if any, shall be considered by the Academic Council.

PART-VI

Miscellaneous Aspects

1. Inspection of Examination Centre

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

2. Re-Examination/Quashing/Revision of Results

- a. If the Vice Chancellor is satisfied that a situation did arise or has arisen which calls for re-examination in particular course units, he may issue necessary directions to that effect.
- b. Notwithstanding anything contrary to these Regulations, the Vice Chancellor shall have the powers to:
 - i. order for holding a special examination for any reason;
 - ii. cancel the paper/entire examination(s) held at a particular examination centre/all examination centers, if he is satisfied that the examination has not been held under proper conditions and make necessary arrangements of affected candidates in the same year or when it deems fit.
- c. The Vice Chancellor shall have the powers to quash the result of a candidate wholly or partially after it has been declared, if:
 - i. Any error (such as error in recording of score in result, ineligibility of student for admission due to falsification of documents etc) or

- mistake is found in his result.
 - ii. It is found that he was not eligible to appear in the examination.
 - iii. there is any other reason which may be determined by the Vice Chancellor.
- d. If in quashing the result, a candidate is declared as failed who was previously declared to have passed in an examination, the University may, after considering the circumstances of the case give to the candidate the benefit of any privilege which he may have acquired by studying in the next higher class in a Department/Constituent Unit or taking an examination conducted by the University.
- e. The University shall have the powers to revise the result of the candidate(s) in a particular subject(s), if it is satisfied that a malafide has been shown by the examiner or any other concerned person. In such a case the revision will be made on the recommendations of the examiner/examiners appointed by the Vice Chancellor for this purpose.

3. **Loss of Answer Book(s)**

- a. If any answer book of student(s) is lost at the Examination Centre after having been received by the Centre Superintendent of the examination or by any of the invigilators or during transmission to concerned person and if he passes in all other subjects of the examination, he may be required to re-appear in that particular paper in which the answer book was lost, on a date fixed by the Vice Chancellor and if he obtains pass marks, he shall be deemed to have passed the examination.
- b. If an answer book of a student received by the Controller of Examinations or the Officer authorized in his behalf or by an examiner is lost, the Vice Chancellor shall have the power to decide:
 - i. whether the student be given in missing paper, the average of marks earned by him in other papers as per formula given in para (c) below.
 - ii. whether the student be required to appear again in that paper on a date to be fixed by the Vice Chancellor.
- c. The following formula shall be applicable for determining the average of missing paper(s)
 - (i) Compulsory paper(s): Average of other Compulsory Papers
 - (ii) Elective Paper(s): Average of other Elective Papers
 - (iii) Practical Paper(s): Average of other Practical Papers
- d. In case of loss of Project Report/Summer Placement Report/ Dissertation of a student, the student will be required to submit duplicate copy thereof
- e. In case of a dispute whether answer book(s) of students was/were duly received or not, the decision of the Vice Chancellor shall be final.

4. **ISSUE OF GRADE CARDS**

- a. The total marks obtained in internal continuous evaluation and end term examination of a course unit shall be converted into letter grades as per Ordinance 4, Part VII, Para 18.3. The letter Grade so assessed shall also be shown along with its equivalent grade point in the Grade Sheets. An over-all AGPA/SGPA/TGPA and CGPA shall also be shown.
- b. Duplicate Grade Card shall be issued against payment of fee as may be prescribed.

5. **Rechecking/Re-Evaluation of Answer Books/ Project Reports and Examination Results**

- a. The answer book of a student in any examination shall not be reassessed under any circumstances. However, after the publication of the results of the University examinations, if a candidate, whether passed or failed, has strong grounds and belief that some mistake has been made in connection with his results, he may apply to the Controller of Examinations through HOD on prescribed application form along with attested copy of his Grade sheet for re-checking of his answer book in one or more papers as the case may be on payment of prescribed fee within two weeks of the date of declaration of results.
- b. The Controller of Examinations may accept the application for rechecking of answer books upto 15 days from the expiry of the date in exceptional cases.
- c. Whereas, the re-checking does not mean reassessment or re-evaluation of the answer book, the Controller of Examination may appoint any Officer to see that:
 - i. there is no mistake in the grand total on the title page of the answer book
 - ii. the total of various parts of a question has been correctly made at the end of each question.
 - iii. all totals have been correctly brought forward on the title page of the answer book;
 - iv. no portion of any answer has been left un-evaluated;
 - v. total marks in the answer book tally with the marks sheet;
 - vi. the answer book or any part thereof has not been changed/detached;
 - vii. the handwriting of the candidate in supplementary answer sheet tallies with the mainanswer book
- d. In the event of detection of any omission or mistake in the script or in the compilation of the result of a student, the matter shall be reported to the Controller of Examinations who will get the omission rectified by referring the answer book to the concerned examiner.

- e. If the re-checking revealed, subject to the provisions made under Part VI, Para 2 (e) of this ordinance, any discrepancy by virtue of which the marks of the student are revised, the record shall be corrected accordingly and revised Grade Card shall be issued after the previous Grade Card is surrendered.
- f. If any such student refuses to surrender his previous Grade Card, he shall be treated to have misbehaved and shall be dealt with by the Examination Discipline Committee under the relevant provisions.
- g. The Vice Chancellor shall also have the powers to affect the recovery of the Grade Card by force through any of the law enforcing agencies.

6. **Refund of Examination Fee**

- a. Examination fee, if any, once paid shall not be refunded or transferred to a subsequent examination even if the candidate fails to present himself for the examination, except in the following cases:
 - i. If the name of the candidate has been submitted by the Head of department/Constituent Unit but later on his attendance is found to be short of therequired percentage and his name has been withdrawn at least 10 days before the commencement of examination, 90% of the fee so deposited will be refunded.
 - ii. If a student is declared pass in the course(s) on rechecking & correction in result in which he/she has previously failed, 90% of the examination fee including GSSC fee deposited shall be refunded.
 - iii. If a student expires at any stage 100% of the examination fee including GSSCfee shall be refunded to the legal heirs.
- b. The claim for refund of any fee, if admissible under these Regulations, must be madewithin one year after the fee is deposited. No claim shall be entertained thereafter.

7. **Remuneration To The Examiners, Moderators, Invigilators, Tabulators And other Staff Engaged On Examination Duty**

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

8. **Award Of Degrees, Diplomas, Certificates and Other Academic Distinctions**

- a. The text and the format of the degrees and diploma documents, certificates, citations and other documents of academic distinctions shall be as approved by the Academic Council. The nomenclature of Degree, Diploma, and Certificate etc. shall be same as specified by the UGC, AICTE, NCTE, MCI, PCI, RCI of India and such other Statutory Bodies.
- b. The degrees, diplomas, certificates, citations and other documents relating to other academic distinctions shall be signed by the Registrar and countersigned by the Vice Chancellor. Provisional Certificates shall be signed by the Controller of Examinations.
- c. A student shall be awarded a degree/diploma, if:
 - i. he has registered himself, undergone the course of studies, completed the project report/dissertation / training report as specified in the curriculum of his programme within the stipulated time, and secured the minimum Grades prescribed for award of the concerned degree/diploma/certificate;
 - ii. there are no dues outstanding in his/her name to the University/Department/Constituent Unit; and
 - iii. no disciplinary action is pending against him.
- d. The Registrar shall place the particulars of all the successful and eligible students for the award of certificate, diploma, or degree before the Academic Council after declaration of results. The degree shall be awarded to successful candidates at convocation.
- e. In extreme emergency, the degrees, diplomas, certificates shall be awarded to the successful students before the Convocation with the approval of Vice Chancellor and the matter be reported to the Academic Council.
- f. The Duplicate Degree is issued only if the original degree certificate is lost or destroyed or defaced or lost in transit by the courier agency / India post. Following procedure is to be adopted by the candidate for getting a Duplicate Degree/ diploma/ certificate be issued from Amity University Patna:
 - (i) Lodge an FIR (First Information Report) with the nearest Police Station.
 - (ii) Provide an affidavit prepared by a Notary on a non-judicial stamp paper of Rs.10/- duly signed by a First-Class Magistrate.
 - (a) In case of lost or destroyed, Submit the affidavit along with an attested copy of the FIR lodged on the grounds that either the original degree / diploma / certificate has been irrecoverably lost or destroyed
 - (b) Submit the affidavit signed by First class Magistrate along with defaced degree / diploma / certificate.

- (c) lost in transit by the courier / India post, Submit the affidavit along with an authenticated letter from the courier agency / India post stating that “the Degree Certificate of the said student has been lost in transit”.
- (iii) Forward the application addressed to “Controller of Examinations, Amity University Patna” through Head of the Institution last attended.
- (iv) Degree/ diploma/certificate is to be surrendered to the University immediately, if the Original Degree/ diploma/certificate is recovered later.
- (v) Formats of “Application Form” and “Affidavit” are attached.
- (vi) Applicant has to pay a prescribed fee towards processing of Duplicate Degree/ diploma/ certificate by Demand Draft drawn in favour of “Amity University Patna payable at Patna”.
- (vii) Fee once paid will not be refunded or adjusted for any other certificate under any circumstances.
- (viii) It takes approximately 15 working days, once the above documents in Original are received, to process the issuance of the Duplicate Degree/ diploma/certificate.
- (ix) Duplicate Degree / diploma / certificate will be dispatched at the Address written on the Application Form.

9. **Withholding Conferment of Any Degree/Diploma or Award of Any Certificate**

Notwithstanding anything contained in these Regulations or in any other Statute, Ordinance or Regulations, the Academic Council may, on the recommendations of the Vice – Chancellor, withhold for such period as they may deem fit, conferment of any Degree/Diploma or Award of any certificate to any successful candidate at an examination of the University, for reasons, which, in their opinion, justify such withholding e.g. unruly or disorderly conduct, or violence on the campus or in a Constituent Unit or conviction for an offence involving violence or moral turpitude.

10. **Withdrawal of Degrees, Diplomas And other Academic Distinctions**

- a. If any student has secured admission by falsification of documents or concealment of material facts or conviction for an offence involving violence and moral turpitude, or for such other serious offence, the degree/diploma/certificate/other academic distinction awarded to him shall be withdrawn by the University with the approval of the Academic Council.
- b. In order to take section under Para 11 of the ordinance for the withdrawal of any degree/diploma/certificate/other academic distinction conferred or granted by the University, the Registrar shall frame charges against the person concerned which shall be approved by the Vice Chancellor. The charge sheet along with the list of

witnesses and documents on the basis of which the charges are relied upon shall be communicated by him by registered post or by hand. The person concerned shall be required to submit his explanation of the charges within a period of fifteen days or such time as may be granted in the notice of the receipt of charges.

- c. If the concerned person fails to submit his reply within the stipulated time, the matter shall be placed before the Vice Chancellor for a decision on the basis of facts and documents on record. If the concerned person submits his reply to the charges, the same shall be considered by the Academic Council.
- d. Every proposal for the withdrawal of an honorary degree shall require prior approval of the Chancellor.

11. **Official Transcripts to Students**

The University will issue Official Transcript to a student for seeking admission to pursue higher studies in foreign universities/institutions as per the guidelines.

12. **Residual Provisions**

- a. The Academic Council may, in exceptional cases, grant exemption from the operation of any of the Regulations governing migration, the courses to be pursued by the students, attendance at lectures or sessional or other work or the examination of candidates and authorize what is proper to be done instead in such cases, provided that no such exemption and authority shall be deemed to have been granted unless not less than two-thirds of the members of the Academic Council present voted in favour of the motion for such exemption and authority made by, or with the written authority of the Vice Chancellor;
- b. Notwithstanding anything stated in these Ordinances, for any unforeseen issues arising, or not covered by these Ordinances or in the event of differences of interpretation, the Vice-Chancellor may take a decision, with the approval of the Chancellor/ President of the Sponsoring body.

Ordinance No. 6
**Remuneration to The Examiners, Moderators, Invigilators,
Tabulators and Other Staff Engaged on Examination Duty**

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

Ordinance No. 7
**Award of Scholarships, Fellowships, Stipends, Medals,
Merit Certificates and Prizes**

1. The University shall award merit based and merit-cum-means scholarships to deserving students seeking admission to various programmes advertised in the newspapers. The amount of scholarships and the percentage of qualification marks shall be decided by the University. The scholarship awarded at the time of admission will remain in force for a period of one academic year and the subsequent continuation will be based on the CGPA (as specified by the University time to time) obtained at the Semester/Annual Examination.
2. In addition, the University may also award Research Scholarships/Fellowships to promote academic excellence among the students. These will be awarded, based on the results of examinations, the criteria for which will be fixed by the Board of Management at the beginning of each Academic Year, subject to provisions herein. The duration and value of the Research Scholarships/Fellowships shall be decided by the Board of Management based on the recommendations of the Academic Council subject to following conditions: -
 - (a) The fellow/ scholar will do whole time research work under an approved guide on subjects approved by the University.
 - (b) The fellow/scholar shall not accept or hold any appointment paid or otherwise or receive any emoluments, salary etc. from any other source during the tenure of the award nor shall he engage himself; in any profession or trade during the period. He may, however, undertake teaching assignments of not more than ten hours a week in the institution, where he is working without accepting any remuneration.
 - (c) The leave conditions for the fellows/scholars will be decided by the Board of Management of the University.
 - (d) The scholar shall not join any other course or appear in any examination

after commencing work under the scholarships.

- (e) Provided that on the recommendation of the guide, the Vice-Chancellor may permit a scholar to join any other course and appear in an examination thereafter.
- (f) Provided further that exemption could be provided for those also who wish to appear in an examination or a subject relevant to the problem of research without supplicating for a degree.
- (g) Unless permitted by the guide to work for a specified period at some other place the scholar shall be required to attend the institution, where he is to work, on all working days.
- (h) If any information submitted by the scholar in his application is found to be incorrect, incomplete or misleading, the award may be terminated by the Board of Management after giving him an opportunity of being heard.
- (i) If at any time it should appear to the University that the progress or conduct of the scholar has not been satisfactory, the scholarship/fellowship may be suspended or withdrawn.
- (j) The scholar/ fellow shall be required to pay the fees prescribed by the University.
- (k) If two or more candidates are eligible for the award of scholarship/, the scholarship shall be divided equally between the candidates concerned.
- (l) The scholarship shall be tenable from the 1st of July if the scholarship holder joins the institution within one month of date of opening of the session after the summer vacation and has paid the tuition fee from the commencement of the session. In any other case, it shall be tenable from the date on which the candidate joins the Institutions.
- (m) A scholarship holder shall not combine any other course of study with the course for which the award is made.
- (n) The payment of scholarship shall be made only on receipt of scholar's receipted bills duly countersigned by the Head of the Institutions where he studies. No scholarship shall be drawn for a month, unless the scholarship holder has attended the institution, regularly in that month.
- (o) The withdrawal of scholarship shall be done in accordance with the procedure that may be laid down by the University.
- (p) A scholarship shall be cancelled in the Final Year if the Scholarship holder fails to secure at least 65% marks in the previous examination of the concerned Master's Degree of Engineering, Technology, Architecture, Sciences, Life Sciences, Commerce, Management, Law, Journalism/ Mass Communication,

Physical Education and Humanities.

- (q) If scholarship holder is unable to appear at the previous examination on account of sickness or any other reasonable cause, the scholarship for the month of March and April shall be paid only if the Head of the institution certifies that the scholar diligently studied for the examination but was unable to take the examination for reasons beyond his control. Such a scholar shall not receive scholarship during the next session, but shall be entitled to the scholarship during the studies for the final examination, if the scholar passes the previous examination with the requisite marks in the succeeding year in the first attempt.
3. A scholarship holder shall at all times be of good behavior and observe all rules of discipline.
 4. A scholarship shall be liable to termination if:
 - (a) The scholarship-holder discontinues studies during the middle of a session;
or
 - (b) The scholarship holder, after he has been given a reasonable opportunity to explain his conduct, is in the opinion of the Board of Management guilty of a breach of this ordinance, and if the Board of Management so directs, the scholarship- holder shall also be liable to refund the amount of scholarship drawn by him,
 - (c) The order of termination by the Board of Management shall be final.
 5. University Gold & Silver medals shall be awarded only on the basis of the results of semester/annual examinations or sports extra-curricular activities of participants or representing the University or winning inter institution/department sports competitions or winning in inter Amity University competitions or any such competitions organized by Amity Education Group. Merit certificates and other prize may also be awarded to deserving students for academics, sports or extra' curricular activities.
 6. University shall institute medals and prizes through endowment and donations received from individuals and trusts as may be approved by the Board of Management from time to time.
 7. Any dispute arising out of the provisions of this Ordinance or any of the matters requiring an interpretation on various decisions shall be referred to the following committee. The committee will send its recommendations to Chancellor for approval. Chancellor has power to approve or reject the recommendations of the committee,
 - (a) The Vice Chancellor-Chairman
 - (b) One Nominated Member of Board of Management.
 - (c) One Nominated Member of Chancellor.
 8. Notwithstanding anything stated in this Ordinance, for any unforeseen issues' arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a Committee consisting

of any or all the HoIs/HoDs/Deans. The decision of the Vice - Chancellor shall be final.

Ordinance No. 8

Disciplinary Action Against the Students

1. Every student in the University shall at all times be of good behavior, show diligence in studies, maintain decorum and dignity, take proper interest in co- curricular activities and observe all rules of discipline of the institutions of which he/she is a student.
2. (a) When a student has been found guilty of breach of discipline within or outside the premises of University or an Institution, or persistent idleness or has been guilty of misconduct, the Head of the Institution, at which such student is studying, should inform the Chief Proctor/Registrar/VC. Depending upon the nature/gravity of the offence the HoD/HoI may:
 - i. Suspend such a student from attending classes for not more than two week at a time, or
 - ii. Expel such a student from his institution;
 - iii. Disqualify such a student from appearing at the next ensuing examination; or
 - iv. Rusticate such a student.
- (b) Before Inflicting any punishment as aforesaid, the HoI/Registrar/VC shall give the student concerned an opportunity of personal hearing and record the reasons of inflicting the punishment in writing.
- (c) The HoI/Registrar/VC shall have power to suspend for such time as may be necessary, a student temporarily from the institution pending inquiry in his conduct in connection with an alleged offence.
- (d) The period during which a student remains suspended for completion of an enquiry shall be reckoned in the calculation of his attendance for appearing at an examination provided he is found innocent.
- (e) The rustication of a student from an/institution shall entail the removal of his name from the register of enrolled students.
2. All students pursuing a course of studies at the Departments/Schools/Institutes shall observe a code of conduct as may be laid down by the Board of Management and also abide by all rules and regulations of the University framed and notified from time to time.
3. Any violation of the code of conduct or breach of any rule or regulation of the University by any student shall constitute an act of indiscipline and shall make him liable for disciplinary action against him.
4. The following acts, in particular, shall constitute acts of gross indiscipline and any student indulging in any of them shall render himself liable for disciplinary action against him:
 - (a) Disobeying the teacher or misbehaving in the class;
 - (b) Quarrelling or fighting in any University building or in the campus among themselves;

- (c) Quarrelling or fighting with a University employee or any employee of the University canteen, mess or any other public utility functioning in the campus; -
 - (d) Writing of slogans or any material, making of skeletons or figures on any wall or portions of any building within the campus which is not authorized by the University administration.
 - (e) Behaving in the University campus or outside in a manner which is indecent or which is meant to annoy or hurt the teachers, officers or employees of the University.
 - (f) Any other act which the discipline committee may determine and Vice Chancellor may accept as an act of gross indiscipline.
 - (g) However, all cases of indiscipline within hostel premises shall initially be dealt by the warden concerned. To deal with such incidents the warden shall have all the powers prescribed for the Proctor in this Ordinance. Any act of indiscipline should invariably be reported to the Proctorial Board.
5. Proctorial Board will consist of Chief Proctor as Chairperson, Proctor, Joint/Assistant Proctor and faculty members as members of the Board and shall be duly appointed by the Vice-Chancellor.
 6. The Chief Proctor, Proctor, Joint/Assistant Proctor and Members shall be appointed by Vice-Chancellor from amongst the faculties of the University ordinarily for a period not exceeding three years at a time;
 7. **Power and Duties of Chief Proctor.** The Chief Proctor shall take action after approval of Vice Chancellor in all matters which are referred to him by the Proctor for disciplinary action, or by any responsible person or constituted authority of the University. He may also take action in matters which come to his knowledge and which in his opinion call for disciplinary action.
 8. The Chief Proctor may delegate any of his powers to Proctors. In the absence of Chief Proctor the Proctor/Senior most Joint Proctor shall act as Chief Proctor.
 9. If in the opinion of Chief Proctor, the act of indiscipline requiring action is not of a serious nature, he may hold a summary inquiry and shall have powers to impose the penalties.
 10. If in the opinion of Chief Proctor, the breach of discipline is of a serious nature he/she may refer the case for investigation to the Proctorial Board. Chief Proctor, Proctor and two Joint/Asstt. Proctor may constitute the quorum for adjudication disciplinary.
 11. There shall be a Discipline Committee consisting of the following:
 - (a) Chief Proctor-Chairman
 - (b) Proctor- Secretary
 - (c) Dean Student Welfare

- (d) A Professor
 - (e) Joint/Assistant Proctor(s)
 - (f) Chief Warden and Wardens of the Hostels
12. The Discipline Committee shall ordinarily hold meeting once in each semester of the academic year and it shall review general situation regarding discipline in the University and make suggestions in this regard. Any specific cases of indiscipline may also be referred to the Discipline committee for giving its opinion regarding the action to be taken.
 13. All punishments awarded to the students shall be recorded in a register to be maintained by the Chief Proctor. The Register shall be a permanent record of the University and shall contain such details as may be prescribed and approved by Board of Management.
 14. If the Proctorial Board finds that in any incident of disturbance or breach of peace, certain persons who are not in the rolls of the University are involved or are likely to be involved, the board may send recommendations to the Vice-Chancellor that the University campus be declared out of bounds for such persons. If the recommendation is accepted by the Vice-Chancellor a notification shall be sent to the District Magistrate and the other administrative authorities as the Vice Chancellor may deem fit. After such a notification- has been issued, any person(s) trying to. force their entry into the campus, will be treated as criminal trespass and shall be dealt accordingly.
 15. Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a Committee consisting of any or all the HoIs/HoDs/Deans. The decision of the -Vice-Chancellor shall be final.

Ordinance No.9

Co-Operation and Collaboration with Other Universities and Institutions

- 1, The Amity University Patna shall be signing MOUs with National and international level Institutes and Universities for Co-operation/Collaboration for higher education/research.
- 2, Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion, advice of a Committee consisting of any or all the Hols/ HoDs/ Deans. The decision of the Vice-Chancellor shall be final.

Ordinance No. 10

Residence Of Students (Hostel)

The University has Hostel facility for students. The Condition for providing residence facility are as under

General

1. These rules may be called the rules for Hostels of the Amity University, Patna,
2. These rules shall be applicable to all the Hostels of the University

Admission

3. Application for admission to hostel shall be made on the prescribed form to be obtained from hostel office/office of the Admission cell on payment of fees as prescribed. The application, form duly filled should reach Admission cell office before the prescribed date.
4. Incomplete or wrongly filled application forms shall not be considered.
5. Each applicant for admission shall furnish a character certificate from the Head of the institution last attended, along with application.
6. After an applicant has been admitted or readmitted he/she may be allotted a bed in a room by the warden.
7. Old hostellers seeking readmission must also apply for admission ensuring clearance of 'No Dues' of previous year (if any) and then deposit their readmission dues.
8. No student who has failed or dropped out in the examination or warned for any disciplinary action shall be readmitted to the hostel expect with explicit permission by the Vice Chancellor.
9. The parents of the students shall submit a pass-port size coloured photograph, of the local guardian, duly signed by both (parent and guardian), to the hostel warden at the beginning of the semester/admission to the hostel to enable the hostel warden to identify the person when he/she comes to meet the ward in the hostel, or makes a request for taking the ward home.
10. No student shall be allowed to reside in any hostel after completion of his/her degree for which he/she was admitted. In the event of taking admission in a different course in the University his/her admission in the hostel shall be considered afresh.
11. Initially a bona-fide student may be considered for admission for one year only, and in case of unsatisfactory conduct, re-admission in the University shall not be considered.
12. Hostel rooms shall have to be vacated during vacations for maintenance. In exceptional cases-student may be permitted to stay on payment of special charges to be decided by the Hostel Management Committee.
13. Students shall not be allowed to keep any furniture other than that provided by the hostel in their rooms without prior permission of the warden. H. Music systems/Radio/T.V. are not allowed in the rooms, however it may be permitted with earphone attachment.
14. Students shall cooperate in keeping the Hostels and their surroundings clean by not disposing of garbage and waste materials here and there but in dustbins at designated places.
15. Hostellers shall be responsible for the security of their own property. They must not leave their

room/box unlocked in their absence. Luxury items are strongly discouraged and the management is not responsible for security/safety problems arising out of this.

16. In case of any emergency during the night, the hostellers shall contact the hostel warden for help. Girls may contact the warden through, the Ayah/Chowkidar of the hostel. Local guardians/ parents of girl hosteller may contact the hostel warden and not the girls directly after 7:00 PM in case of emergency.

Fees Rents & Other Charges

1. Hostellers shall pay yearly rent as prescribed by the University. Late fees shall be charged after the date fixed to deposit the fees notified by the University. A student, if admitted after beginning of the session, shall pay the admission fee and University dues and hostel fee from the commencement of academic year up to and including the fee for the month in which he has been admitted (not less than one year).
2. Every students admitted or readmitted to the hostel shall pay caution money refundable at the time of leaving the hostel on completion of the course/degree.
3. In case, the study course is not completed within the stipulated period and the hosteller is required to extend his/her stay in the-hostel for completing the course he/she may be allowed to continue his/her stay in the hostel on the recommendations of the course coordinator and concerned warden with payment of hostel fee in multiples of a semester. This facility however may not be provided to the students who are required to prolong their stay on account of repeat examination.

Canteen

1. The facility of mess /canteen shall be provided by the University on payment basis, cooking is strictly prohibited in the hostel rooms.
2. Every hosteller shall be required to pay monthly mess charges in advance as notified by the Hostel Committee.

Hostel Rooms and Allotment

The following priority is fixed for providing accommodation in the University Hostel:

Undergraduate boys/girls and whose parents are residing in rural areas and students belonging to economically weaker sections of the society shall be given preference over other boys/girls.

- (a) Physically Handicapped Students.
- (b) SCs/STs/OBC Students.
- (c) Students pursuing professional courses that require longer hour practical or fieldwork shall have priority over others.
- (d) Local students (staying within 15 kilometers from the campus), research scholars and married students may not be allowed due to space limitation in the hostel.
- (e) All Hostel students residing in the hostel shall be required to submit an undertaking as per proforma as per University Regulations.

Attendance

1. Attendance shall be taken in hostel every evening at an appointed time. Absence without prior information to warden, at the time of attendance is an offence. The warden shall strictly deal with any attempt of proxy or wrong entry in the attendance register. The roll call hours will be as follows-
2. Attendance time for girls 2130 hours.
3. Attendance time for boys 2200 hours.

Hostel Management Committees

1. There shall be Hostel Management Committee and Standing Committee for Hostellers Discipline and a hostel Committee appointed by the Vice-Chancellor for the help of the warden for smooth running of the hostel. The term of the committee shall be one year which may be extended by the Vice Chancellor for another year.

(a) **Hostel Management Committee,**

The Committee shall comprise

- (i) A Dean nominated by the Vice Chancellor -Chairman
- (ii) Director Administration -Member
Director Hostel
- (iii) Chief Warden and all Wardens -Member
- (iv) One Student's representative from each Hostel -Member

(b) **Hostel Disciplinary Committee,**

There shall be a Hostellers Disciplinary Committee to deal with student's indiscipline and misconduct defined in this Ordinance.

- (i) Director Administration/Director Hostel -Chairman
- (ii) One Faculty member nominated by the Vice Chancellor- Member
- (iii) Warden of concerned Hostel -Member

(c) **Hostel Committees,**

There shall be a Hostel Committee in every hostel nominated/elected by the warden with the consent of hostellers for smooth running of day-to-day affairs of the hostel. The Committee shall consist of the following:

- (i) Chief Warden -Chairman
- (ii) Hostel. Students. Representatives one each - Members
For approx 20-25 members.
- (iii) Hostel Prefects and Associate Prefects for various functions like food, health and. extracurricular activities. – Members

Misconduct & Indiscipline

1. Gambling of any kind and use of liquor and smoking etc is prohibited in the hostel and campus.
2. Guests of the opposite sex shall not be entertained in the hostel. The hostellers however may be permitted to meet their relatives at a pre-designated place during timings as per rules.
3. Pornographic literature and exotic posters/displays etc. are not permitted in the hostels.
4. No hosteller shall be allowed to change the room allotted in the hostel without prior permission of the warden. The warden may order at any time change of rooms or mutual exchange of rooms without assigning any reasons.
5. Use of electric heater & iron etc, are not allowed in the hostel. Heavy fine may be imposed for violation of this rule.
6. Hostellers are strictly prohibited to keep firearms with them: No pets such as dog etc. are permitted to be kept in the hostel by the hostellers.
7. In exigencies all hostellers shall vacate their room at given order/time by the Vice Chancellor/Registrar/ Director Administration for any reason whatsoever and hand over the charges of their rooms to the warden failing which warden shall be authorized to break open the locked room. The University shall accept no responsibility for the private property of the concerned students found in the rooms.
8. Hostellers shall not give shelter to any outsider. Anyone found guilty on this account shall be severely punished including removal from the hostel.
9. No meeting shall be held in the hostel premises without the prior permission of the warden.
10. No notice is allowed to be exhibited on a Notice Board or circulated to the hostellers unless it has been signed or countersigned by the warden /D.S.W./Director Hostel/Registrar/VC.
11. Hostellers shall not cause damage or interfere in any manner with the Notice Board of the hostel. A breach of this rule shall be severely dealt with.

Note: For notification or communication to the hostellers a notice by the warden on the hostel Notice Board shall be considered adequate. Hostellers should watch the Notice Board regularly and follow general or specific Instructions given from time to time. For matters common to all, the hostellers and other students, the display shall be on the Notice Board of the University. No separate notice would be sent to the hostellers.

Disciplinary Action

1. Every hosteller shall maintain a high standard of discipline, have respect for: the traditions of the University and conduct in a dignified manner within and outside the hostel. They should do nothing, which may cause noise, disturbance or distraction in studies or may be deemed irregular in any way.
2. The warden shall keep a conduct register exclusively for recording the misconduct of the students along with details of punishment, warnings etc. While the register will have one page for one student for noting misconduct, it should have another page to note down good conducts/acts in the nature of good Samaritan.
3. Resorting to any form of strike by the hostellers without following the provided channels and

procedures shall be deemed as a serious breach of discipline and the student shall ipso facto stand expelled from the hostel/University.

4. Any indiscipline or misconduct committed by the hosteller or group of hostellers ' shall be brought to the notice of Hostel Disciplinary Committee for taking appropriate action.
5. Depending upon the gravity of the misconduct committed by the hosteller, matter can be brought to the notice of the Chief Proctor or Registrar or Vice-Chancellor who may pass order in writing for taking appropriate action.
6. In case the situation in the hostel deteriorates to a level that requires protection, the Chief-Proctor in consultation with DSW/Warden may call the security to get the Hostel vacated by the Hostellers. Such action taken, however, shall be brought to the notice of the Registrar/ Vice-Chancellor in writing.
7. Any hosteller found guilty of indiscipline, defiance of orders, rowdy behavior or any other misconduct is liable to be fined up to Rs. 1000/- and/or instant removal or expulsion or rustication from the hostel/University.
8. No Student shall be permitted to appeal against the decision of the warden to any authority other than Hostel Management Committee. If the appeal is against the decision of the Hostel Management committee, it should be made to the Vice Chancellor.
9. Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising and not covered by this Ordinance, or in the event of differences of interpretation the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a committee consisting of any or all the HoDs/ Hols/ Deans. The decision of the Vice Chancellor shall be final.

Ordinance No. 11
Doctor of Science (D. Sc.), Doctor of Literature (D. Litt),
Doctor of Laws (LL.D.)

These Ordinances shall be called the Doctor of Science (D.Sc.), Doctor of Literature (D. Litt.), Doctor of Laws (LL. D.) Ordinances. The degrees of D.Sc./ D.Litt./ LL.D, of the Amity University Patna shall be conferred on the candidates who fulfill the requirements as specified in these Ordinances.

1. The Degrees of Doctor of Literature/ Doctor of Science/Doctor of Laws are the highest Post-Doctoral degrees of this University in respective disciplines which are awarded to a candidate who has earlier acquired a Ph.D. degree. This Post-Doctoral degree is awarded on the basis of original and independent research in a particular discipline that has made distinct contributions to the advancement of knowledge, as evidenced by publications in reviewed journals and is recognized by peers. The research work of the candidate must have been characterized either by the discovery of facts or by a fresh approach towards interpretation of facts or theories or formulating a new theory/hypothesis and evince his capacity for original thinking, critical examination and sound judgment.

2. **Administration of the Programme**

- (a) The Programme leading to Post-Doctoral degrees will be offered at the Departments / Schools/College/Constituent Units.
- (b) Subject to the general guidance of the Academic Council, research work in the University leading to Post-Doctoral degrees shall be overseen by the University Research Council.
- (c) The Programme shall be offered on full time and also on part-time basis.

3. **Duration of the Programme**

The duration of the Programme is three years from the date of enrolment. Provided, however, that the University Research Council may on the recommendations of DRC, permit a post doctoral degree thesis to be submitted in less than three years from the date of enrolment.

4. **Eligibility Conditions**

The applicant for enrolment must have:

- (a) A Doctoral degree from a recognized Indian or foreign University, in the relevant discipline and
- (b) At least three years teaching/research experience after the award of the Ph.D. degree and active engagement in research work.

5. **Enrolment for the Programme**

- (a) An applicant for enrolment under this Programme shall submit his application in the prescribed form to the concerned Department/Constituent Unit. Non-Resident Indians (NRI), Persons of Indian Origin (PIO) and Foreign Nationals will, however, apply for admission to the Programme in accordance with the policy guidelines laid down by the Government of India.
- (b) The applicant for enrolment to Post-Doctoral Programme shall submit the following:

- (i) a list of his publications in standard format;
 - (ii) reprints of his three best papers;
 - (iii) a copy of his Ph.D. thesis
 - (iv) The research proposal recording an outline of the proposed, research work, why it is important, the methodology to be used and the expected outcome of the research, specifically highlighting in what respect the research will advance the knowledge in. the particular field of his Post-Doctoral work.
- (c) The DRC concerned shall constitute for each candidate an Academic Expert Committee (AEC) of four members including the HOD who shall chair the Committee. The remaining three members shall be reputed scholars in the relevant area, at least one of whom shall be from outside. The Academic Expert Committee shall consider and recommend the suitability of the applicant.
- (d) The Academic Expert Committee, while considering the proposal shall invite the applicant for detailed discussion and make a recommendation with a provisional date of registration for starting of the Post Doctoral Programme.
- (e) The HOD after considering the recommendations of the Academic Expert Committee, shall recommend to the University Research Council for approval of (he applicant for registration to the Post Doctoral Research Degree Programme.
- (f) The date of registration for the Programme will be finalized by the DRC after the approval of the candidature by the URC.

6. Preparation & Submission of Thesis

- (a) Post-Doctoral candidates will not have guides and will do research on self- guidance basis.
- (b) The candidate shall submit his thesis which must be on one main theme and should not be derived from a series of unconnected papers of the candidate.
- (c) The thesis shall comprise a holistic document to include in a self-contained manner the research done for the award of the post-doctoral. degree. Publication of papers in reviewed journals is essential Reprints of published papers and manuscripts of the communicated papers shall be appended in the thesis volume. The thesis shall be submitted in a format as prescribed in the guidelines.
- (d) The thesis shall be accompanied by a declaration signed by the candidate that the thesis has been composed by him independently and a certificate.
- (e) that the contents of the thesis have not previously formed the basis for the award of any other Degree or Diploma or Associateship, Fellowship or other similar title.

7. Seminar

The candidate, before submitting his thesis and its long abstract, will present his work in a Seminar in which DRC, members of Academic Expert Committee and other faculty members, Ph.D. Scholars and Post-graduate students are expected to be present.

8. **Long Abstract**

- (a) On completion of research work, the candidate shall submit to DRC four copies of the long abstract normally within two months after the presentation in the Seminar and also suggest the title of the thesis.
- (b) The candidate shall prepare a critique on his thesis and submit four copies along with the long abstract. The critique is an assessment by the candidate of his post-doctoral work to present the high points of his research, their significance in terms of original contribution and advancement of knowledge, and opening up of a new area, if any.
- (c) The HOD will convene a meeting of the Academic Expert Committee in which the candidate shall be required to be present. The Academic Expert Committee will scrutinize the long abstract for approval, study the critique, and approve the title of the thesis after its revision if necessary.
- (d) The Academic Expert Committee shall recommend a panel of at least three Indian and three foreign examiners. The HOD shall forward the panel of Examiners to the Director Research.
- (e) The Director Research shall get the panel approved by the Vice-Chancellor.

9. **Evaluation of Thesis**

- (a) The candidate shall submit four copies of his thesis which shall contain its long abstract.
- (b) The Director Research shall obtain consent from three examiners from the approved panels, one of whom shall be a foreigner, for evaluation of the thesis. The thesis shall be sent to the Examiners by him for evaluation.
- (c) If two or all the three examiners declare that the work submitted by the candidate is not a distinguished and significant contribution to knowledge and does not merit the award of the Degree of Doctor of Letters/ Doctor of Science/Doctor of Laws, the thesis will be rejected.
- (d) In case one of the examiners out of the three, declares that the work submitted by the candidate is not a distinguished and significant contribution to knowledge, the Director Research will appoint a fourth Examiner Indian or foreigner, as the case may be and will forward the thesis to the fourth Examiner for evaluation. The recommendation of the fourth examiner shall be treated as final for award of degree.
- (e) The Director Research shall place the recommendations of all the examiners before the University Research Council. The Council, after considering the reports of the examiners may recommend that the candidate is worthy of the award of the Post-Doctoral degree. If the University Research Council recommends that the candidate be asked to improve the thesis, the candidate shall be permitted to resubmit his thesis not earlier than six months and not later than one year, from the date notified by the Director Research.
- (f) The recommendations of the University Research Council shall be placed before the Academic Council for information.
- (g) The candidate shall, if he publishes the thesis shall state on the title page that it was a thesis approved for the award of the D.Sc., D.LitL, LED of the Amity University Patna.

10. **General Provisions for Research Degree Programmes**

10.1 **Issuance of Provisional Certificates:**

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

10.2 **Residual Clause:**

(a) Notwithstanding anything contained in these Regulations, all categories of candidates shall be governed by the Regulations and Guidelines.

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

11. **Composition of Committees and their Functions**

11.1 **Departmental Research Committee (DRC)**

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

- (i) The Head of the Department/ Constituent Unit - Chairperson
- (ii) Maximum three Professors and three other faculty members of the Department by rotation
- (iii) Maximum three external experts including those from other Departments/Constituent Units, nominated by the Vice Chancellor.

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

(b) The functions of Departmental Research Committee shall be as under:

- (i) Invite and scrutinize applications and make admissions in Ph.D. Programmes
- (ii) Constitute Student Research Committee for each student.
- (iii) Perform such functions as are required for operationalization of the research degree Programmes subject to the overall supervision and guidance of the University Research Council (URC)
- (iv) Consider the recommendations of SRC for action as required;

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

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

(e) The tenure of members of the DRC other than the Heads of Departments/ Constituent Units shall be two years. A member can be re-nominated for another term;

11.2 University Research Council (URC)

11.2.1 Role

The role of URC is to formulate and lay down policy guidelines for the conduct of Ph.D. and Post Doctoral degree Programmes, and to ensure high standards of research work in such Programmes.

11.2.2 Composition;

(a) The composition of the University Research Council shall be as follows:

- (i) The VC or his nominee -Chairperson
- (ii) The Pro-Vice Chancellors
- (iii) Four external experts nominated as under -Members
 - By the Chancellor - one
 - By the Vice-Chancellor- one
 - By the Academic Council - two
- (iv) Three Deans/ Heads' of Departments/ Constituent Units to be nominated by the Vice-Chancellor.
- (v) Two teachers of Departments/ Constituent Units to be nominated by the Vice-Chancellor
- (vi) Director Research- Member Secretary

(b) The term of office of the members (other than ex-officio members) will be two years from the date of nomination.

(c) The University Research Council shall meet at least once a quarter.

(d) Fifty percent of the total membership shall form the quorum for any meeting.

11.2.3 Functions

Subject to the provisions of the Act and Statutes, the University Research Council shall perform the following functions;

- (a) To formulate policies related to and oversee research for Ph.D. and post-doctoral degree Programmes;
- (b) To formulate guidelines for registration of students, thesis supervision, Programme design, and thesis Evaluation;
- (c) To monitor research indicators for such evaluation;
- (d) To review and recommend areas/themes/topics for research;
- (e) To consider evaluation reports of Examiners for award of Ph.D. and Post-Doctoral degrees.
- (f) To consider and approve the recommendations of DRCs including waivers of and exemptions from any of these Regulations.
- (g) To prepare the consolidated reports on research efforts of the University

- (h) It may delegate any one of its functions to the concerned DRC and may carry out any other work related to research development and coordination.

12. **Residual Provisions**

- (a) The Academic Council may grant exemption in Exceptional cases, from the operation of any of the Regulations, where necessary in special cases with valid reasons and without diluting academic standards.
- (b) Notwithstanding anything stated in these Regulations, for any unforeseen issues arising, and not covered by these Regulations or in the event of differences of interpretation, the Vice-Chancellor may take a decision, after obtaining, if necessary, the opinion/advice of a Committee consisting of any or all the Heads of Departments/ Heads of Constituent Units. The decision of the Vice-Chancellor shall be final.

Ordinance No. 12

Composition and Function of other bodies

1. Other Authorities of University:

1.1 Under section 25 of act and article 07 of statutes, following are also declared as to be the authorities of University:

- (i) Area Advisory Board (AAB)
- (ii) Departmental Research Committee (DRC)
- (iii) Faculty Research Committee (FRC)
- (iv) Internal Complaint Committee (ICC)
- (v) Internal Quality Assurance Cell (IQAC)
- (vi) University Research Council (URC)

1.2 The constitution, powers and functions of other authorities declared in these ordinances, as may be prescribed in the Regulations or notified by university from time to time.

2. Selection Committee of Teaching and Non-Teaching Staff:

2.1 Selection Committee of teachers: The selection committee will be as notified by UGC from time to time or any other regulatory/statutory body authority.

2.2 Selection Committee of Non-Teaching Staff: The committee will be as notified by the University with approval of competent authority.