

মহাপুরুষ শ্রীমন্ত শঙ্করদেব বিশ্ববিদ্যালয়

MAHAPURUSHA SRIMANTA SANKARADEVA VISWAVIDYALAYA

[Established under Mahapurusha Srimanta Sankaradeva Viswavidyalaya Act, 2013]

[Assam Act No. XIX of 2013]

[Recognised under Section 2(f) of UGC Act, 1956]



ORDINANCE

(As recommended by the Governing Body meeting dated on 30.09.2021
of Mahapurusha Srimanta Sankaradeva Viswavidyalaya, Nagaon, Assam)

Srimanta Sankaradeva Sangha Complex

Haladhar Bhuyan Path, Kalongpar, Nagaon-782001, Assam

Website : www.mssv.ac.in

1. SHORT TITLE AND COMMENCEMENT:

- 1.1** The “Ordinance” shall mean the Ordinance of Mahapurusha Srimanta Sankaradeva Viswavidyalaya, Nagaon, Assam framed under the Assam Private Universities Act, 2007.
- 1.2** They shall come into force with effect from the date of approval of the Govt. of Assam.
- 1.3** Nothing in this Ordinance shall be deemed to debar the University to amend this Ordinance subsequently.
- 1.4** Unless provided otherwise, the regulations, orders, memos, codes, procedures, policies, schemes etc., on the subjects covered under the Ordinance, shall cease to operate from the date of enactment of the Ordinance.
- 1.5** Any abbreviation or shortened form of a word shall represent and mean exactly that word as defined in the Act, the Statutes, the Ordinance, Manuals and such other documents of the University, as may be framed from time to time.

2 DEFINITIONS:

- 2.1** “Act” means the Mahapurusha Srimanta Sankaradeva Viswavidyalaya Act, 2013.
- 2.2** “Aggrieved Student” means a student, who has any complaint in the matters relating to or connected with the grievances defined under the Ordinance.
- 2.3** “Board of Studies” (BOS) means the committee of a Department constituted, as per the provisions made in the Statutes, to design course

curriculum, frame criterion for evaluation and to provide overall direction to the academic programmes undertaken by the Department/School.

- 2.4** “Class” means specific group of students meeting for specific instructional purposes; and it may mean the whole series of scheduled meetings or just one session; and a class may be a lecture, a tutorial or a practical/studio class.
- 2.5** “Clause” means duly numbered Clauses of the Ordinance.
- 2.6** “Commission” means the University Grants Commission established under the UGC Act, 1956.
- 2.7** “Continuing Student” means a student who has completed at least one semester prior to the current semester.
- 2.8** “Course Detail” means detailed teaching scheme of a course.
- 2.9** “Course” means a component of a programme. All courses need not carry the same weight. The courses shall define learning objectives and learning outcomes. A course shall be designed to comprise lectures / tutorials / laboratory work / field work / outreach activities / project work / vocational training / viva / seminars / term papers / assignments / presentations / self-study etc. or a combination of some of these.
- 2.10** “Credit” means a unit by which the course work is measured. It determines the number of hours of instructions required per week. One credit is equivalent to one hour of teaching (lecture or tutorial) or two hours of practical work / field work per week.
- 2.11** “Declared Admission Policy” means such policy, including the process there under, for admission to a course or program of study as may be offered by the University by publication in the prospectus of the University.
- 2.12** “Department” means the Department of studies and includes Centre of Studies and Research.

- 2.13** “Disciplinary Probation” refers to the status assigned to a student on committing an act of misconduct, academic or otherwise and once assigned, the student remains on disciplinary probation for the period decided by the Vice-Chancellor.
- 2.14** “Enrolment Number” means a unique number allotted as System Id, to a student on his admission in the University. Enrolment number / System Id remains unchanged throughout the duration of student’s stay at the University.
- 2.15** “ESE” means End-Semester Examination.
- 2.16** “Ex-Student” means a student who has failed or arrear few courses after appearing in final year / semester examinations and who applied afresh to pass the said course(s) as F.R. or F.I. on payment of prescribed fee.
- 2.17** “Expulsion” means permanent removal from the University rolls with prohibition on future enrolment.
- 2.18** “Faculty Board” of each School of studies shall be constituted as per the provision of the Statutes.
- 2.19** “Fresher” means a student who is matriculated into a Programme for the first time.
- 2.20** “Government” means State Government of Assam.
- 2.21** “He” includes She and “His/Him” includes Her.
- 2.22** “Institution” means Unit/Center established within the University for a particular discipline or activity;
- 2.23** “Institutional Student Grievance Redressal Committee” (ISGRC) means a committee constituted under this Ordinance at the level of the University, for dealing with grievances which do not relate to a School, Department or Centre of the University, e.g. Administration, Accounts, Admission Cell, International Division, Examination Cell, Inter-Hostel Administration

(Hostel & Mess/Food), Estates, Maintenance, House Keeping, Student Welfare and Sports, Transport, Security and other common facilities.

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

2.25 “Matriculation” means registration of provisionally admitted students by the concerned School/Department.

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

2.27 “MSE” means Mid-Semester Examination.

2.28 “Ombudsperson” means the Ombudsperson appointed by the State government/University in terms of UGC (Redress of Grievances of Students) Regulations, 2019.

2.29 “Practical” means classes that require students (generally in smaller groups compared to lecture) to perform certain functions that help them to test and understand what is being taught in the lecture of otherwise.

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

2.31 “Programme” means an educational programme leading to award of a Degree, Diploma or Certificate.

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

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

- 2.34** “Roll Number” is the number issued to every student, to be printed on his Admit Card. The card shall carry the details of the Course(s) that a student is supposed to be examined in. The roll number shall remain valid for the total duration of a Programme.
- 2.35** “Rustication” from the University means the withdrawal of right to access to the entire premises and facilities of the University campus for a specified period and or till the fulfilment of specified conditions.
- 2.36** “Department Level Student Grievance Redressal Committee” (DLSGRC) means a committee constituted under this Ordinance for a Department, or Centre within the School.
- 2.37** “School/Institute” means an Institute or School established by the University in accordance with the Act and the Statutes of the University.
- 2.38** “Semester” shall consist of 15-18 weeks of academic work equivalent to around 90 teaching days.
- 2.39** “Student” means a person enrolled, or seeking admission to be enrolled, in the University.
- 2.40** “Suspension” from the University means withdrawal of the right to access to all or some of the facilities or premise of the University as an interim measure, pending further investigation.
- 2.41** “Syllabi” means details of the course and includes description of nature, duration, pedagogy, syllabus, eligibility and related details.
- 2.42** “Tutorial” means a class that offers students (generally in smaller groups compared to lectures) an opportunity to talk about subject being taught, ask questions, discuss subject matter with their classmates and the teacher.
- 2.43** “University Student Grievance Redressal Committee” (USGRC) means a committee constituted at the level of the University under this Ordinance, for dealing with the grievances arising out of decisions of the Department

Level Student Grievance Redressal Committee and Institutional Student Grievance Redressal Committee.

- 2.44** “University” means the MSSV, Nagaon, Assam established under the Assam Private Universities Act, 2007 and Definitions specified in the University Act and the Statutes shall apply ipso facto unless provided otherwise.

3 ADMISSION AND ENROLMENT OF STUDENTS:

- 3.1** Admission to different programmes of the University shall be based on merit, providing equal opportunity to all without any prejudice towards gender, religion, caste, creed or nationality of a candidate.

The University may make suitable provisions for reservation for the students belonging to weaker section(s) of the society and others in accordance with the provisions of the Act of the University and decision of the Governing Body.

- 3.2** The admission criterion recommended by the Admission Committee and approved by the Academic Council shall be followed for admission in the entire Programme of studies. Provided that the number of seats in each programme of study, as determined by the Admission Committee and approved by Academic Council may, at the discretion of the Vice-Chancellor in his capacity as the Chairman of the Academic Council, be increased by a maximum of 15% of the approved seats for additional intake of students in the said program. This provision, however, shall be subject to the condition that there are no overhead costs of faculty and resources.

Provided further that the criterion, if any, prescribed by respective Statutory Councils shall be followed in admissions to council-based programmes. However, it shall be open to the University to admit less number of students than the intake already approved by the councils, in case there is no demand.

- 3.3** The University may make provisions for admission through lateral entry in programmes, as may be approved from time to time.
- 3.4** The registration of the provisionally admitted and continuing students shall be done by the Department(s) on dates notified in Academic Calendar each year.

3.5 ENROLMENT:

- 3.5.1** The student shall be given unique and permanent enrolment number and issued with an identity card bearing enrolment number (i.e. system id), and same must be quoted by the student in all communications with the University and in subsequent applications for admission to an examination of the University.
- 3.5.2** Academic Registrar shall maintain a record of all enrolled students studying in the various Schools / Departments / Centres of the University or carrying on research work in the University.
- 3.5.3** A student applying for change of his name in the record of students, shall submit his application to the Academic Registrar accompanied by:
- (a) The prescribed fee;
 - (b) An Affidavit relating to his present and proposed name, duly sworn in the presence of a Magistrate by himself;
 - (c) A publication in a newspaper in which the proposed change of name has been advertised. However, the provision relating to publication shall not be applicable in case where a woman student wants to change in her name following her marriage in which case marriage certificate indicating the new name shall be valid.

3.6 MIGRATION OF STUDENTS:

Inter-university migration of students may be allowed in special circumstances as per the policy notified on the subject. It shall be allowed under special circumstances on the recommendations of the Equivalence Committee, appointed by the Vice-Chancellor under the chairmanship of the Academic Registrar.

If a student takes a Migration Certificate to join another University, his enrolment to the University shall lapse until such time as he may subsequently return with a Migration Certificate from the University, to take admission in another programme of this University. Fresh enrolment in such cases shall be necessary.

3.7 TRANSFER OF PROGRAMME:

A first semester student, subject to availability of seats and fulfilling the minimum qualifications may be allowed to change his programme on the recommendation of the Equivalence Committee appointed by Vice-Chancellor under the chairmanship of the Academic Registrar.

3.8 PROCEDURE OF WITHDRAWAL:

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

4. COURSES OF STUDY FOR DEGREE, DIPLOMA, AND CERTIFICATE PROGRAMMES:

4.1 Programmes of Studies:

- 4.1.1** The University on the recommendations of the Academic Council and with the approval of the Governing Body shall offer under-graduate and post-graduate programmes in areas of Arts & Humanities, Social Sciences, Commerce & in other approved Streams opened time to time. The University may also run Diploma and Certificate courses of shorter durations.
- 4.1.2** The University shall also offer doctoral and/or post-doctoral programme in chosen areas of a specialization in regard to the degree programmes.
- 4.1.3** The nomenclature of various degrees shall be in consonance with regulations framed by the regulatory authorities as defined in the Act, or as may be approved by the Governing Body.
- 4.1.4** The structure and duration of the academic programmes shall be as approved by the Academic Council.
- 4.1.5** The University shall make provisions in its regulations to enable students to concurrently convert their courses of studies into integrated degree programmes of durations approved by the Academic Council wherever permissible by the statutory regulatory bodies.
- 4.1.6** The University may also run courses through distance learning, correspondence, and online mode. The guidelines of University Grants Commission, however, are to be complied with.
- 4.1.7** (a) The administrative structure of a School shall be as approved by the Governing Body. The Governing Body shall also lay guidelines for smooth running and effective management of academic programmes, the cooperation and coordination amongst the academic department and the linkages with other academic and research organisations as well as the Industry.
- (b) All the academic programmes framed by Board of Studies of a Department and concurred in by the Faculty Board of the School

shall be submitted to the Academic Council for approval by the Governing Body.

- (c) The Governing Body as and when deemed necessary, may appoint committee(s) for periodic review of a programme, a Department or a Centre.

4.2 REGISTRATION OF STUDENTS:

4.2.1 Academic Registration:

- (a) The Head of the Department shall issue the list of courses to be offered during the semester well before the Registration date(s) specified in the Academic Calendar.
- (b) Every student shall register himself for the courses that he wishes to pursue in that semester as prescribed.
- (c) Each Head of Department, with the approval by Academic Registrar shall nominate Mentors from amongst the faculty members of the Department to provide necessary information on the courses and to advise the students on registration.

4.2.2 REGISTRATION FOR SEMESTERS:

- (a) Registration for each semester has to be done on date(s) notified in Academic Calendar. It will involve:
 - i. Clearance of all dues of the University,
 - ii. Submitting the registration form on the date(s) specified in the Academic Calendar.
- (b) A student must ensure that he satisfies the pre-requisites, if any, for each course he registers for. The sole responsibility for registration rests with the student.

- (c) In case a student is registering for course(s) other than those prescribed in the regular scheme for that semester, the University shall not be responsible for a clash-free scheduling of such course(s). Student himself shall verify the time-table and ensure that the regular courses do not clash with other course(s) he is choosing.
- (d) The student will not be allowed to undergo academic Registration if the 'Maximum Duration for completion of the Degree / Diploma / Certificate' does not permit so.
- (e) A student will not get any credit for a course for which he has not registered or has registered without being eligible.

4.2.3 LATE REGISTRATION:

- (a) The maximum time permitted for late registration on payment of prescribed fee shall be two weeks from the date of conclusion of registration specified in the Academic Calendar.
- (b) Late registration may be allowed, beyond the period of two weeks, by the Vice-Chancellor or any other authorized official only on valid reasons and on the recommendations of the Mentor/Head of Department/Academic Registrar provided that in exceptional circumstances, on the recommendation of Academic Registrar the Vice-Chancellor may further allow late registration.
- (c) Late Registration may be allowed for a student who is on disciplinary probation, only with the approval of the Vice-Chancellor.
- (d) Students registering late may be allowed to compensate for the loss of any component of continuous assessment by the HoD.

The student may be allowed to complete the same on dates decided by the HoD.

4.3 ADDING AND DROPPING OF COURSES:

- (a) A student on the recommendations of his Mentor, duly endorsed by his Head of the Department may be allowed by the Academic Registrar to add or drop course(s) within a period of two weeks from the date of commencement of a semester as notified in Academic Calendar.
- (b) A student who is disciplinary probation shall be allowed to change the course, only with the approval of the Vice-Chancellor.
- (c) A student shall be required to drop a course at any stage if it is found that he does not meet the pre-requisites of the course, or if there is a clash in the student's timetable preventing him from attending the course, or if he is found not entitled to register for that course for any other reason(s). This facility however, shall not be extended to a student who has been permitted late registration, as a special case.

4.4 MAXIMUM DURATION FOR THE COMPLETION OF A DEGREE OR A DIPLOMA PROGRAMME:

- 4.4.1** The maximum duration for completion of a degree or a diploma programmes, shall stand for the normal or minimum duration prescribed for completion of any programme; provided that in exceptional circumstance a further extension of one more year may be granted. The Vice-Chancellor may consider allowing extension by one year beyond stipulated years for completion of a degree on case to case basis, depending on the merit of each case.

4.4.2 The enrolment of the student, who fails to complete the requirements of the award of a degree/diploma in extended duration, shall stand cancelled and no degree/diploma shall be awarded.

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

4.5 DURATION OF THE SEMESTER

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

4.5.2 The duration of each semester shall be on average 15-18 weeks excluding examinations-6 days in week with two Saturdays off.

5. MEDIUM OF INSTRUCTION AND EXAMINATIONS:

English shall be the medium of instruction and examinations.

5.1 LIBRARY COMMITTEE:

5.1.1 There shall be a Library Committee which shall be constituted by the Vice-Chancellor.

5.1.2 Powers and functions of the Library Committee:

- i. To frame the general rules of the library.
- ii. To advise the Librarian/Library-in-charge regarding overall development of the library.
- iii. To prepare the annual budget estimates of the library.
- iv. To allocate funds from the sanctioned annual budget of the University to the Departments/Centre of Studies for purchase of books, journals, periodicals, etc.
- v. To arrange for annual stock taking of the library.

- vi. To consider and recommend the annual report on the working of the library by the Librarian/Library-in-charge.
- vii. To perform such other functions as may be assigned by the Vice-Chancellor.

6. UNIVERSITY FEE:

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

6.2 The tuition, examination and any other fee chargeable from the students shall be as recommended by the Fee Fixation Committee and approved by the Governing Body. The revision shall be duly notified.

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

7. PROCUREMENT COMMITTEE:

7.1 There shall be a Procurement Committee in the University which shall be constituted by the Vice-Chancellor.

7.2 The term of the committee shall be 3 years from the date of notification.

7.3 Powers and functions of the Procurement Committee:

- i. To frame general rules for purchase of equipments, furniture, electrical goods, stationery, etc.
- ii. To scrutinize the tenders.
- iii. To recommend purchase of the equipment, furniture, electrical goods, stationery, etc. and fix the price.

7.4 The recommendation of the Procurement Committee shall be placed before the Vice-Chancellor for approval.

7.5 The purchase shall be made only after financial sanction is received.

8. RESEARCH ADVISORY COMMITTEE (RAC):

8.1 It is the Research Advisory Committee of a teaching Department of the University. There shall be a Research Advisory Committee (RAC) for each Ph.D. scholar constituted as below in each Department/ Centre for Studies:

- | | |
|---|---------------|
| (i) Head / Head (i/c) | - Chairperson |
| (ii) All eligible Ph.D. Supervisors of the Department | - Member |
| (iii) Supervisor | - Convenor |

8.2 Provided further that the Vice-Chancellor shall constitute appropriate Research Advisory Committee (RAC)s for the subjects in which there is no Post Graduate teaching Department in the University.

8.3 Provided that in the case of Departments where the Head of the Department being a single eligible recognized Supervisor, at least two members for the Research Advisory Committee (RAC) of such Departments shall be nominated by the Vice- Chancellor from the allied Departments in consultation with the Convenor, Research Advisory Committee (RAC).

8.4 The Registrar, MSSV shall act as the Chairperson of the RAC for the Departments where the Head is not a Ph.D. holder.

8.5 Functions of the Research Advisory Committee (RAC): This Committee shall have the following responsibilities

- (i) To review the research proposal and finalize the topic of research;
- (ii) To guide the research scholar to develop the study design and methodology of research and identify the course(s) that he/she may have to do.
- (iii) To periodically review and assist in the progress of the research work of the research scholar.

- (iv) To arrange the Abstract/Pre Submission seminar for the eligible scholars.
- (v) The Convenor, Research Advisory Committee (RAC) shall place all matters relating to research before the Research Advisory Committee (RAC) for its recommendation before sending the same to the Research Council concerned.
- (vi) The Convenor shall also take action on the procedure for admission as stated under this Regulation.

9. STUDENTS' COUNCIL OF THE UNIVERSITY:

9.1 There shall be a Students' Council, constituted for every Academic Year/Session.

9.2 Constitution of the Council:

- (i) A teacher, to be nominated by the Vice-Chancellor
 - Chairperson
- (ii) All students who have won First prize in the previous academic year of the University in the fields of studies, fine arts, sports and extension work. In case of Group event, best participant will be considered.
 - Members
- (iii) 5 (five) students to be nominated by the Academic Council on the basis of merit in studies, sports activities and all-round development of personality
 - Members
- (iv) One Full time Research Scholar to be nominated by the Vice Chancellor
 - Member
- (v) Academic Registrar shall be permanent invitee for the meetings of the Council.

9.3 The Chairperson shall appoint one Member Convener from amongst the members of the Council for the term of the Council.

9.4 The Chairperson shall appoint Conveners from amongst the members of the Council for various events of sports, culture, literature, etc.

9.5 The Chairperson shall not have voting power in the meeting.

9.6 Terms of Office of the members:

- (i) The term of membership other than ex- officio members shall be for the academic session for which the council is constituted or till the student holds studentship of the university whichever is earlier.
- (ii) A student will be eligible for re-nomination to successive council if he/ she continues to be a student of the university in continuation of his/ her studies without any break/gap and not placed under disciplinary action. Readmitted student(s) will not be eligible for nomination to the Council.

9.7 Powers and functions of the Council:

- (i) The functions of the Council shall be to make suggestions to the appropriate authorities of the university in regard to the programmes of studies, students' welfare and other matters of importance in regard to the working of the university in general and such suggestions shall be made on the basis of consensus of opinion.
- (ii) To organize various activities in the field of sports, literature and other extra-curricular activities for overall personality development of the students.
- (iii) To work for the maintenance of discipline and harmony amongst the students of the university.
- (iv) To bring up any matter by any student, including member concerning the university's interest before the Students' Council if so, permitted by the Chairperson, and shall have the right to participate in the discussions at any meeting when the matter is

taken up for discussion. Such matter(s) must be placed to the Chairperson at least one month ahead of a meeting of the Council.

9.8 Quorum for meetings:

- (i) Two third of the members of the Council shall form quorum for a meeting.
- (ii) No quorum shall be required for an adjourned meeting.

10. HEADS OF THE DEPARTMENTS:

10.1 A teacher, preferably on the basis of seniority of each of the departments shall be assigned by the Vice-Chancellor as the Head of the Department.

10.2 The tenure of the Headship shall be generally for a period of three years to be given from Professors and Associate Professors on rotation basis, but may be extended in the absence of a suitable teacher in the department.

10.3 Except in case of first batch of the Heads of the Departments, a teacher having at least three years of teaching experience in the University shall be assigned as the Head of the Department.

10.4 Powers and functions of the Heads of the Departments:

- i. The Heads of the Departments shall convene and preside over the meetings of the Board of Studies of the subject concerned.
- ii. Shall implement the decisions of the Board of Studies.
- iii. Shall be the in-charge of the Departmental Library.
- iv. Organise teaching and research works in the Department.
- v. Supervise and conduct all examinations of the Department.
- vi. Frame the time table in conformity with the allocation of the teaching work made by the Department.

- vii. Maintain discipline in the Class room and Laboratories through the teacher.
- viii. Assign to the teachers in the Department such duties as may be necessary for proper functioning of the Department.
- ix. Assign work to exercise control over the non-teaching staff in the Department.
- x. To keep records of continuous internal evaluation of class examinations, attendance, etc. of the students as prescribed, and to forward the records of such evaluation in time to the Controller of Examinations for necessary action.
- xi. Perform such other duties as may be assigned to him/her by the Vice-Chancellor.

11. AWARD OF FELLOWSHIPS; SCHOLARSHIPS, MEDALS AND PRIZES:

- 11.1** The Fellowships, Scholarships, medals and Prizes shall be instituted with the approval of the Governing Body of MSSV.
- 11.2** The Vice-Chancellor may appoint committee(s) to frame guidelines for the award of fellowships, scholarships, medals and prizes.
- 11.3** The eligibility criteria, values, tenure, methodology and procedure for selection of awardees shall be as approved by the Governing Body.

12. EXAMINATIONS AND EVALUATIONS:

12.1 Registration for Examination:

- (i) No student shall be admitted to any examination of the University, unless he has been duly enrolled/registered as a student for the prescribed courses.

- (ii) A student who fails to submit the migration for PG & Ph.D. Programme shall be deemed as an unregistered student and shall not be allowed to attend classes and take examinations even if he has paid the fees.

12.2 Deficient Student:

- (i) A deficient student is one who has either not registered himself for one or more course or has registered but not completed successfully one or more courses of the previous semester(s) or has a Cumulative Grade Point Average (CGPA) less than the minimum CGPA required for the award of a Degree or a Diploma.
- (ii) The facility of repeating or improvement of grade in a compulsory course(s) shall be available within the maximum duration of the Programme as stipulated in the Ordinance.
- (iii) If a student fails in an elective course, he may opt to re-register for the same course or may opt for other prescribed course of same credit provided the maximum duration for the completion of Degree/Diploma/Certificate permits so.
- (iv) Student(s) unable to secure minimum CGPA for promotion from one Semester to another will have to repeat the whole semester. While repeating the whole semester the student shall complete all the requirements together with other students admitted in the Programme in that Academic year, while the System ID / enrolment number allotted at the time of registration shall be retained, his old marks will be replaced by the marks obtained in Continuous Assessment, MSE and ESE examination held in current Academic Year.

12.3 Components of Evaluation:

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

- Continuous Assessment (CA) :
- Mid-Semester Examination (MSE) :
- End-Semester Examination (ESE) :

The Board of Studies (BOS) of the Department shall decide the different components of Continuous Assessment (CA). In schools having no separate Departments, the Faculty Board (FB) shall perform this function.

The components of evaluation of laboratory courses are distributed as follows:

- Continuous Assessment (CA):
 - Viva-Voce
 - Practical Records File
 - Performance during conduct of practical exercises / experiments
- End Semester Examination (ESE) :

12.4 Conduct of Examinations:

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

12.4.2 Transparency guidelines:

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

- (ii) A student shall be allowed to see his MSE answer books. Error of evaluation, if any, will be reported to the HoD. Any change in the marks will be made with due approval of the Controller of Examinations.
- (iii) A student shall be allowed to see all the answer-books of ESE at one time and location as notified by the concerned School. No second opportunity shall be provided for the purpose. A student may seek re-evaluation of specific question by making a written request in the following types of complaints:
 - (a) Question left upgraded, and
 - (b) A correct answer has been awarded a zero.No other request of re-evaluation shall be entertained. The result shall be conveyed to the student.
- (iv) A student not satisfied with the result of re-evaluation, may request for challenged evaluation on deposit of the specified fee. If marks increase by 5% of the maximum marks or more, the revision shall be made, and money refunded. There shall be no increase of marks if the change is less than 5%, the lesser marks shall be awarded.

12.5 Attendance Requirements:

12.5.1 Course-wise Attendance:

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

- (i) Attendance shall be monitored course-wise.

- (ii) A student shall be required to have at least 75% attendance in a course will be eligible to appear in MSE as well as in ESE in the said course.
- (iii) Student shall be given attendance on account of his participation in authorized extra-curricular activities as well as the activities related to placement, equivalent to the number of days of participation in those events/activities, provided prior approval has been obtained from the competent authority.
- (iv) In extreme cases of hardship on account of hospitalization of self, immobilization for valid reasons, or in case of natural calamity, the Vice-Chancellor may allow attendance to the extent of 10%, provided the claim is duly supported by requisite documents to the satisfaction of the Academic Registrar.
- (v) In case of hospitalization, complete medical treatment records of the hospital, may be verified by the University.
- (vi) In case of natural calamity, the official government notification relating to the calamity in the concerned region will suffice.
- (vii) In case a student has been allowed to change the course of programme during the current semester, the classes attended in previous course/programme will also be considered in the calculation of attendance, and the eligibility for appearing in ESE will be determined accordingly.
- (viii) Irrespective of whether a student has registered late or on time (except for those who join the programme for the first time), calculation of attendance shall be based on all the classes held, and not from the date on which the student has registered, unless otherwise decided by the Registrar in the case of fresh entrants only.

12.6 Academic Progression:

12.6.1 Non-Council based Programmes:

- (i) A student passes and obtains credit for a course when he secures at least 30% marks in the total of ESE, MSE (wherever applicable) and CA for the Under Graduate programme and 45% marks in the total of ESE, MSE (wherever applicable) and CA for the Post Graduate programme.
- (ii) A student who does not secure the minimum required marks (For Under graduate Programme at least 30% and for Post Graduate Programme 45% marks in MSE, CA and ESE taken together) can reappear in the ESE examination of the course at the next available opportunity and earn credit if she/he secures at least the minimum required marks in the repeat Examination (MSE, CA and ESE taken together).
- (iii) A student, who needs to repeat a course which is a pre-requisite for another course, shall register and pass the course as early as possible in the subsequent semester (summer / odd / even).
- (iv) All marks obtained in assignments / practical, presentation or a report will be made available to the students within a reasonable time after evaluation.
- (v) Students who do not meet the attendance requirements in a course shall be awarded **Failure and Repeat (FR)** grade and would need to repeat the course.
- (vi) Students who were allowed to take ESE but failed to pass a course shall be awarded **Failure and Improve (FI)** grade, based on their internal marks i.e. CA (Continuous Assessment) and MSE (Mid-Semester Examinations). If a student is allowed to take End-Semester Examination (ESE) but failed to appear in ESE in a course, he is awarded ABSENT in that course and shall

be treated as FI. Students with FI grade can appear in the improvement examinations without repeating the course.

- (vii) Student will submit a written application to Academic Registrar seeking his permission through the Head of the Department to register for CGPA improvement within one month from the date of declaration of result of passing his PG or UG examination. He should not have taken (i) Leaving Certificate from the university and (ii) Degree from the University through convocation. No student will be admitted once the course registration process of improvement examination ends. In case a student wishes to register for more than 3 courses, he will need to obtain special permission from the Vice-Chancellor.
- (viii) Student wishing to improve his grade will have to pay a requisite fee as approved by the University.
- (ix) Student wishing to use the facility of grade improvement will have to pass in all the courses at a time for which he has registered for. He will not be entitled for the summer term or re-examination in such cases.
- (x) Only one attempt will be permissible for a student wishing to use the facility of grade improvement. If the student fails to secure higher grades resulting in reduction in overall CGPA then the original result of the student before registering for grade improvement will be retained.
- (xi) Student who improves his CGPA will be issued fresh Grade Cards by the University. These Grade Cards will have star against the course for which he has appeared for grade improvement and will state “Grade Improvement”. The date on the new Grade Card will be that as issued for other students appearing in those courses.

- (xii) Such students who have appeared for grade improvement shall not claim for Merit Position.

12.6.2 Council-based programmes:

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

12.7 Use of Unfair Means:

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

12.8 System of Grading:

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

12.8.1 Each Programme shall have prescribed number of credits assigned to it, depending upon the academic load of the course determined by the weekly contact hours. The credits assigned shall be provided in course details.

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

12.9 Awarded of Grades:

12.9.1 A student shall be awarded a letter grade in each course.

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

- a. Post Graduate Programme Under CBCS mode of study:

MSSV ORDINANCE

Percentage of marks obtained in a course (In Semester + End Semester) [Exclusive class intervals]	Letter Grade & Description	Grade Points
90-100	O Outstanding	10
80-90	A+ Excellent	9
70-80	A Very Good	8
60-70	B+ Good	7
55-60	B Average	6
45-55	C Pass	5
Below 45	F Fail	4
	I Incomplete	-

b. Under Graduate Programme:

Percentage of marks obtained in a course (In Semester + End Semester) [Exclusive class intervals]	Letter Grade & Description	Grade Points
90-100	O Outstanding	10
80-90	A+ Excellent	9
70-80	A Very Good	8
60-70	B+ Good	7
50-60	B Above Average	6
40-50	C Average	5
30-40	P Pass	4
Below 30	F Fail	0
Abs	I Absent / Incomplete	0

12.9.3 General guidelines for the award of grades:

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

12.9.4 Semester Grade Point Average (SGPA):

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

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

12.9.5 Cumulative Grade Point Average (CGPA)

The cumulative Grade Point Average indicates overall academic performance of a student in all the courses registered upto and including

the latest completed semester. It is computed in the same manner as SGPA, considering all the courses (say, n), and is given by

$$CGPA = \frac{\sum_{i=1}^n WiGi}{\sum_{i=1}^n Wi}$$

Note :

- (i) A student shall be required to complete successfully all the courses of the curriculum prescribed for the programme and attain a minimum level of academic performance, by way of obtaining a minimum CGPA of 3.0 in UG Programmes and 4.5 in PG Programmes, until otherwise decided by the Academic Council.
- (ii) A student shall normally have to clear his backlogs in the sequence in which he has obtained the low grades.
- (iii) A copy of the grade card is issued to each student at the end of a Semester. A duplicate copy, if required, can be obtained on payment of the prescribed fee.
- (iv) If a student fails at the end of a semester to achieve minimum required SGPA, he shall be placed on ACADEMIC PROBATION during the semester immediately following. He may either repeat the course(s) in which he has obtained 'P' or 'F' grade or opt for a new course of the same category/discipline/subject as and when offered, in order to complete the credit requirement.

12.9.6 Conversion factor for converting CGPA into marks equivalent:

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

The equivalent percentage of Marks : CGPA x 10.

12.10 Minimum CGPA requirement for award of Degree/Diploma:**12.10.1 “Under-Graduate and Post-Graduate Programme:**

12.10.2 Unless approved otherwise, the minimum CGPA requirement for the award of degree in an Under-Graduate Programme shall be 3.00 subjects to getting a minimum of ‘P’ or a higher grade in each of the courses offered and also satisfying other conditions as specified in the programme details. And the minimum CGPA requirement for the award of degree in an Post-Graduate Programme shall be 4.50 subjects to getting a minimum of ‘C’ or a higher grade in each of the courses offered and also satisfying other conditions as specified in the programme details

12.10.3 Diploma Programme:

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

12.11 RESULT :**12.11.1**

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

12.11.2 Award of Degrees and Diplomas:

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

12.11.3 Doctoral Programme:

Examination, evaluation, and award of degrees of Doctoral Programme(s) shall be conducted in accordance with the rules and regulations framed by the University in this regard after due approval by the Academic Council and Governing Body.

13. AWARD OF DEGREES, DIPLOMAS AND OTHER DISTINCTIONS:

- 13.1** The Degrees and Diplomas shall be awarded to the successful students based on their performance evaluated through examinations and / or any other method of testing prescribed by the Academic Council.
- 13.2** The Degrees shall be awarded in annual convocation or in a function specially organized for the purpose.
- 13.3** The text and the format of the degrees and citations shall be approved by the Academic Council.
- 13.4** The Visitor or in his absence, the Chancellor shall preside over the Convocation.

13.5 Duplicate Certificate:

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

- (i) The student shall file an FIR at the local police station and shall publish it in the Regional newspaper also.
- (ii) The student shall submit an affidavit on an INR 10/- stamp paper that he has lost the degree.
- (iii) The student shall submit a written request together with a payment of prescribed fee to the office of the Academic Registrar of the School concerned.
- (iv) The Academic Registrar will forward the application with all documents to the Office of Controller of Examination.
- (v) After checking all the documents, the date of the student shall be sent to the printing agency for printing the degree.

Once the degree has been printed and received, a “DUPLICATE” stamp shall be affixed to the duplicate of the degree at the office of the Controller of Examinations sent to the School concerned to be given to the student.

14. RESIDENCE OF STUDENTS:

The University shall provide boarding and lodging facilities to the students, both boys and girls. The approved hostels to the extent possible, at applicable rate. The matters relating to allotment of hostel rooms, maintenance of discipline amongst hostel inmates, resolution of their day to day problems and welfare of hostel residents shall be looked after by the Hostel owner until the MSSV's own Hostel buildings gets completed.

15. Ethics and Conduct:

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

- (a) He shall be a regular student and will complete his studies in the University, in accordance with the University Ordinance, rules and regulations in regard to 75% attendance, examinations and academic progression;
 - (b) In case he is forced to discontinue his studies for any legitimate reason, he may be relieved from the University only after the written approval of the Vice-Chancellor through the HoD concerned or any such authority who has been authorized for the purpose.
 - (c) He undertakes to deposit University fee and other charges as per the University schedule and that they are aware that in case of default in payment, late fee charges shall be applicable and pending clearance of any such dues, the students may not be allowed to attend classes or to take the examination.
 - (d) In case he is allowed to leave the University, he shall clear all pending tuition fees, hostel/mess dues and any oilier dues/penalty imposed on him. If he had joined the University on scholarship, the said scholarship shall be revoked and he shall have to deposit the amount received on this account, before such release/ migration is allowed.
- (ii) The students are expected to uphold highest standards of academic integrity, respect towards teachers. Fellow students and society as a whole and also honour the right to property and safety of others.
 - (iii) At the time of admission, each student/parents shall undertake that in case the student is admitted to the University hostel, he shall scrupulously follow the Hostel Manual.
 - (iv) Students must deter/ refrain from indulging in any form of misconduct including participation in any activity, including *dharna* or agitation on

the campus or off the campus that may affect the University's reputation and interest. The various forms of misconduct include:

- a. Any act of discrimination or abuse physical or verbal, based on any person's gender race, religion, religious belief, caste, colour region, language, disability, sexual orientation, marital or family status, physical or mental disability, etc.
- b. Intentionally damaging, destroying or causing harm to University assets and property or properties of other students, staff or faculty members.
- c. Any disruptive activity in the class room, examination room or in any event sponsored or organized by the University.
- d. Inability to produce the identity card issued by the University or refusing to produce it on demand by the University authorities, including the security personnel on the campus. Forcible entry through the turnstile gates or boom barriers or scaling of the boundary wall;
- e. Indulgence in the activities prohibited by the University include:
 - i. Organizing gatherings / meetings or procession without permission from the University;
 - ii. Accepting membership of religious, terrorist, and anti-national groups prohibited by the University / Government;
 - iii. Encouraging or indulgence in violence or any act of moral turpitude.
- f. Possession of or carrying of or use of any weapon, potential weapons, ammunition, explosives or fireworks, contrary to law or University instructions on the campus or off-campus;

- g. Possession or use of harmful chemicals and banned drugs;
- h. Indulging in physical assault or threat to use physical force against any member of the teaching, non-teaching staff or any student of the University.
- i. Indulgence in any form of gambling, bribing, or corruption in any manner.
- j. Indulgence in absenteeism, unpunctuality, and resorting to mass bunking, and or boycotting examinations, or extra-curricular activities:
- k. Smoking on the University campus or University provided transport;
- l. Possessing, consulting, distributing, selling of alcohol on the University campus and/or throwing any empty / filled bottles inside the campus or on the University road, particularly with an intention to harm someone;
- m. Parking a vehicle in a no parking zone or in area earmarked for parking other type of vehicles or bringing vehicle inside the University campus, without proper authorization.
- n. Rash driving on the campus that may cause any inconvenience or injury to others;
- o. Not disclosing a pre-existing health condition, either physical or psychological to the Mentor/Warden, which may cause obstruction to the academics of either self or other students or putting them to any kind of risk;
- p. Theft or University property or the property of any student, staff and faculty;

- q. Unauthorized access to the privacy or property of the University and other fellow students, staff and faculty members;
 - r. Misbehaviour with other students, faculty and staff at any time, including at the time of University events or activities;
 - s. Engagement in disorderly, lewd, or indecent conduct including, but not limited to creating unreasonable and loud noise; pushing and shoving of fellow students or any staff; inciting or participating in a riot or group disruption at the University premises.
 - t. Indulgence in any act that violates the dignity of or is derogatory to the women in general which may include any gesture, inappropriate behaviour, any verbal or written communication including WhatsApp messages, etc; and
 - u. Violation of any provision of the Civil Right Protection Act 1976; which prohibits casteism and untouchability in any form or inciting any other person to do so.
-
- (ii) Students are expected not to interact, on behalf of the University, with media representatives or invite media persons on to the campus, without the permission of the University authorities.
 - (iii) Students are not permitted to tape or record lectures/discussions/exchanges in the classroom or actions of other students, faculty or staff through audio or video gadgets without prior permission.
 - (iv) Students are not permitted to provide audio and video clippings of any activity on the campus to media without prior permission.

- (v) Students are expected to use social media such as *Facebook*, *WhatsApp*, *Twitter*, etc. and other electronics and print media carefully and responsibly. They cannot post derogatory or offensive comments on social media or electronic & print, or indulge in any such related activities that may have grave ramification on the reputation of the University or any individual.
- (vi) Theft, abuse or unauthorized interference with the University IT infrastructure and other electronic resources such as computer and electronic communication facilities / systems and services that includes unauthorized entry, use, tampering, etc. of the University property or facilities, private residences of staff/faculty etc., offices classrooms, and other such facilities are liable for strict disciplinary action which may include expulsions/rustication from the University.
- (vii) There is zero tolerance towards any student indulging in any form of obscene comments, harassment, etc., which are defined as misconduct and are triggered on account of a person's race, colour, caste, creed, national or ethnic origin, citizenship, sex, religion, age, sexual orientation, gender identity, marital status, physical or mental disability, medical condition, etc.

15.1 Disciplinary Measures:

If there is a case against any student for a possible breach of code, the case shall be referred to the **Disciplinary Committee** who will recommend a suitable disciplinary action after proper enquiry into the alleged violation. The accused shall be given a reasonable opportunity to defend himself but in case the accused fails to appear before the Disciplinary Committee, the Committee may make an ex parte

recommendation. The Committee may interrogate the affected students and concerned staff to ascertain the misconduct and suggest one or more of the following disciplinary action, based on the gravity/nature of the misconduct/offence committed for approval of the Vice-Chancellor.

- (i) **Warning and/or placed on conduct probation :** Indicating that the action of the accused student was in violation of the Code of Conduct and Ethics for the students of the University, and any further acts of misconduct shall result in severe disciplinary action.
- (ii) Debarred from taking examinations or punished by cancellation of examination results.
- (iii) **Suspension :** A student may be suspended for a specified period of time which will entail prohibition on participating in student related activities, classes, programs, etc. Additionally, the student will be forbidden to use various University facilities, unless permission is accorded by the competent authority. Suspension may also follow by possible expulsion/rustication from the University, along with additional penalties.
- (iv) **Restrictions:** Indicating that the student is perceived as a threat to other students, staff or university property, etc. and as such he is being reprimanded with restricted access to various facilities on the campus for a specified period.
- (v) **Community Service :** A student may be asked to do some kind of community service for a specified period of time, which may be extended, if need be. However, any future misconduct, along with failure to comply with any specified conditions imposed on the student, may lead to severe disciplinary action, including suspension or expulsion.
- (vi) **Monetary Penalty:** A monetary penalty or addition security deposit may be imposed on the delinquent student, which may also

include suspension and / or forfeiture of part or whole scholarship / fellowship, for a specific period.

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

15.2 Appeal:

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

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

15.3 Anti-Ragging:

The University shall put in place an effective and zero-tolerance policy of Anti-Ragging, based on the 'UGC Regulation on curbing the Menace of Ragging in Higher Educational Institutions, 2009. The said UGC

Regulation shall apply mutatis mutandis to the University and the students shall follow the rules and regulation laid down in this regards.

(i) What constitutes ragging :

Ragging constitutes one or more of the following acts:

1. Any conduct by any student or a group of students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness of any student;
2. Indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, harassment, hardship, physical or psychological harm or to raise fear or apprehension in any other student;
3. Forcing or asking any student to do an act which such student may not in the ordinary course do and which has the effect of causing or generating a sense of shame, torment or embarrassment so as to adversely affect the physique or psyche of such a student;
4. Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any student;
5. Exploiting the services of a student for completing the academic tasks assigned to an individual or a group of students;
6. Any act of financial extortion or forceful expenditure burden put on a student by senior students;
7. Any act of physical abuse including all variants of it; sexual abuse, stripping, forcing obscene and lewd acts,

gestures, causing bodily harm or any other danger to health or person;

8. Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to any other students;
9. Any act that affects the mental health and self-confidence of any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any other student.

(ii) Anti-Ragging Committee:

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

(iii) Anti-Ragging Squad:

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

also investigate incidents of ragging and make recommendations to the Anti-Ragging Committee and shall work under its overall guidance of the Anti-Ragging Committee.

(iv) Punishment:

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

- (a) Suspension from attending classes and academic privileges;
- (b) Withholding/withdrawing scholarship/fellowship and other benefits;
- (c) Debarring from appearing in any test/examination or other evaluation process;
- (d) Withholding of results;
- (e) Debarring from undertaking any collaborative work or attending national or international conferences / symposia / meeting to present his/her research work;
- (f) Suspension/expulsion from the hostels and mess;
- (g) Cancellation of admission;
- (h) Expulsion from the University and consequent debarring from admission to any other institution for a specified period;
- (i) In cases where the persons committing or abetting the act of ragging are not indentified, the University may resort to collective punishment.

- (j) If need be, in view of the intensity of the act of ragging committed, a First Information Report (FIR) shall be filed by the University with the local police.

The Anti-Ragging Committee of the University shall take appropriate decision, including imposition of punishment, depending on the facts and circumstances of each incident of ragging and its gravity.

(v) Appeal:

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

15.4 Sexual Harassment:

The Policy in regard to Prevention, Prohibition and Redressal of sexual harassment of students at the University is in line with the University Grants Commission (Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions) Regulations, 2015 and shall apply mutatis mutandis to the students of the University. In the light of the UGC Regulation, an Internal Complaints Committee (ICC) shall be constituted by the University.

Students may note that sexual misconduct or harassment encompasses a range of conduct, including but not limited to sexual assault, unwanted touching or persistent unwelcome comments, e-mails, or pictures of an insulting or degrading sexual nature, which shall be determined on the basis of circumstances in each case. Any aggrieved student may approach the Internal Complaints Committee (ICC), the details of which

are available in the Student Information Brochure and on the University Website.

15.5 Students' Grievance Redressal:

- (i) **Definition :** "Grievance" means and includes complaint(s) made by an aggrieved student in respect of the following, namely;
- a. Admission contrary to merit determined in accordance with the declared admission policy of the institution;
 - b. Irregularity in the process under the declared admission policy of the institution;
 - c. Refusal to admit in accordance with the declared admission policy of the institution;
 - d. Non-publication of prospectus by the institution, in accordance with the provisions of these regulations;
 - e. Publication by the institution of any information in the prospectus, which is false or misleading, and not based on facts;
 - f. Withholding of, or refusal to return, any document in the form of certificates of degree, diploma or any other award or other document deposited by a student for the purpose of seeking admission in such institution, with a view to induce or compel such student to pay any fee or fees in respect of any course or program of study which such student does not intend to pursue;
 - g. Demand of money in excess of that specified to be charged in the declared admission policy of the institution;

- h. Violation, by the University, of any law for the time being in force in regard to reservation of seats in admission to different category of students;
- i. Non-payment or delay in payment of scholarships or financial aid admissible to any student under the declared admission policy of such University, or under the conditions, if any, prescribed by the Commission;
- j. Delay by the University in the conduct of examinations, or declaration of results. beyond the schedule specified in the academic calendar of the institution, or in such calendar prescribed by the Commission or the State Government;
- k. Failure by the University to provide student amenities as set out in the prospectus, or is required to be extended by the University under any provision of law for the time being in force;
- l. Non-transparent or unfair practices adopted by the University for the evaluation of students;
- m. Delay in, or denial of, the refund of fees due to a student who withdraws admission within the time mentioned in the prospectus or as may be notified by the commission;
- n. Complaints of alleged discrimination of students from the Scheduled Castes, the Scheduled Tribes, Other Backward Classes, Women, Minority or persons with disabilities categories;
- o. Denial of quality education as promised at the time of admission or required to be provided; and

- p. Harassment or victimization of a student, other than cases of harassment, which are to be proceeded against under the penal provisions of any law for the time being in force.

(ii) Mandatory Publication of Prospectus, its contents and pricing:

- (iii) The list of programs of study and courses offered along with the broad outlines of the syllabus specified by the appropriate statutory authority or by the University, as the case may be, for every course or program of study, including teaching hours, practical sessions and other assignments;
- (iv) The number of seats approved by the appropriate statutory authority in respect of each course or program of study for the academic year for which admission is proposed to be made;
- (v) The conditions of educational qualifications and eligibility including the minimum and maximum age limit of persons for admission as a student in a particular course or program of study, specified by the University;
- (vi) The process of selection of eligible candidates applying for such admission, including all relevant information in regard to the details of test or examination for selecting such candidates for admission to each course or program of study and the amount of fee prescribed for the admission test;
- (vii) Each component of the fee, deposits and other charges payable by the students admitted to the University for

pursuing a course or program of study, and the other terms and conditions of such payment;

- (viii) Rules/regulations for imposition and collection of any fines in specified heads or categories, along with details of minimum and maximum fine as may be imposed.
- (ix) Details of the teaching faculty, including their educational qualifications, along with their type of appointment (Regular/Visiting/Guest/Adhoc) and teaching experience of every member thereof.
- (x) All relevant instructions in regard to maintaining the discipline by students within or outside the campus of the University, and, in particular such discipline relating to the prohibition of ragging of any student or students and the consequences thereof and for violating the provisions of any regulation in this behalf made by the relevant statutory regulatory authority.
- (xi) The University shall fix the price of each printed copy of the prospectus, being not more than the reasonable cost of its publication and distribution and no profit be made out of the publication, distribution or sale of prospectus.

16. ESTABLISHMENT OF SCHOOLS/CENTRES/DEPARTMENTS:

- (a) The University shall have such Schools of Studies, Special Centres and Specialized Laboratories as may be approved by the Governing Body time to time.
- (b) Every School of Studies (hereinafter referred to as the School) shall consist of such Departments as may be assigned to it with the approval of the Governing Body.

- (c) Each School/Centre/Department shall have a Dean/Director/Head of the Department, respectively.

16.1 Establishment of Special University Units:

On the recommendations of the Academic Council, the Governing Body may establish Special Centres and Specialised laboratories for undertaking Interdisciplinary and Special Studies Programmes including Centres of Excellence, Centres of Studies, Special Centres, Interdisciplinary Studies, Specialized Laboratories, etc. The Governing Body may also constitute Special Board(s) of Studies and academic committee(s) for their guidance.

16.2 Creation of Other Bodies of the University:

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

17. COOPERATION AND COLLABORATION WITH OTHER UNIVERSITIES/INSTITUTION, ETC.

- (i) The University shall network and collaborate with institutions of higher education, research institutions, industry, ‘persons of eminence’ and / or non-governmental organizations of national and international reputation, subject to compliance with the applicable UGC Regulations, as issued from time to time.
- (ii) The objective of such networking and collaboration shall be to further teaching, research, extension, consultancy aimed at providing opportunities of enhanced learning, hands on experience,

cross-cultural dialogue and exchange of ideas for the faculty, research scholars and students, and to consider offering joint degree programs, Indian as well as foreign, subject to the UGC Regulations if any on the subject.

- (iii) For the purpose, the University may enter into exchange programmes of teachers and students, sharing of course and instruction materials, sharing of credits, and holding of joint workshops, joints research projects funded by national and international agencies, and providing access to each other's facilities and to institute joint academic degrees in accordance with the standards recognized by the regulatory bodies of the respective countries.
- (iv) The University may collaborate for establishment of University centres abroad, may develop e-courses for interactive and integrated learning, sharing of library, laboratory and other learning resources or any other activity of mutual benefit.
- (v) The University may enter into contracts, including Memorandum of Understanding (MoU) with other institutions of national and international repute for the purpose outlined hereinabove.
- (vi) Any proposal in regard to the above, emanating from the Department/School shall be examined by the Academic Registrar and the same shall be submitted through the Registrar to the Vice-Chancellor who shall, after due consideration, submit the proposals to the relevant statutory authority of the University for approval.

All the contracts and MoUs will be for a specified time period and will be reviewed periodically at appropriate level.

18. RENUMERATION FOR EXAMINATIONS:

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

19. CONVOCATION:**19.1 General:**

- (i) Convocation for the award of degrees and diplomas and other distinctions of the University shall normally be held annually in the main campus of the University or at such other places as approved by the Governing Body on such date as the Visitor / Chancellor may fix.
- (ii) The Visitor, if present, shall preside over the Convocation as well as Special Convocation of the University held for conferring degrees. In the absence of Visitor, Chancellor shall preside over the Convocation and in the absence of the Chancellor; the Vice-Chancellor shall preside over the Convocation.
- (iii) The Visitor, if present, shall confer degrees on students. The Chancellor in his absence shall confer degrees on students. And in absence of both the Visitor and the Chancellor, the Vice-Chancellor shall confer degrees on students. Further, provided that in extreme emergency, the degrees, diplomas, certificates shall be awarded to the successful candidates before the Convocation with the approval of Vice-Chancellor and the matter may be reported to the Academic Council.

- (iv) The Controller of Examinations shall prepare a list of students who have completed all the requirements for conferment of a degree and forward it to the Academic Registrar.
- (v) The Academic Registrar shall forward the list to the Vice-Chancellor with his recommendation.
- (vi) The Vice-Chancellor, if satisfied, shall grant his approval to the list of students received and instruct the Controller of Examinations to prepare the degrees in approved format.
- (vii) The Academic Council shall determine from time to time, as to the degrees and diplomas which may be conferred on graduates in person and the degrees and diplomas to be conferred in absentia at the convocation.
- (viii) The Degree and Diploma Certificates shall bear the signature of the Vice-Chancellor, Provisional Degrees shall be signed by the Registrar & Academic Registrar. Honorary Degree Certificates, however, shall be signed by the Vice-Chancellor and Chancellor.

19.2 Order of Precedence for Academic Procession:

- (a) The following order of precedence shall normally be observed (for entry) to the convocation Venue, at the time of Convocation:
 - (i) The Registrar
 - (ii) The Visitor
 - (iii) The Chancellor
 - (iv) The Chief Guest
 - (v) The Guest of Honour
 - (vi) The Vice-Chancellor
 - (vii) The Governing Body
 - (viii) The Academic Council

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

19.3 Academic Costume:

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

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

19.4 Instructions for the Recipients of the Degrees/Awards:

- (a) The Recipients must appear in the prescribed Academic dress.
- (b) After the issuance of “Convocation” notice, the Recipients must inform their confirmation to be present a week before the date fixed for Convocation. No recipients be admitted to the Convocation, who has not sent his confirmation to be present, to the Registrar within the prescribed time. In exceptional cases, the Registrar may permit recipients who have not sent their names to him within the prescribed time to be admitted to the Convocation, provided their applications are received by Registrar not later than 48 hours before the time of Convocation

and are accompanied by a prescribed fee in each case. No recipients who application and requisite fee are received later than 48 hours before the time of Convocation will be allowed to take their degrees/diplomas at the Convocation.

- (c) Recipients who are unable to attend the Convocation will be admitted to the degrees in absentia in accordance with the rules prescribed from time to time.
- (d) The Recipients who fail to attend the Convocation or wish to have their degrees in absentia shall pay a prescribed fee to the University, before they are admitted to the degree. Their degree certificates will be mailed by Registered post.
- (e) Candidates must appear in the prescribed academic dress.
- (f) A rehearsal shall be arranged on or before the date of the Convocation at which the candidates getting degrees must be present, candidates not present at the rehearsal without permission run the risk of not being admitted at the convocation.

19.5 Conduct of Convocation/Presentation of the Recipients:

- (a) The Chief Guest, Guest(s) of Honour, the Visitor, the Chancellor, the Vice-Chancellor, Registrar and other members of procession shall take their seats at the designated places reserved for them.
- (b) On the procession entering the hall, the recipients and the audience shall stand and remain standing until the members of the procession have taken their seats.
- (c) The Registrar, with the consent of the Visitor, if he is present, shall declare the convocation open. In the absence of Visitor the Chancellor shall declare the Convocation open.

- (d) The proceedings of the Convocation shall begin with recital of University Anthem.
- (e) The Vice-Chancellor will present the annual report of the University.
- (f) In case degree of Honoris Causa is to be awarded, the Vice-Chancellor shall welcome the distinguished person and shall read out citation and request the Visitor to confer the Honorary Degree in the following words:

“By virtue of the authority vested in me as the Vice-Chancellor of MSSV, I request Visitor that he may be pleased to graciously confer upon (Name of the distinguished person) the degree of Honoris Causa for his/her outstanding service”. Provided that if the Vice-Chancellor is presiding over the Convocation.
- (h) The Visitor (Chancellor in his absence and Vice-Chancellor in his absence) shall confer the honorary degree with the following invocation.

“I confer on (Name of the distinguished person) the degree of Honoris Causa”.
- (i) In case of other degrees, the recipients who are to be awarded degrees at the Convocation shall be presented by the Registrar/Professor/HoDs.
- (j) The concerned students will acknowledge by a bow and sit down.
- (k) The Chancellor/Vice-Chancellor will request the Chief Guest to present the medals and awards to the students. Academic Registrar will announce the names of recipients of medals and other distinctions present them to the Chief Guest of the Convocation.

- (l) This will be followed by :
- (i) Address by the Visitor
- (ii) Address by the Chancellor
- (iii) Address by the Guest(s) of Honour
- (iv) Convocation Address by Chief Guest.
- (m) The Vice-Chancellor will thank the Chief Guest & other dignitaries present.
- (n) The Registrar, with the consent of Visitor, if present, will declare the Convocation as closed. In the absence of Visitor, the Chancellor shall declare the Convocation as closed. In the absence of Chancellor, the Vice-Chancellor shall declare the Convocation as closed
- (o) National Anthem
- (p) The Academic Procession shall then leave the Convocation Hall in the reverse order as it entered.

19.6 Special Convocation:

- (a) A special Convocation may be held for the purpose of conferring Honorary Degree on a distinguished person(s).
- (b) The Vice-Chancellor shall read out the citation and request the Chancellor to confer the Honorary Degree in the following words:
 “I _____ the Vice-Chancellor of MSSV do hereby request Hon’ble Chancellor that he may be pleased to graciously confer upon _____ (name of the distinguished person) the Degree of ‘Honoris Causa’ for his/her outstanding services”

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

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

- (c) The recipient of the Honorary Degree will then present his/her address.
- (d) The Registrar shall seek the permission of the Visitor to declare the Convocation closed in the following manner:
“Honourable Chancellor, May I with your permission declare the convocation closed”.
- (e) The Visitor : “I permit”.
- (f) The Registrar: “I declare the convocation closed.”
- (g) The Registrar shall request the gathering to rise from their seats for the National Anthem.
- (h) Academic procession will leave in the reverse order as it entered.

20. APPOINTMENT, EMOLUMENTS, AND OTHER SERVICE CONDITIONS OF THE EMPLOYEES:

20.1 Appointment, Emoluments, and Other Service Conditions of Non-Teaching Staff:

The qualifications, experience, procedure of selection and the service conditions of appointment of non-teaching employees, shall be as laid down in the UGC Regulation, Policies and Procedures and as approved by the Governing Body.

20.2 The Teachers of the University:

The qualifications, experience, procedure of selection and the service conditions of appointment of teaching staff shall be as laid down in Statutes

and elaborated in the Manual of Human Resource Administration, Policies and Procedures and as approved by the Governing Body . The Statutory and other positions shall be governed as per provisions in the University Statutes and Manual of Human Resource Administration, Policies and Procedures.

Teachers of the University shall be of the following categories:

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

20.2.1 Appointed Teachers of the University:

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

20.2.2 Recognized Teachers of the University:

The guest/visiting faculty members or subject area experts, recognised by the University for guiding research and/or delivering expert/special lectures and doing all other academic activities as assigned.

The qualifications of a recognized teacher shall be the same as that of appointed teachers of the University. Any relaxation to eligibility for appointing recognized teachers may be as per the guidelines laid down in Manual of Human Resource Administration, Policies and Procedures.

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

20.2.3 Professor Emeritus:

On a proposal received from the Academic Registrar on the recommendations of the Academic Council as approved by the Governing Body, the Chancellor may confer on a person of academic eminence, the title of Professor Emeritus. Terms of other service conditions to engage the Professor Emeritus shall be as per the provisions laid down in Manual of Human Resource Administration, Policies and Procedures under heading of “Teacher/Staff appointed beyond the age of Superannuation”.

21. INTERPRETATION:

- 21.1** Any question relating to a typographical error, spelling mistake, clarification or interpretation related to any of the provision of these Ordinance shall be referred to the Chairman of Governing Body whose decision shall be final and binding.
- 21.2** Notwithstanding anything contained in the Ordinance framed herein, any issue(s) not covered by these Ordinance, or in case of a difference of opinion in the interpretation in respect of any matter, whether expressly provided herein or not, the Vice-Chancellor may take such measures as may be considered necessary and expedient by him to do so.

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