

## Ordinance-I

## Admissions

1. Admission of Students in the University Teaching Departments and University maintained/ recognized Colleges shall be regulated by Admission Committee consisting of the following :-

- (a) Vice-Chancellor. Chairman
- (b) Deans of the Faculties.
- (c) Dean Academic Affairs.
- (d) Dean, Students' Welfare.
- (e) Proctor.
- (f) Chief Warden.
- (g) Dean of Colleges.
- (h) Two members to be nominated by Academic Council from amongst its own members of the Academic Council for a term of two years;
- (i) Three Principals from Colleges/Institutions recognized/ affiliated and/or maintained by the University to be nominated by the Vice-Chancellor for a term of two years;
- (j) Controller of Examinations;
- (k) Registrar Member- Secretary

Two fifth of the members will form the quorum.

2. The Admission Committee shall, subject to the provisions of Ordinance, decide :

- (i) the manner in which admission to the University Teaching Departments' and to the Colleges/ Institutions recognized/ affiliated and/ or maintained by the University shall be regulated; and
- (ii) may lay down in particular and without prejudice to the generality of the foregoing power:
  - (a) the principles for drawing up merit lists of candidates applying for admission, and the categories of candidates for which any seats are to be reserved and/ or to whom any weightage is to be allowed for placement in the merit lists;
  - (b) the number of seats to be available in the Departments and in the Colleges/ Institutions.

- (c) the schedule of dates for admission to the various courses; and
- (d) such other matters relating to admissions as may be referred to it by the Vice-Chancellor.

Provided that the Vice-Chancellor may, in emergency, take such decision as may be deemed necessary and report the matter in the next meeting of the Admission Committee for post facto approval.

- 3. i) If the concerned authorities are not satisfied with the character, past behaviour and antecedents of a candidates, they may refuse to admit him/ her to any course of study in the University/ College/ Institution. In order to ensure academic standards, discipline and peaceful atmosphere in the University, the Vice-Chancellor may cancel the admission of any student for a specified period.
- ii) A student of under-graduate/ post-graduate course will continue to be on the rolls of the University Teaching Department/ College affiliated to or maintained by the University for a maximum period of duration of course + two / three years as given in the Credit Based System Ordinance (counted from the year of admission to First year of the course). For stay as a regular student beyond the stipulated period, the Vice-Chancellor may allow the same, on the recommendation of the Chairperson of the Department/ Principal of the College/ Institution concerned.

## Ordinance-II Registration of Students

1. The Registrar shall maintain a Register of all Under-graduates and Graduates studying for University Examinations in the University Teaching Departments and the affiliated Colleges/ Institutes or maintained by the University, scholars carrying on research work in the University and other candidates appearing in the University examinations.
2. The Register shall contain, in respect of each student, the name in full, name of father, mother, address (local as well as permanent with telephone numbers), date of birth, Institution entered, year of admission, particulars of the last public examination passed, every pass or failure in a University Examination with roll number, and any University Scholarship, medal or prize won, every degree taken and serious penalty awarded to him by the Institution/ College or the University.

No one shall be admitted to the University or any examination of the University, unless he has been registered as a student of the University.

3. Every student shall attend his classes on all working days unless he is granted leave of absence by the Chairperson of the University Teaching Department/ Principal of the College/ Institution concerned. If a student remains absent from his classes for a continuous period of fifteen working days without any valid reason, medical or otherwise, his name shall be struck off the rolls, irrespective of the fact that he has paid his dues.
4. A student from any other University or from a Board (other than the Board of School Education, Haryana) shall be eligible for admission to the University only on the production of a Migration Certificate showing that the University or the Board has no objection to his joining this University, and on payment of a Migration fee of Rs. 50/-.

Provided further that in hard and exception cases, Migration Certificate and other documents may be accepted on payment of late fee of Rs. 200/-, if these are submitted 30 days before the commencement of Examinations, and late fee of Rs. 400/-, if it is submitted 15 days before

the commencement of the Examinations. In that event the candidate will continue his studies provisionally at his risk and responsibility and will submit and undertaking in writing to this effect.

If a candidate fails to submit the Migration Certificate and documents alongwith the examination admission form, he will not be allowed to appear for the Annual Examination.

Provided further that the condition of submission of migration certificate shall not apply to a candidate for the 1<sup>st</sup> semester examination (where there is a semester system of examination). However, the candidate for the 2<sup>nd</sup> semester shall have to follow the above procedure prescribed for the candidates appearing under the Annual Examination system.

5. Every student, who is not registered with the University, shall pay to the University, at the time of admission, through the Department/ College/ Institutions which he joins, a Registration fee of Rs. 50/- and Continuation fee of Rs. 25/-per annum thereafter. In case of re-admission of a student whose name is struck off the rolls of the Department/ College/ Institution he shall pay of Rs. 10/- for making necessary entries in the University Register. No further fee for registration shall be charged.

Provided that in case of a candidate who has passed the lower examination from a Foreign University / Board, an eligibility fee of Rs. 500/- shall be charged. Provided further that the condition of production of Migration Certificate shall not apply in the case of students passing their examinations from Foreign Universities.

6. The Chairperson of the University Teaching Department and the Director/ Principal of every affiliated and/ or maintained College/ Institution shall forward to the Registrar, within one month of the last date for admission or in case of admission with late fee, within one month from the date of actual admission, the names of the students in the prescribed form together with their Registration fee. In case a College/ Institution fails to do so, a penalty of Rs. 5/- shall be charged for each day's delay per student. In the case of a student who is already registered with the University, the Registration Number will be indicated and in his case the Registration fee shall not be payable, but such a candidate shall pay the Continuation fee of Rs. 25/- per annum.

7. Students registered under this Ordinance shall be called “Students of the University”.
8. On registration, the student shall be provided with a Registration Card through the Chairperson of the Department/ Principal/ Director of the College/ Institute, indicating the number under which his name has been entered in the Register, and that number shall be quoted in all subsequent reports concerning the student, and in all applications by the student for admission to a University Examination. A duplicate copy of the Registration Card may be supplied on payment of Rs.50/-.

Provided that applications for corrections in the particulars of the candidate shall be entertained by the Registrar upto three months from the date of issue of the Registration Card without any Correction fee. Applications for Corrections in the particulars received after the expiry of the aforesaid period shall be entertained with a fee of Rs.50/-.

9. Applications/ list of candidates for admission to University examinations shall be scrutinized with reference to the University Register. The Registrar may refuse to accept the candidature of a student about whom complete particulars have not been reported or have been reported incorrectly and require him to forward a complete statement of the particulars together with an additional fee of Rs.10/-. Such particulars shall, in the case of a student on the rolls of a Department/ College, be forwarded through the Chairperson of the Department/ Principal/ Director concerned.
10. A person who applies for permission to appear in an examination as an ex-student shall quote his/her registration number.
11. A registered student is entitled to get a certified copy of all the entries under his/her name on payment of Rs.15/-.
12. A person applying for change of his/her name in the Register shall submit his/her application through the Chairperson of the Department/ Principal/ Director of the College/ Institution attended by him/ her.

The application shall be accompanied by a fee of Rs.20/-, Matriculation Certificate with new name and an affidavit relating to his/her present

and proposed names duly sworn in the presence of a Magistrate or an Oath Commissioner by his/her parents or guardian in case of a minor, or by himself/ herself in case he/she is major. In case of a woman changing her name after marriage, a certificate to this effect forwarded by the Chairperson of the Department or Principal/ Director of any College/ Institution affiliated to/ recognized by this University will be required.

13. If a student's name is struck off from the rolls of the institution, or he/she migrates to another institution or is rusticated or expelled, such a fact shall immediately be reported to the Registrar for record in the Register of Students and for such other action as may be necessary.

Note: The University revises the rates fees for different items from time to time. Therefore, fees prescribed during current period will be applicable to all students.

1. A student from any other University recognised by Guru Jambheshwar University of Science & Technology or from a Board of Examination other than Board of School Education, Haryana shall be eligible for admission to the University only on the production of the migration certificate (or transfer certificate if a Board does not issue the migration certificate) to show that the University or Board has no objection to his/her joining this University and he/she will have to submit the same upto 31<sup>st</sup> January of the year of admission without any late fee, failing which his/her candidature for the concerned examination shall stand suspended automatically, provided that the condition of production of the migration certificate shall not apply in the case of students passing their examination from foreign Universities.

Provided that in hard and exceptional cases migration certificate may be accepted on payment of Rs. 200/- if the migration certificate is submitted 30 days before the commencement of examination and on payment of Rs. 400/- if it is submitted 15 days before the commencement of examination. In that event the candidate will continue his studies provisionally at his own risk and responsibility and will submit an undertaking in writing to this effect.

Provided further that the condition of submission of migration certificate shall not apply to a candidate for the first Semester examination. However, the candidate for the second semester examination shall have to follow the above procedure prescribed for the candidates appearing under the annual system of examination.

2. A student who has not completed his/her course of studies or having completed his/her course of studies, has not appeared at the examination for which he/she was studying in any other University or a College admitted to its privileges or in any

College/ Institution under the control of Board of School Education shall not be admitted to the University except on production of the following documents in addition to the certificate mentioned in the preceding clause:-

- (a) Leaving certificate from the Principal/ Director of the College/ Institution or from Registrar of the University which he/she leaves;
- (b) Certified copies of the entries against his/her name in the register of students of the University concerned;
- (c) A certificate from the Chairperson of the University Teaching Department/ Principal/ Director of the College/ Institute, to the effect that he/she has attended, in the subjects offered by him/ her at this University, required number of lectures in the college/ Institute/ University from which he/she wishes to migrate, so as to enable him/ her to complete the course of studies prescribed by the University.

Migration to B.E./ B.Arch./ B.Tech.

Students studying in the B.Tech. / B.E. / B.Arch. course of other Institutes / Universities may be allowed to migrate to Guru Jambheshwar University of Science & Technology and granted admission to second year of the B.Tech. / B.E. / B.Arch. subject to fulfillment of the following conditions:-

1. The candidate must have valid reason for migration. Migration can not be claimed as a matter of right and may be refused by the University/ Principal of the College without assigning any reason.
2. Migration will be allowed against the seats falling vacant within the total intake sanctioned for the particular class at the time of admission to the first year of the course. Provided that not more than 2 migrations can be allowed in any one year.

3. Migration from an Institute / University whose B.Tech. / B.E. / B.Arch. degree has not been recognized by Guru Jambheshwar University of Science & Technology shall not be permitted.
4. Application for migration must be submitted to the Principal of the College within one month of the date of declaration of the result of First B.Tech./ B.E./ B.Arch. examination of this University.
5. The duration of the course must be the same as for B.Tech./ B.E. / B.Arch. examination of Guru Jambheshwar University of Science & Technology.
6. Candidate seeking admission to second year of the B.Tech./ B.E./B.Arch. course by migration must have:
  - a) qualified in the entrance examination of the University/ Institute from which migration is sought;  
OR  
Passed an examination recognized by Guru Jambheshwar University of Science & Technology as equivalent to senior Secondary examination (10+2) of Board of School Education, Haryana or B.Sc. examination of any other University, recognized by this University securing the minimum marks in the subjects of Physics, Chemistry and Mathematics as prescribed for admission to the course and further pass in English (optional or qualifying) of 10+2 standard.
  - b) secured atleast 60% marks in aggregate in the first B.Tech./ B.Arch./ B.E. examination of other University/ Institute and should have passed in all the papers (both theory and practical) of first B.Tech./ B.E./ B.Arch. examination in the first attempt.
7. The selected candidates will be required to produce all such certificates and pay all fees as may be prescribed by the College/ University.

8. Migration may be allowed from amongst eligible applicants on valid grounds.
9. Migration will not be allowed to Third, Fourth and Final B.Tech./ B.E./ B.Arch. classes.

Migration from Guru Jambheshwar University of  
Science & Technology, Hisar to another University

A student, already registered with this University may be allowed to migrate to another University or educational institution, outside the territorial jurisdiction of the University and be granted migration certificate on his applying on the prescribed form and on paying a fee of Rs. 100/-. Migration fee, once paid, shall not be refunded even if the candidate after having applied for migration certificate, later on withdraws his/her application.

If a student takes a migration certificate to join another University, his/her membership of this University shall lapse. However, he/she may subsequently rejoin the University with the migration certificate from that University to take any other examination of this University in which case he/she shall follow the same procedure and pay the same fee as prescribed for candidates of other Universities/Boards migrating to this University and he/she shall be registered with this University afresh. If such a student after taking migration certificate does not join other University/ Board, he/ she may return the migration certificate and apply for the cancellation thereof alongwith a fee of Rs. 20/-. In case the cancellation of migration certificate is sought during the course of study the application must be forwarded through the Principal/ Director concerned.

Migration from one College of the University to another.

1. A student who joined one college of the University and wishes to migrate to another College of the University during the same course shall be permitted to do so only if the Principals of both the Colleges agree to the migration and the application is forwarded to the Registrar for sanction through the Principals of both the Colleges, accompanied by a fee of Rs. 50/- which shall not be refund.

2.
  - a) If the applicant is a detained student or against whom any disciplinary action has been taken, the Principal shall specifically mention this in his remarks on the application referred to in Clause (1).
  - b) The College leaving certificate shall not be given by the Principal until transfer has been notified by the Registrar. No admission without such sanction shall be considered valid.
  - c) When migration of student from one College to another College has been sanctioned, he must join the new College within 15 days. Provided that if a student does not avail himself of the migration within fifteen days from the date of receipt of the letter by the Principal of the College concerned, he shall have to apply afresh and pay fresh fee in order to revalidate the previous migration.
  - d) If a student changes his mind after putting in his application for migration, he will inform the Colleges concerned as also the University immediately.
  - e) If the student changes his mind after migration has been sanctioned by the University, he must apply for re-migration and follow the entire procedure prescribed by the University once again if he has joined the other College. If he has not, he must apply for cancellation of the migration certificate through the Principal of the College concerned and return his migration certificate.
  - f) A College is entitled to the tuition fee for the month in which the migration is sanctioned by the University and the College to which the student migrates is not entitled to charge fees for the fraction of a month.

#### General

1. No migration certificate can be issued unless the student has been registered with the University.
2. The Vice-Chancellor may allow migration in special cases not covered in the above rules.

## Ordinance-IV      Constitution and Functions of Staff Councils

1. All the regular teachers of a department shall be members of the Departmental Staff Council.
2. The Staff Council will have the power to approve/modify the recommendations and decisions of the Departmental Committee (s) that it may constitute to help in the proper functioning of the Department(s).
3.
  - (a) The Chairperson of the Department shall call at least one meeting of the Staff Council every term/semester of the Academic year. A meeting of the Staff Council may be requisitioned by  $1/3^{\text{rd}}$  (but not less than 2 members) of the number of regular teachers (not counting those on long leave).
  - (b) The notice for the meeting of the Staff Council will be issued atleast a week in advance. However, an emergent meeting of the Staff Council can be held, if need be, after indicating sufficient ground for the same and giving one day's notice.
4. The quorum for meeting of the Staff Councils shall be 50% of the total strength of the regular teachers as per Clause 3(a) above. For want of quorum, a meeting shall be adjourned.

There will be no quorum for an adjourned meeting.

5. The functions of the Staff Council shall include the following:-
  - (i) To consider the ways and means of ensuring research facilities for as many teachers as possible within limitations of the Departmental Budget.
  - (ii) To recommend on allocation of funds provided by or through the University excluding personal research schemes for research and other academic activities of the department and for purchase of equipment, chemicals and other requirements.

- (iii) To consider and propose the Annual and Supplementary budget of the department.
  - (iv) To make recommendations to the Board of Studies for changes in syllabi and courses of studies.
  - (v) To make detailed duty charts for non-teaching staff.
  - (vi) To consider and recommend other matters brought to its notice by the Departmental Committee or by any member.
  - (vii) Assignment of duties within the Department to various teachers.
  - (viii) To recommend introduction of new courses and syllabi.
  - (ix) Any other matter relating to the growth of the Department.
6. The Staff Council shall elect at the start of every academic year, a Secretary to the Staff Council who would be responsible to convene the meeting, in consultation with the Chairperson, and supply necessary agenda for the same. He will prepare the proceedings of the meetings which should be signed and issued by him for circulation among the members of the staff after approval of the Chairperson, within ten days of the meeting. After confirmation of the same in the next meeting, copies of the proceedings duly signed by the Chairpersons and the Secretary will be prepared for distribution to the individual members and one copy sent to the Academic Branch.

## Ordinance-V Powers, Duties and Functions of Dean Students' Welfare

1. The Dean Students Welfare will be an Ex-officio member of the following Boards/ Committees:
  - (i) Board of Residence, Health and Discipline
  - (ii) Youth Welfare Committee
  - (iii) National Service Scheme Committee
  - (iv) Sports Council
  - (v) Training and Placement Council
  - (vi) Proctorial Board
  
2. The duties and functions of the Dean Students Welfare shall be:-
  - (a) to supervise co-curricular and cultural activities of the students in the University Campus;
  - (b) to look after the Physical Welfare, Sports, N.C.C. and N.S.S. activities of the students in the University Campus;
  - (c) to operate the accounts of the Amalgamated Fund allocated to the Sports/ Students/ Youth Welfare Department for co-curricular activities of the University students in the Campus;
  - (d) to devise ways and means for promoting the well-being of the University students; social, moral and emotional and inculcating among them regard for great ideals like loyalty to the country, devotion to duty and pursuit of truth; etc. and
  - (e) to perform such functions/ duties concerning students as may be assigned to him/her by the Vice-Chancellor.

## Ordinance-VI Powers, Duties and Functions of Chief Warden

1. The Chief Warden will be an Ex-officio member of the following Boards/ Committees:
  - (a) Board of Residence, Health and Discipline.
  - (b) Youth Welfare Committee.
2. The duties and functions of the Chief Warden shall be:-
  - (a) To admit students to Residence;
  - (b) To provide congenial living conditions to the Hostel Residents
  - (c) To organize extra-curricular activities for them; and
  - (d) To deal with all such matters as may be necessary in the exercise of the above-mentioned functions.
3. The Chief Warden shall be assisted by one or more Warden and Resident Tutors who shall be appointed by the Vice-Chancellor, on the recommendations of the Chief Warden and he/she shall also have such administrative staff under him/her as the University may provide.

1. The Vice-Chancellor shall exercise general supervision over the funds of the University and shall give directions as regards its financial policy.
2. Subject to the control of the Executive Council, the Vice-Chancellor or an officer authorized by him shall manage the property and investments of the University.
3. All funds and moneys belonging to the Guru Jambheshwar University of Science & Technology shall be kept in the name of the Guru Jambheshwar University of Science & Technology, in any scheduled bank financial institution (s) as approved by the Govt. of Haryana in a saving/ current account or term deposit for an amount to be determined by the Vice-Chancellor.
4. The budget estimates of the University, as recommended by the Finance Committee shall, after due consideration by the Executive Council, be submitted to the Court for approval not ordinarily later than March 31<sup>st</sup> of each year, in such form and in accordance with such directions, as may be given by the Executive Council.
5. Subject to the control of the Vice-Chancellor, the Registrar or any other officer authorized by the Vice-Chancellor shall be responsible for:
  - (a) The preparation of the annual accounts and financial estimates and their presentation to the Finance Committee, Executive Council and the Court;
  - (b) Maintenance of accounts and to see that all expenditures are incurred on the purpose for which funds are provided for;
  - (c) Verification of stock/ store articles;
  - (d) Preparation of registers of University property and securities;
  - (e) suggesting and affecting economy measures; and
  - (f) ensuring that the provisions of Act, Statutes, Ordinances and Regulations are duly observed in management of the finances of the University.

6. The Vice-Chancellor may, in consultation with the Executive Council authorize the Registrar, the Chairperson of a Dept., the Principal/ Director of a maintained College/ Institute or any other Officer with such financial powers to sanction expenditure, to pass bills and to make payments to the extent defined in each case as he/she may consider necessary.
7. The Directorate of Local Fund Accounts, Haryana , through its Resident Audit Party, shall submit to the Vice-Chancellor, a brief yearly audit report with particular reference to the following points for consideration by the Finance Committee, the Executive Council and the Court :
  - (a) that the accounts of the University are properly kept ;
  - (b) that the state of the balance shown therein agree with the bank's account;
  - (c) that all payments are supported by proper vouchers and that they are authorized under proper sanction;
  - (d) that all receipts and payments are classified in accordance with the rules and regulations of the University;
  - (e) that supporting record is duly maintained in regard to each voucher and entry made;
  - (f) that deductions/ recoveries, wherever required are made;
  - (g) that employees' Provident Fund / Pension Fund Accounts and accounts of Group Saving Insurance Scheme are properly kept.
8. The Vice-Chancellor may allow re-appropriation of funds within the overall budget provision from one sub-head and detailed head to another.

Ordinance-VIII      Enforcement of Students  
Discipline, Good Behaviour,  
Residence & Health.

1.      General

- (i)      This ordinance shall be called as the “Ordinance Enforcement of Students Discipline, Good Behaviour, Residence & Health”.
- (ii)      This ordinance will come in force from the date on which it is approved by the Executive Council. Any act of indiscipline committed before this date with respect to which proceedings have not been started will also be processed under the provisions of this Ordinance.
- (iii)      This ordinance shall apply to all students of Guru Jambheshwar University of Science & Technology, Hisar and Directorate of Distance Education irrespective of place and manner of the act of indiscipline committed by them. It will also include a student enrolled in diploma or Certificate course or any other category of course in which instruction/education is imparted by the University or in service student, viz Research Scholars etc.
- (iv)      This Ordinance will supersede all other ordinances on the subject.
- (v)      Without prejudice to the general meaning of indiscipline, the” act of indiscipline” inter alia include the following:
  - a)      Misconduct or misbehaviour in the class room or any where on the University campus or outside the campus when visits authorized/ deputed by the University or during tours/ trips/ surveys/ internship (in company training) forming part of curriculum;
  - b)      Causing damage to or defacement of University property;
  - c)      Instigating or causing to instigate, organizer participating in strikes, demonstration or disturbances of any kind including gheraos, lock-outs which may disrupt the Convocation, admissions, examinations, work-shops, conference and other functions of the University;
  - d)      Disobedience or disregard of instructions or notifications issued by Chairpersons/ Incharges members of faculty, and other officers of the University;

- e) Instigating or causing to instigate, misguiding the employees/ workers of the University to indulge in activities contrary to the interest and discipline of the University;
- f) Persuading students to be absent from classes, examinations disrupting the conduct of classes in any manner and other academic activities of the University;
- g) To act or cause/ instigate others to act in such a manner as to create disturbance or annoyance to other students/ inmates of hostels / employees of University/ residents of the campus community/ any other person on the University campus or otherwise/ or to act or cause/ instigate others to take law into their own hands ;
- h) Keeping , carrying , using or supplying of any fire arms , lethal weapons, knives with a blade of more than four inches length in the hostel from or outside within the University;
- i) Keeping, using or supplying intoxicants/ drugs in any form in the hostels, within the University campus;
- j) Gambling/ betting in any form on the campus.
- k) Ragging, bullying or harassing of students in the classes/ hostels/ within/ outside the campus.

Ragging for the purpose of this Ordinance, ordinarily means any act, conduct or practice by which dominant power or status of senior students is brought to bear on students freshly enrolled or students who are in any way considered junior or inferior by other students and includes individual or collective acts or practices which-

- (a) Involve physical assault or threat to use physical force;
- (b) Violate the status, dignity and honour of women students and students belonging to the scheduled castes and tribes;
- (c) Expose students to ridicule and contempt and affect their self esteem;
- (d) Entail verbal abuse and aggression, indecent gestures and obscene behaviour.

- l) Recourse to violence, assault, intimidation, rioting within or outside the campus;
- m) Disturbing other students in their studies
- n) Attending or organizing unauthorized meetings and participating in such meetings.
- o) Displaying notices, leaflets, or posters, not signed or countersigned by competent authority at the hostel notice board and of the University notice boards or other places or distributing such notices or leaflets or disfiguring or defacing University buildings or writing slogans and undesirable things on the buildings/ property, etc;
- p) Forging of signatures in any way of the faculty member/ students at the time of registration/ any other time, submitting fake certificates;
- q) Eve-teasing, molestation and physical assault, or threat to use physical force, against any member of the teaching and non-teaching staff of any Institution/ Department (Branch Officer/ library) and against any student within the University;
- r) To give shelter to outsiders/ students in the hostel when the stay/ visit of such student/ outsider has been expressly barred by the orders passed by the University for a specific period or for a general period;
- s) To indulge in an act which may bring disrepute to the University in any manner.
- t) Any practice- whether verbal or otherwise-derogatory to women;
- u) Creating ill-will or intolerance on religious caste or communal grounds;
- v) Any other act which in the opinion of the Vice-Chancellor or any other officer authorized by the Vice-Chancellor in this regard is considered to be an act of indiscipline;

- (vi) This Ordinance will not have any over-riding effect on the powers of Vice-Chancellor prescribed in this regard under Section-11 and any other powers vested in the Vice-Chancellor through the Guru Jambheshwar University of Science & Technology, Hisar Act 1995 and the Statutes framed under the authority of this Act.

2. Definitions

- a) Department means the teaching departments of the University, to which the student found involved in the act of indiscipline, belongs.
- b) “Committee on Students Discipline & Welfare” (Proctorial Committee) means the Committee as laid down in the Ordinance, constituted by the Vice-Chancellor.
- c) “Dean” means the Dean of the Faculty, appointed by the University to which the student belongs.
- d) Chairperson of the Department means the Chairperson of the Teaching Department to which the student belongs.
- e) Student means the student found involved in any act of indiscipline for which the proposed action as provided in this Ordinance is to be taken.
- f) Teacher means any member of the faculty taking a class, giving a lecture, taking practicals, being incharge of excursion games and tours of students or coaching in campus and includes Professors, Readers, Lecturers and Coaches.
- g) “Warden” means the Wardens of the hostels within whose precincts indiscipline of misbehaviour occurs, if such act or a part of it happens in Hostel.

3. Students Discipline Residence, Health & Welfare Board

1. The Board of Residence, Health and Discipline shall be constituted by the Vice-Chancellor as under:-
- (a) Proctor (Convener)
- (b) Chief Warden

- (c) Dean of Students Welfare
- (d) Medical Officer (to be nominated by the Vice-Chancellor).
- (e) Two teachers of the University including one lady teacher, appointed by the Academic Council.
- (f) Two Chairpersons of the Departments to be nominated by the Vice-Chancellor.
- (g) Two teachers of the University other than the Chairpersons of Departments to be nominated by the Vice-Chancellor.

In the absence of the Proctor, the Dean of Students Welfare will convene and preside over the meeting.

2. The nominated members of the Committee shall hold office for two years. Two-fifth of the members will form the quorum.
3. The Board shall :
  - (a) consider references received from the Departments, under this ordinance, and advise the Departments thereon.
  - (b) submit to the Academic Council a report as regards residence, health, physical welfare etc. of the students; and
  - (c) discharge such other duties as prescribed by Statutes/ Ordinances or are assigned by the Vice-Chancellor.
4. (a) Every student of a University Teaching Department admitted to the privileges of the University shall, if not residing with his/her parents or guardian approved by the Chairperson of the department of the University, stay during the academic session.
  - (b) A hostel recognized by the University; or
  - (c) a lodge approved by the Chief Warden
5. Every Warden shall maintain an upto date register containing information relating to the residence of its students and shall submit to the University within one month of the date of the admission a statement to this effect for the information of the Board.

6. (i) The University shall appoint a qualified Medical Officer to look after the health of the students. The Medical Officer shall visit the department/ hostel in case of emergency.
- (ii) At least once in each academic year, the Medical Officer shall conduct a physical medical examination for all students of the University Teaching Departments and shall record the result of the medical inspection of each student giving such medical advice and assistance as he may consider necessary and bring to the notice of the Chairpersons of the University Teaching Departments all cases of serious nature. The University shall also engage the services of a lady doctor for women students.

A report on the general results of the medical examination alongwith Medical Officer's recommendations shall be forwarded to the Registrar for information of the Board.

7. Every student on the rolls of a department shall pay an annual medical fee which shall be utilized only for the purpose of examination and medical assistance to the students.
8. Subject to the Ordinance, the Board shall inspect once in every academic year each department together with such buildings as may be occupied for the use of students and shall submit a report to the Vice-Chancellor with such recommendations as it may think fit.
9. The Board may at any time direct one or more of its members to make a special inspection and to report on any department regarding compliance with the condition of the residence as laid down by the Ordinance.
10. Subject to any powers conferred by the Act or the Statutes, on the Vice-Chancellor, all matters of discipline in the departments which are either not directly cognizable or after due warning by the Proctor/ Dean of Students Welfare are not investigated and decided by the Dean concerned shall be dealt with by the Board.
11. The Chairperson of each department may intimate twice a year to the parents or guardians of the students regarding:-
  - (a) shortage of lecturers;
  - (b) poor academic performance;

- (c) an act of indiscipline;
- (d) general conduct.

Every student, exempted from residence in the Hall, shall live either with a parent or some person accepted by the Chairperson of the Department concerned, as the case may be, to be his guardian.

The lodgings of such non-resident students shall be subject to the approval of the Chairperson of his department.

- 12. a) The Board shall be an Advisory Body for making modifying or Suggesting policy matters placed before it by the Vice-Chancellor.
- b) The recommendations of the Board shall be implemented after due examination, modification or amendment, if necessary, and approval of the Vice-Chancellor.

#### 4. Committee on Students Discipline & Welfare Proctorial Committee

For dealing with day-to-day disciplinary matters concerning students a Committee on students Discipline & welfare (Proctorial Committee) as under shall be formed by the Vice-Chancellor :-

- (i) Proctor (Convener)
- (ii) Chief Warden
- (iii) Dean Students' Welfare.
- (iv) Two teachers of University (including one lady teacher) to be nominated by the Vice-Chancellor.

#### Proctor

The Proctor shall also be an Officer of the University having the functions hereafter assigned.

Proctor shall be appointed by the Executive Council on the recommendation of the Vice-Chancellor, from amongst the teachers of the University, who shall be of the rank of Professor, on such terms and conditions as the Vice-Chancellor may recommend to the Executive Council.

The Proctor shall be responsible to the Vice-Chancellor and shall assist him

in the matters concerning discipline among students in the University.

It shall be the duty of the Proctor :

- (a) to monitor the disciplinary climate prevailing in the student community;
- (b) to take preventive steps such as issue of notices, warnings, instructions regulating certain acts, and other arrangements for the purpose of forestalling acts of individual or collective indiscipline.
- (c) to independently collect relevant facts about the incidents of indiscipline, evaluate the evidences and to decide/ recommend the quantum of punishment to be imposed on the erring student(s) wherever considered necessary. The Proctor may place the relevant information before the Vice-Chancellor or to Proctorial Board for their decision;
- (d) to issue all orders relating to disciplinary proceedings against students.
- (e) to maintain liaison with the District Administration in matters regarding the Law and Order situation on the University Campus.
- (f) to perform such other functions as assigned to him by the Vice-Chancellor from time to time.
- (g) The term of the nominated members of the Committee shall be one year.

#### 5. Penalties

Any or any combination of the following penalties can be imposed upon any student of the University found involved in the acts of indiscipline :

- (a) Warning
- (b) Fine
- (c) Placement on Conduct probation.
- (d) Temporary or permanent withdrawal of concessions/ aids/ stipends/ scholarships/ fellowships/ any other facility, etc.
- (e) Removal/ debarring from part time/full time employment.
- (f) Permanent or temporary expulsion from hostel.
- (g) Imposing of a security deposit which might be confiscated at the discretion in the event of student being found guilty of indiscipline, which will include misdemeanor.
- (h) Forfeiture of right to admission to any course in the University in future/ forfeiture of right to employment in the University in future.

- (i) Rustication from the University.
- (j) Expulsion from the University.

6. Responsibility for Reporting Student's Indiscipline and Misbehaviour

Any employee of the University or any student of the University or any other person who has noted any act of indiscipline having been committed by any student, shall immediately make the report to the Chairperson/ Warden (in case of hosteller) of any such act committed and the student who were found involved in it.

On receipt of such information, the Chairperson/ Warden shall examine it and if it is found to be a case of minor nature may dispose of the case in the summary manner after providing opportunity of hearing to the student and impose any of the penalties provided under Clause 5(a),(b), (c). However, in case of fine it will not exceed Rs. 500/-.

On examination of the act of the indiscipline if the Chairman is of the view that it is a case for imposition of more serious penalty, he will refer the case to the Dean of Faculty and he may dispose of the case in summary manner after providing opportunity of hearing to the student and impose any of the penalties provided under Clause 5(a) to (e). However, in case of fine it will not exceed Rs. 1,000/-.

- i) In case the gravity of an act of indiscipline in the opinion of Dean of the Faculty concerned is such that if found guilty the penalty as provided under Clause-5 (h), (i) & (j) may be imposed, the Chairperson/ Dean of the Faculty concerned will refer the matter to the Committee on Students Discipline & Welfare (Proctorial Committee) for enquiry. If the Committee so desires an oral enquiry will be held and all evidence shall be recorded. The student shall be entitled to reasonable opportunity of putting forward defence during the course of such enquiry. The proceedings of such enquiry shall contain sufficient record of evidence, the findings and the grounds thereof.
- ii) after conducting the enquiry the Committee shall impose one or more penalty as provided in Clause 5.
- iii) No penalty of rustication or expulsion from the University shall be imposed unless the student has been given an opportunity of showing cause against the action proposed to be taken in this regard.
- iv) These conditions shall, however, not apply in a case where order is

based on facts which has led to the conviction of the student in any criminal court.

- v) Any or all requirements of these procedures as contained from 5(iv) to 5(v) with specific reasons be recorded in writing by Committee on Students Discipline & Welfare (Proctorial Committee) or the Chairperson of the Department concerned as the case may be shall be waived off by them where it is not practically possible to observe them or where the Chairperson of the Department concerned/ or the Committee on Students Discipline & Welfare (Proctorial Committee) as the case may be, is satisfied that in the interest that in the interest of peace and tranquility on the campus of the University, it is not expedient to follow such procedure.
- vi) The enquiry and the procedure provided for imposing such punishment may take place ex parte i.e. without giving opportunity of defence in advance under the following conditions :
  - a) If the competent authority i.e. Dean of the Faculty concerned/ the Committee on Students Discipline & Welfare (Proctorial Committee) is satisfied that the student is not coming forth wilfully and avoiding his presence so that the proceedings may be delayed and such delay is not in the interest of the University.
  - b) Where due to any reason whatsoever it is not possible to contact the student and/ or to deliver such notice to him due to any reason (reason to be specified by the competent authority).
  - c) Where it is not possible for the student due to any reason whatsoever to join the enquiry.
  - d) Where the competent authority is satisfied that if the case is not disposed of expeditiously, it will have adverse effect on the peace of the campus.
  - e) Where the competent authority is satisfied that by not deciding the case expeditiously, it will have adverse effect on the peace of the campus.
  - f) Where the competent authority is satisfied that adequate amount of circumstantial and other evidences are available which prove beyond doubt the involvement of the student in such act of indiscipline.
- vii) If a question arises whether there are sufficient reasons to invoke

provisions as contained in sub clause vi) the decision thereon of the competent authority concerned as the case may be, shall be final.

7. Implication of Punishment

Any punishment awarded to a student, shall be placed on the file of the student. The implication of various punishments shall be as follows:

a) **Warning:** Warning shall be conveyed in writing and shall be placed on the file of the student.

b) **Fine:** Fine shall be imposed in pecuniary terms of the specific amount. Such amount shall be deposited by the student within 7 days of imposition of fine. Failure to deposit such fine will amount to non-fulfillment of the punishment conditions and may lead to striking off the name of the student from the rolls of the University.

c) **Placement on conduct probation :**

A student, who has been placed on conduct probation, shall be kept under constant watch. The behaviour of such student is expected to be exemplary during the course of conduct probation. He is not expected to involve himself even in any incidence of indiscipline. He is expected to be, therefore, more careful in his behaviour. In case, he is found to be involved in any act of indiscipline shall be considered to be serious. A student so placed on Conduct Probation shall be debarred during the period of Conduct Probation to :

i) Represent the University in Sports, cultural contests etc., in or outside the University.

ii) Hold office in a student organization, Club or Society.

iii) Receive any Scholarship, Fellowship or Stipend.

d) **Temporary or permanent withdrawal of concession / aids/ stipends/ scholarships/ fellowships/ any other facility etc.:**

The student for a prescribed period or for permanently, as the order may be, shall be debarred to avail the facility which has been withdrawn from him by way of punishment.

e) **Removal/ debarring from part time/ full time employment:**

The student concerned shall be liable to be removed or debarred from any such implication as per the order of punishment.

f) Permanent or temporary expulsion from hostel:

The student shall be denied the facility of hostel for a specific period or permanently as the order may be. During the period of such punishment in operation, the student will not visit the hostel at all. In case, he is found to be visiting the hostel, it shall be considered that the punishment imposed has not been fulfilled and shall lead to striking off the name of the student from the rolls of the University.

- g) Imposition of security deposit which might be confiscated at the discretion in the event of the student being found guilty of indiscipline, which will include misdemeanour:

A specific amount of security in terms of money as per the order will have to be deposited by the student within 7 days of passing the order. It shall be subject to the condition that if the conduct of the student has been found to be exemplary during the remaining period of his stay in the University for which the Dean of the Faculty concerned will give a certificate, the security shall be refunded to him. However, in case, his conduct has been found to be not up to the mark, the security so deposited shall be forfeited. Forfeiture of such security will automatically amount to placing the student on conduct probation for the remaining period of his stay in the University. In such case the implication of placement on conduct probation will automatically come into force on such student.

- h) Forfeiture of right to admission to any course in the University in future/ forfeiture of right to employment in the University in future:

As per the order of punishment, the student will be debarred from taking admission in any other course (other than the one in which he is studying at the moment) in future and he will also be considered ineligible to apply for any job in the University, in future, in case the orders so provide.

- i) Rustication from the University:

Rustication can be as per the orders for a specific period of minimum 2 semesters or one year as the case may be and a maximum period of 4 semesters or 2 years as the case may be including the semester/ year in which the act of indiscipline has been committed. No benefit of semester/ year as the case may be, in which the act has been committed shall be given to the student i.e. for the concerned student, the semester/ year in question shall be scrapped and he will have to do in afresh. He will be allowed to rejoin the course at the expiry of such period from the next opportunity available for regular

registration. In case, during the period of rustication any change in the curriculum etc. has taken place, he will have to fulfill the conditions and the curricula in force at the time of his rejoining. No benefit shall be given to him on the condition that at the time he was rusticated from the University had he not been rusticated he would have had such benefits.

j) Expulsion from the University:

Expulsion from the University shall amount to striking off the name of the student from the rolls of the University without a right of re-admission/ fresh admission in any course.

- k) No benefit of any type, including attendance benefit etc. shall be given to a student, who has, due to the reasons of non-fulfillment of punishment awarded invited such inability.

8. Suspension

After having regard to the nature of the charges of the student of any act of indiscipline, the Chairperson of the Department concerned is satisfied that it is necessary/ desirable in the interest of the University to place under suspension the student found involved in an act of indiscipline, he may place such student under suspension. Such suspension will not amount to any penalty having been imposed under the provisions under these rules. Such suspension will also debar a student from availing any facility of the University.

9. Appeal

- a) The appeal against the order of Chairperson/ Warden/ Dean of the Faculty and Proctorial Committee except for penalty as specified in Clause 5(a), (b) and (c) shall lie with the Vice-Chancellor within a period of 15 days.
- b) The appellate authority to the extent possible will give adequate opportunities to the student concerned to produce any defence. However, no fresh evidence shall be examined by the appellate authority.
- c) The provisions contained in 9(b) notwithstanding, however, in case where the provisions of this Ordinance as contained in clause 7 and/ or 8 have been invoked, the appellate authority may, if satisfied, give opportunity to the student against which order has been passed to lead evidences in favour of his defence.
- d) In case the appellate authority decides to act under the provisions of

clause 9(c) he may authorise same authority other than the one who was involved in the earlier examination which has led to the punishment against which appeal has been referred to record such evidences and submit his findings.

- e) After receiving such report as prescribed in clause 9(d) while acting under clause 9(c) the competent authority may consider the same also before passing an order on the appeal.
- f) If the appellate authority is satisfied that based on the record itself, the appeal can be decided, he may dispense with the provisions of giving any opportunity to the concerned student.

#### 10. Interpretation and Miscellaneous conditions

- a) In the event of any inconsistency amongst the Ordinance or in the event of any clarification with respect of above Ordinance the matter shall be referred to the Vice-Chancellor for interpretation and the interpretation given by the Vice Chancellor shall be final. The Vice-Chancellor is also competent to eliminate any inconsistency and decide as to which provision of the Ordinance shall take precedence over the others.
- b) This Ordinance in no way shall limit the powers of the Vice-Chancellor provided by the Act with respect to maintenance of discipline at the University. The Vice-Chancellor may adopt any procedure as per his satisfaction for taking such action in exercise of power vested in him under the Act. Such exercise of power by the Vice-Chancellor will not limit the scope of these rules to be enforced thereby meaning that these rules can also be enforced concurrently.
- c) No authority shall be competent to review its order passed under these rules.
- d) For the purpose of the definition in clause 2(e) if a question arises as to whether a particular person is a student of the University or not, the matter shall be referred to the Vice-Chancellor and his decision shall be final.
- e) This ordinance will not restrain the enforcement of hostel rules for which the provision separately made shall be applicable. However, in case the act is found to be violative of both the hostel rules as well as these rules, both the proceedings can be run simultaneously.

## Ordinance-IX Honorary Professors

1. Any distinguished scholar, whose association with the University would help furtherance of the academic life and activities of the University, may with the approval of the Executive Council, be invited by the Vice-Chancellor to function as Honorary Professor in the University for such period as may be determined.
2. An Honorary Professor is expected to be associated with normal academic activities of the Department to which he is attached for which adequate facilities will be provided by the Department.
3. Persons invited to join the University as Honorary Professors may be paid traveling expenses, accorded hospitality and other facilities in the manner as may be decided by the Vice-Chancellor.

1. With a view to encourage and promote greater interaction in the both scientific and technical areas between the University, industry, research and other centres of repute, a distinguished person having special competence in Science Education be appointed as Adjunct Professor by the Executive Council from Industry/ Research / Institutions and other Establishments.
2. Adjunct Professor would be associated with the academic activities of any Science Department to which he/she is attached for which adequate facility will be provided by the Department.
3. Persons appointed as Adjunct Professor may be paid suitable remuneration, traveling allowance and would be provided free accommodation in the University Guest House/ Faculty House.

## Ordinance-XI Visiting Professors, Associate Professors and Assistant Professors

1. Distinguished persons, having special competence in one or the other field of study may, with the approval of the Executive Council, be invited by the Vice-Chancellor to function as Visiting Professors, Associate Professors or Assistant Professors, as the case may be in the University. These Visiting Professors/ Associate Professors or Assistant Professors can be drawn either from within India or abroad.
2. Such Visiting Professors/ Associate Professors or Assistant Professors will, according to the arrangements entered into in each individual case, deliver a course of lectures or take seminars or participate in such other manner as may be deemed appropriate in furtherance of teaching and research work in the University.
3. Persons invited as Visiting Professors/ Associate Professors or Assistant Professors may be paid such salary and honorarium, traveling expenses, hospitality and other facilities as may be decided in each case by the Vice-Chancellor.
4. Subject to the above, the Vice-Chancellor will determine such other terms and conditions as may be required in the case of any Visiting Professor/ Associate Professor or Assistant Professor, including the duration of the appointment and salary/ honorarium to be paid, keeping in view the guidelines prescribed by the UGC/ AICTE.

## Ordinance-XII      Professor Emeritus

1.      The Executive Council may confer the title of 'Professor Emeritus' on any Professor of the University, who has outstanding reputation in his field, after his retirement.
2.      The Vice-Chancellor may recommend to the Academic Council, the conferment of the title of 'Professor Emeritus' and on the recommendation of the Academic Council, the Executive Council may confer the title.
3.      The 'Professor Emeritus' will be free to do academic work in the Department to which he is attached for which adequate facilities will be provided by the Department.
4.      The conferment of the title of 'Professor Emeritus' will be for life or for a term to be specified by the Executive Council.
5.      The Vice-Chancellor may, if deemed necessary, sanction any honorarium to the 'Professor Emeritus', keeping in view the guidelines prescribed by the UGC/AICTE.

## Ordinance-XIII      The Library Committee

1. Subject to the control of the Academic Council, the general management of the University Library shall be the responsibility of the Library Committee. The Library Committee shall consist of the following:-

- |     |   |                  |
|-----|---|------------------|
| (1) | The Vice-Chancellor                                 | Chairman         |
| (2) | The Registrar                                       |                  |
| (3) | Dean Academic Affairs                               |                  |
| (4) | The Chairpersons of Departments                     |                  |
| (5) | Two Teachers to be nominated by the Vice-Chancellor |                  |
| (6) | The Librarian                                       | Member-Secretary |

The Vice-Chancellor may associate any other functionary/ expert with the Committee.

2. The nominated members shall hold office for a period of two years.
3. The Library Committee shall:
  - (a) frame rules for the management of the Library, subject to the approval of the Academic Council;
  - (b) arrange for the stock taking of the Library;
  - (c) prepare an annual report on the working of the Library for submission to the authorities concerned by the end of December every year;
  - (d) prepare the annual budget estimates of the Library for submission to the authorities concerned;
  - (e) allocate annual grants for purchase of books, periodicals and Electronic resources (both recurring and non-recurring) among the subject of study and research in the University;
  - (f) make provision of Audio/ Video and such other facilities; and
  - (g) liaise with other Universities in India;
4. The Librarian shall undertake all such allied duties as may be assigned to him / her by the Vice-Chancellor.

## Ordinance-XIV Scholarships, Stipends, Medals and Prizes, Entrance Scholarships.

### 1. Entrance Scholarhip

- (1) Each department of the University shall have one Entrance Scholarship of the amount of Rs. 1200/- per Semester to be paid at the end of each Semester.
- (2) The Scholarship would be awarded to a candidate who is ranked first in the merit list for admission. Provided that if the awardee leaves the course, this scholarship shall be awarded to next candidate in the merit.
- (3) This scholarship shall be co-terminus with the course provided the candidate secures 60% marks in the subsequent Semesters. However, if at any time it is noticed that the progress or the conduct of the scholar has not been satisfactory, his scholarship may be suspended for the period to be decided by the Vice-Chancellor, or withdrawn on the recommendations of the concerned Chairperson.

### 2. University Merit Scholarship

- (1) One merit scholarship of the amount of Rs. 2500/- per Semester will be awarded to a student of the department on yearly basis in the second year who ranks first in the combined result of 1st and 2<sup>nd</sup> Semester securing atleast 60% marks and has cleared the 1st and 2<sup>nd</sup> Semester examinations in first attempt.
- (2) This scholarship shall be renewed/ awarded in the subsequent years, to the topper in first attempt and secures minimum 60% marks.

### 3. University Research Scholarship

- (1) Each department will have one scholarship every year. The amount of this scholarship shall be Rs.5000/- per month. It will be tenable for two years in the first instance. This scholarship may be extended only for a period not exceeding one year i.e. 3<sup>rd</sup> year by the Vice-

Chancellor on the recommendations of the Committee consisting of the Chairperson, senior most teacher of the Department and the Supervisor of the scholar. Each scholar receiving this scholarship shall also receive a contingency grant of Rs. 3000/- per annum. This scholarship will be awarded on the basis of the merit of the qualifying examinations.

In addition to the above, three University Research Scholarships or 20% of the allocated URS whichever is higher will be awarded to SC/ST candidates.

- (2) This scholarship shall be awarded on the recommendations of the Selection Committee consisting of the Chairperson of the Department and two members of the department nominated by the Vice-Chancellor.
- (3) This scholarship will be awarded from the date of joining in the department before registration including pre-registration period. However, the amount will be payable after his/her registration in the department. Failure to get registered will disqualify the candidate for this scholarship.
- (4) The scholar will be required to do whole-time research work under approved guidance.
- (5) The scholar will be required to submit a certificate of progress and satisfactory work, duly countersigned by his/ her Supervisor and recommended by the concerned Chairperson to the Registrar.
- (6) No scholar shall join any other course of study or appear at any other examination conducted by any University or public body while doing research except competitive examination. The Vice-Chancellor may, however, allow a candidate to appear for improvement for an examination meant for improving his previous result and to pass an additional subject or to attend a course which is conducive to his research and is of minor nature.
- (7) The scholar shall complete the full period of research work. In the event of a scholar discontinuing or giving up his work before the expiry of two years, or before the expiry of the extended period, if extension was allowed, for no valid reason he shall be required to refund to the University the entire amount received by him.

Provided that in very exceptional cases this condition may be waived by the Vice-Chancellor in consultation with the Dean of the Faculty, the Chairperson of the Department concerned and the Supervisor. The scholar shall, execute a Bond (appendix )with the University in the form prescribed for the purpose giving surety of any of the following:-

- (a) A permanent employee of this University.
- (b) A person possessing property in the jurisdiction of Hisar Court (mentioning the details of property).
- (c) A permanent employee of the Government.

Provided that the Vice-Chancellor may, on the recommendation of the Chairperson of the Department grant a person who was awarded a University Research Scholarship, leave not exceeding six months and allow him to resume the scholarship on the expiry of this leave to complete the remaining tenure of the scholarship.

Provided further that the Vice-Chancellor may, in very hard and exceptional cases, allow extension in leave for a period not exceeding three months to a Research Scholar to prosecute academic pursuits only.

- (8) Reports on the satisfactory progress on the work of the scholar shall be submitted to the Board of Studies by the Chairperson of Department concerned once every quarter. The continuance of the Scholarship would depend on the satisfactory progress of work of the Scholars.

- (9) Leave:

Leave for a maximum of 15 days in a year in addition to general holidays may be allowed to a Research Scholar by the Chairperson of the Department on the recommendation of the Supervisor. The scholar will not be entitled to any vacations. No other leave of any kind with scholarship will be admissible to a Research Scholar.

- (10) Contingency Grant:

- (a) The contingency grant of Rs. 3000/- per student, per annum may be utilized on apparatus, chemicals, books and journals, Photostat

copies, macro films, typing, stationery, postage and field work/ travel needed in connection with the approved research projects with the approval of the Chairperson of the Department on the recommendations of the Supervisor.

- (b) the contingency grant is not intended for making payment of examination and other fees.
- (c) The non-consumable articles purchased out of the contingency grant will be first entered in the accession/ stock register of the Library/ Store of the concerned department and then the articles will be issued to the research scholar (s) so as to ensure that on expiry/ termination/ relinquishment of scholarship, these are returned to the Department
- (d) For all expenditure out of the contingency grant, a certificate from the supervisor duly countersigned by the Chairperson of the Department concerned to the effect that the expenditure incurred is in furtherance of the approved research work will be necessary.
- (e) Travelling allowances for approved field work/ travel in connection with the research work will be admissible according to the rules of the university.
- (f) The unspent balance, if any, out of the contingency grant of the previous year will not be carried forward to the next year at any cost.
- (g) The grant will be released in the instalments in a year i.e. at the rate of Rs. 1500/- half yearly on submission of the bills duly recommended and certified by the Supervisor and the Chairperson of the Department concerned. The bills of each instalment will be accepted in the same period for which the grant has been allocated.

#### 4. Merit-cum-means Scholarship

There will be 10 Merit-cum-Means Scholarships in the University every year. Each scholarship will be of the value of Rs. 2500/- per semester. These scholarships will be awarded by the Vice-Chancellor on the recommendations of the Committee to be appointed by him. Keeping in view the merit and the means of the students concerned. Only such students will be eligible for this scholarship whose parents income from all

sources does not exceed Rs. 75,000/- per annum. The scholar shall submit an income certificate from the competent authority with the University to this effect. This scholarship shall be awarded for a period of one year in the first instance. It will be renewed for the subsequent years only if the scholar secures at least 55% marks in the subsequent examination (the % age of both the semester shall be taken into account for this purpose).

Provided that:

- i) The Vice-Chancellor may, in hard and deserving cases, shall have the power to award upto 5 scholarships over and above 10.
- ii) The above University Scholarship may be considered over and above the scholarships announced by the State Govt. from time to time and the expenditure of these scholarships may be met by the University from its income/ budget; and
- iii) No student shall hold more than one scholarship at a time.

#### 5. National Merit Scholarship Scheme

Allocation of these scholarships is made by the Govt. of India/ Haryana Government for the students who pass their preceding degree examinations in Ist division securing 60% or more marks. These scholarships are awarded in accordance with the allocation of the scheme of Govt. of India which is administered by the State Education Department. The existing value of this scholarship is Rs. 120/- per month for day scholars and Rs. 300/-for hostlers. The details of the scheme are available in the Registration Branch / teaching departments.

#### 6. National Loan Scholarships Scheme

The Government of India have introduced a National Loan Scholarship Scheme for the award of this scholarship to the needy and meritorious students of Indian nationality who pass their final public examinations with 50% marks (with full subjects) conducted by statutory examining bodies of Haryana/ Punjab State and the income of whose parents/ guardians from all sources, does not exceed Rs. 25000/- per annum. The National loan scholarship will be awarded on merit basis on the percentage of aggregate marks obtained in examinations conducted by the Universities of Haryana/ Punjab State only. The form of application and other details of the scheme can be had from the Registration and Scholarship Branch.

7. State Government Merit Scholarship

The scholarship is awarded on the basis of merit-cum-means for Post-Matric courses and Post-Graduate courses the value of scholarship or pursuing studies after 10+2 is Rs.100/- per month and for pursuing Post-graduate studies is Rs. 150/- per month. [The full details of the scheme are available with Regn. Branch/ teaching departments].

8. Post Matric Scholarship to the Scheduled Castes.

These scholarships are awarded by the State to which the candidate belongs. The scheduled caste students of Haryana State only should apply for the award as well as renewal (whichever applicable) of these scholarship on the prescribed proforma available in the University office through their respective Chairpersons of Departments at the time of their admission. These applications (duly completed) are to be forwarded by the Chairpersons of the Departments in one lot to the Regn. & Sch. Branch soon after the close of the normal date of admission. The students belonging to other states should get their applications forwarded through their concerned Chairpersons of Department/University direct to Director, Higher Education of their respective State/ Territory. [The full details of the scheme are available in the Registration Branch/ teaching departments].

9. Stipend for Backward Class Students

These stipends are awarded to the Backward Class Students by the State Govt. Backward Class students are required to submit their applications on the prescribed form (available in University Office) to the Chairperson of the Department concerned at the time of admission. These applications duly completed, are to be forwarded in one lot, by the Chairpersons of Departments to the Regn. & Sch. Branch soon after the close of normal dates of admission.

10. Stipend/ Scholarship to Physically Handicapped Students

These stipends/ scholarships are awarded to the Physically Handicapped students having disability of 40% or more. Such students are required to submit their applications on the prescribed form (available in University Office) to the Chairperson of the Department concerned at the time of admission. These applications duly completed are to be forwarded, in one

lot, by the Chairpersons of Departments to the Regn. & Sch. Branch soon after the close of normal dates of admission.

11. General Conditions

- (1) No students shall hold more than one scholarship.
- (2) Scholarships shall be awarded on the express understanding that the holder shall attend the University Teaching Department as a regular student and pursue his studies with industry, should it appear at any time that the scholar has failed to make satisfactory progress or has been guilty of gross misconduct or has been irregular in attendance, he shall, after due warning be reported by the Chairperson of the University Teaching Department to the Vice-Chancellor who may withdraw his/her scholarship.
- (3) The Scholar shall be informed of his having been awarded the scholarship. If he/ she does not give his/ her acceptance of this scholarship, in writing, within two weeks, to the Registrar, he/ she shall be liable to forfeit the scholarship which may be awarded to the next eligible candidate.

12. University Medals

University Medal will be awarded to a student who secures first division and stands first in the final year examination of the course in the first attempt.

13. Merit Certificates

Merit Certificates shall be awarded to the students, who pass their final examinations with distinction in the first attempt by securing at least 75% marks in aggregate.

Appendix to Ordinance XIV

Bond to be executed by the Research Scholars/ Scholars/ Fellows on Admission with the Guru Jambheshwar University of Science & Technology, Hisar.

KNOW ALL MEN BY THESE PRESENTS THAT

We (1) .....  
..... and (2).....do hereby bind ourselves and each of us our and each our heirs, executors and administrators to pay to the Guru Jambheshwar University of Science & Technology, Hisar or assignees on demand the sum of .....  
(Rupees ..... only) the amount drawn during extended period of Research Scholarship is extension is allowed signed and dated this day of.....200.....

Whereas the above bounden (1).....  
is nominated to Research Scholarship/ Fellowship of the Guru Jambheshwar University of Science & Technology, Hisar and whereas the above bounden (1) .....as nominee of such Scholarship/ Fellowship under the rules and conditions comprised in the Ordinance relating to the award of Research Scholarship of the University entitled to a Scholarship/Fellowship of.....per month for.....years.

Now the condition of the written obligation is that in the event of the above (1)..... not confirming to or observing, the rules and conditions under a subject to which the Scholarship/ Fellowship has been awarded to him/her or of discontinuing the research before the completion of prescribed period of..... Years and the extended period if extension is allowed whichever is later for no valid reason the above bounden (1)..... (2).....shall forthwith refund to the Guru Jambheshwar University of Science & Technology, Hisar all moneys paid to him/her in respect of the said Scholarship/ Fellowship and in the matter deciding that moneys are to be paid, the decision of the University shall be final. Upon the making of such refund, the above written obligation shall be void and of no affect; otherwise shall be and remain in full force and virtue.

Provided always that the said above written bond is entered by the above bounden (1).....and (2)..... on further condition that any forgiveness on the part of the Guru Jambheshwar University of Science & Technology, Hisar towards the above bounden..... in respect of his/her failed or neglect to

conform or to observe the rules and conditions hereinbefore mentioned to make such refund, as aforesaid, shall not, in any way, receive or exonerate the above bounden (2) .....in respect of his/her liability under the above written bond.

Signed by the above bounden (1).....  
(Full Signatures)

In the presence of (Full Signatures)

Name and Address.....

Signed by the above bounden (2) .....  
(Full Signature)

In the presence of (Full Signatures)

Name & Address.....

1. Full Name of the Scholar

Address:

2. Full Name of the Surety

Address:

Witness in token of identification by any two persons with their addresses who are well aware of the charter and conduct of the scholar.

1. Checked & Verified

2. Countersigned

Supervisor

Chairperson of Department

## Ordinance-XV Admission to Degrees

1. The Academic Council shall, from time to time approve the names of all persons who have passed the examination required for the various degrees of the University and have become qualified for admission to such degrees. When the Academic Council has sanctioned the admission of any such person to any degree he/she shall be entitled to be formally admitted to that degree. [The date of formal admission to a degree shall be the date on which the Academic Council has sanctioned the admission of such person to any degree]. The date of formal admission to a degree shall be the date on which the result has been notified.
2. For conferment of degrees the Court, the Executive Council and the Academic Council may meet in Convocation every year as may be necessary.
3. Not less than 30 days notice shall be given by the Registrar for University Convocation.
4. The Registrar shall, with the notice, issue to each member of University Convocation, a programme and the procedure to be observed at the Convocation
5. The candidates for degrees/ diplomas must, 10 clear days before the date fixed for the University Convocation inform the Registrar in writing of their intention to be present. No candidate shall be admitted to the Convocation who has not sent his name to the Registrar within the prescribed time provided that if an application is received by the Registrar not later than 72 hours before the time of the Convocation and is accompanied by a fee as prescribed in each case, the candidate may be admitted to the Convocation, with the permission of the Vice-Chancellor.
6. If the Vice-Chancellor is satisfied that the Convocation cannot be held for good reasons, the degrees/ diplomas shall be awarded without holding a Convocation.

The degrees which remain undistributed with the colleges/ Institutions/ University Departments due to non-attendance in the Convocation by the candidates, may not be returned to the University and be distributed to the candidates concerned either in person or be sent to them by post under registered cover on payment of prescribed fee, if any, in each case. The amount so realized shall be credited to Amalgamated Fund.

1. In these rules academic costumes means the costume prescribed in Clause-4 hereunder.
2. Full academic costume shall be worn by all the members of Court, Executive Council, Academic Council and all graduates of the University, and may be worn by all graduates of other Universities at the Convocation.
3. If a member of the Court, Executive Council and Academic Council is a graduate of any other University he may wear either the costume of his degree, or the costume to which he is entitled as a Member.
4. Member of the Court, Executive Council, Academic Council and graduates of the University are entitled to wear academic costumes as follows:

#### Chancellor

- (a) Gown-Purple velvet with 10 cms golden lace on the front folds, bottom of sleeves and on shoulder and zari work with Tufts on the front and on the sleeves, with two University monograms in golden zari work on the front, Cambridge style.
- (b) Cap: Purple velvet with golden lace and golden tassel Mortar bank.

#### Vice-Chancellor

- (a) Gown-Purple velvet with 7.5 cms golden lace on the front folds, bottom of sleeves and on shoulder and zari work with Tufts on the front and on the sleeves, with two University monograms in golden zari work on the front, Cambridge style.
- (b) Cap: Purple velvet with golden lace and golden tassel Mortar bank.

## Chief Guest

- (a) Gown-Purple velvet with 10 cms golden lace on the front folds, bottom of sleeves and on shoulder and zari work with Tufts on the front and on the sleeves, with two University monograms in golden zari work on the front, Cambridge style.
- (b) Cap: Purple velvet with golden lace and golden tassel Mortar bank.

## Registrar

- (a) Gown-Black velvet with 5 cms golden lace on the front folds, bottom of sleeves and on shoulders and zari work with Tufts on the front and on the sleeves, with two University monograms in golden zari work on the front, Cambridge style.
- (b) Cap: Black velvet with golden lace and golden tassel Mortar bank.

## Members of University Authorities:

- (a) Gown - Black
- (b) Cap- With black silk tassel.

## Deputy and Assistant Registrars:

Gown- Black

## For Bachelor's Degree:

Gown- Black

Hood- Black with yellow lining

## For Master's Degree

Gown- Black

Hood- White with blue lining

For Doctor's Degree

Gown- Black with golden facing

Hood- Red with silver gray lining

Provided that graduates of the University shall have the option to wear the dress and the scarf prescribed below instead of the academic costumes with gown:

Dress for Men

White Dhoti and White Kurta.

Or

White Churidar Pyjama and Black Achkan.

Dress for Women

White Sari and white Blouse.

Or

White Salwar, White Kurta and White Dupatta.

Scarf-

Size: 1 meter square a 4 cm wide border all round. Colour of the scarf will be the same as for the Hood, except that instead of Black Hoods the colour will be pink. Colour of the border of the scarf will be the same as for the lining of the Hood.

5. Candidates for admission to any degree except that of Doctor in any Faculty shall wear at Convocation the costume of degree to which they seek admission.

A candidate for the degree of Doctor in any Faculty shall assume the costume of such degree immediately after his admission to such degree.

## Ordinance-XVII General Rules of Examinations

1. The University shall hold examinations for awarding degrees, diplomas or certificates in such branches of knowledge as the University may determine from time to time.
2. The date of the commencement of the examinations as well as the last date for the receipt of examination forms and fees as fixed by the Vice-Chancellor shall be notified by the Controller of Examinations to the University Teaching Departments and to all the Colleges/ Institutes admitted to the privileges of this University.
3. Students shall not be eligible for admission to a course of study for an examination unless they have passed the qualifying examination of this University or any other examination recognized by this University as equivalent thereto, and possess such further qualifications, if any, as may be prescribed by the Ordinances.
4. Application for admission to an examination shall be on the prescribed form wherever applicable, accompanied by the requisite fee so as to reach the University by the date fixed for the purpose. For the regular students on rolls of the University Teaching Departments/ affiliated Institutes admission to examination will be on the basis of list of eligible candidates supplied by the Chairperson/ Director-Principal concerned.
- 5.1 Applications for admission to examinations shall be accompanied by the following certificates signed by the competent authority in clause 8 below :
  - (a) certificate of good character:
  - (b) certificate to the effect that the candidate is eligible to appear in the examination under the Ordinances prescribed for the examination concerned.
  - (c) any other certificate (s) required under the Ordinances.

- 5.2 In case of an ex-student, the application for admission shall be accompanied by a certificate signed by the Principal/ Director of the College/ Institution/ Chairperson of the Department last attended, that the candidate completed the prescribed course of lectures, etc. within the period specified by the Ordinance for the examination.
- 5.3 All candidates are required to submit three copies of their photographs out of which, two will be affixed on the Admit Card and one on the Admission Form at the space provided for the purpose. On the front of each photograph, the candidate will write his/her name and the father's name and the photograph shall be attested by the same authority which attested the Admission Form.

The students of colleges/ Institutes/ Departments are also required to keep with them their Identity/ Admit Cards in the examination and will produce the same before the Centre Superintendent when required. The Colleges/ Departments will supply the register of photographs in respect of each class to the University, for reference by the Centre Superintendents during examination. The Identity Card will be prepared afresh by the College/ Department after every alternate year.

6. A candidate who has once submitted his/her examination form and his/ her name has been recommended by Chairperson for an examination alongwith the requisite fee, shall not be permitted to withdraw the application form on his/her own accord and claim refund of the examination fee.
7. A candidate's admission form and fee may be accepted after the last date, upto 30 days before the commencement of the examination by the Controller of Examinations, with a late fee as prescribed and upto 15 days before the commencement of examination, in exceptional cases, by the Vice-Chancellor with a late fee as prescribed.
- i) No late fee shall be charged if the admission form and fee are received within three working days of grace after the last date for the receipt of the same without late fee.
  - ii) The candidate shall submit the migration certificate and other relevant document alongwith the admission form, failing which he will not be allowed to appear in the examinations.

8. A student shall submit the examination form, wherever applicable admission application to the Controller of Examinations on the prescribed form with the required fee and certificates duly signed by the Chairperson of the Department/ Principal/ Director of the College/ Institution concerned.

Note:- The condition of submission of migration certificate alongwith Admission form shall not apply to the First Semester examination (where there is Semester system of examinations). However, the candidate for the Second Semester shall have to follow the above procedure prescribed for the candidates appearing under the Annual examination system.

Provided that in case of a college with more than 800 students on its rolls, the Controller of Examination may authorize the Principal to delegate to a senior member of the teaching staff, the authorities to sign various certificates in the admission form.

- 9.1 The Academic Council shall have power to exclude any candidate from examination permanently or for a specified period for reasons to be recorded, if it is satisfied that such a candidate is not a fit and proper person to be admitted to the examination;
- 9.2 If a candidate after admission to an examination :
  - (a) commits an immoral act; or
  - (b) is discovered to have committed an immoral act which in the opinion of the Vice-Chancellor is such that had it come to his knowledge in time, he would have excluded him from the examination, the Vice-Chancellor may-
    - (i) cancel his candidature for that examination and order that his/her result be not declared;
    - and/or
    - (ii) recommend to the Academic Council to disqualify him/ her permanently or for a specified period.
10. If a candidate for any University examination owes any money to the University or his/her College/ Institute on any account and fails to pay the money or has in his/her possession any books, apparatus, or other property belonging to the University or his/her College/ Institute, and fails to return the same, the Controller of Examinations

on receipt of such report from quarters concerned, may withhold or authorize the withholding of admission card of the candidate or if the card has already been issued, suspend the order of admission till all such money has been paid or such property has been returned by the candidate. In case the result has already been declared, the DMC/ Degree/ Certificate of such candidate may be with held.

11. When the candidature of a candidate is to be cancelled before his appearance in the examination on grounds of his/her being ineligible, the Deputy/ Asstt. Registrar (Results) concerned is authorized to pass orders.
12. The Controller of Examinations may withhold the permission granted to any candidate by some accidental mistake or omission who was not eligible to appear at any University examination, even though an admission card had been issued and produced by him/ her before the Superintendent of the Examination Centre or he/she may have appeared in one or more papers at the examination, and cancel the result.
- 13.1 Where a candidate for an examination in which the number of chances available are limited, has missed one or more chances on account of illness, only one additional chance may be allowed if the candidate, having submitted his/her admission form and fee, informs the Controller of Examinations before the commencement of the University examination of his/her inability to appear in the examination and also furnishes a Medical Certificate from a Government Doctor of Gazetted rank or the Medical Officer of the University/ College/ Institution.
- 13.2 Where the chances of the candidate to clear an examination are limited the Vice-Chancellor shall have an authority to grant extra chance for valid reasons in lieu of one or more chances missed by a candidate for no fault of his/her.
14. A candidate against whom there is a charge of unfair means and who, in the course of the enquiry, misses one or more chance of appearing in an examination, may be given additional chance (s) if he/she is exonerated of the charge by the Vice-Chancellor.

Provided that the additional chance shall be availed of immediately next to last admissible chance and that the condition of maximum period prescribed for passing an examination shall not apply to the

candidates who are allowed additional chance under clauses 13.1 and 13.2 above.

15. A candidate who has to reappear in subject (s)/ paper (s) shall have the option, to appear in all the subject/ papers. Having exercised the option, the candidate shall not be allowed to change it.
16. Unless otherwise provided, a person who:-
  - (a) has already passed an examination of this or any other University shall not be permitted to re-appear in that examination or a corresponding examination.
  - (b) is a candidate for an examination in full subjects of this University can not simultaneously study for, or appear at another examination of this University or of another University/ Board. The bar shall not apply to a candidate appearing in an examination of the University for passing or for improvement of division/ result or for additional subject, provided that he/she does not take the examination in more than two subjects/ papers simultaneously with the full subjects of his/her main examination.
17. Notwithstanding any thing contained in any other Ordinance, the Vice-Chancellor may admit a person provisionally to the next higher class pending his/her qualifying in the paper (s) which he/she may have missed for no fault of his/her. The Vice-Chancellor shall record reasons for granting such a permission in each case.
18. A candidate whose result of the examination taken by him/ her is notified as 'later' may be allowed to join the next higher class provisionally. In case he/she is ultimately declared as having failed, his/her provisional admission shall stand cancelled and the consequences of failure would apply. Fees paid by him/ her for the higher class shall be adjusted against the lower class dues. No refund shall be admissible to the student who discontinues his/her studies. His/ her attendance for the higher class will be counted for the lower class.
19. Notwithstanding anything contained in any other Ordinance, the Academic Council in the case of :
  - (a) a person who is not an Indian national ; or
  - (b) a person of Indian origin studying in a foreign country; may admit him/her to any class of a college/ Institution affiliated to this University or course in a University Teaching Dept. for

which he/she is considered fit on the recommendations of the Equivalence Committee.

20. Notwithstanding anything contained in any other Ordinance, the Academic Council in order to avoid hardship to a candidate, may relax the requirements of ordinances for any examination, where the mistake is primarily of the Head of Institution or on the part of the University Office.  
Provided that these powers shall not include relaxation of minimum qualifications laid down for admission to the examination.

21. A prisoner serving a term of imprisonment may be allowed to appear in an examination if:-

- (i) a certificate of good conduct is given by the Superintendent of the jail concerned; and
- (ii) he is eligible under the ordinances for the examination concerned;

Provided that if such an examination is arranged in jail, the expenditure involved shall be paid to the University by the candidate(s) concerned or by the jail authorities, as the case may be.

22. The Controller of Examinations/ Vice-Chancellor shall have the power to grant extension of date of submission or condone delay in receipt of a thesis/ dissertation/ project report, for an examination, other than Ph.D. as under :-

Duration	Powers vested in	Late fee as prescribed from time to time (Rupees)
Upto one month	Controller of Examinations	Rs. 100/-
Beyond one month and upto two months.	-do-	Rs. 500/-
Beyond two months and upto three months.	Vice-Chancellor	Rs. 1000/-
Beyond three months and upto twelve months.	Vice-Chancellor	Rs. 2000/-
Beyond Twelve months onwards upto to the end of duration of course.	Vice-Chancellor	Rs. 3000/-

Late Fee as prescribed in each case will be chargeable.

Provided that if a candidate fails to submit the dissertation even etc. during the extended period of three months i.e. 30th September, he/she will be considered to have absented in the dissertation etc. paper and his/her result will be declared accordingly.

23. The examination fee to be taken at the time of admission once paid by the candidate shall not be refunded/ adjusted for any course or the subsequent examination under any circumstances. Every candidate shall ensure his eligibility for particular, examination before submitting the admission form.
24. The Controller of Examinations shall publish the results of the various University examinations in such a manner as may be decided by the Vice-Chancellor.

However, if on scrutiny of the pass percentage, it appears that there has been a distinct change of the standard of examination as a whole or in a particular paper, the matter shall be considered by the Vice-Chancellor who may refer it to the examiners for report or take such action as he may consider necessary.

The result of the regular students shall be communicated to the Head of the Institution, concerned simultaneously with the publication of result.

Within a week of publication of result or soon thereafter, result cards of the regular students shall be sent to the Heads of the Institutions and of the ex-students to them by registered post.

25. The Controller of Examinations may withhold the result of any candidate who by an act of omission or commission might be found to be guilty of either contravening the provisions of the Act, the Statutes, the Ordinances or the Regulations or of non-compliance thereof or for any other cause which in the opinion of the Controller of Examinations might warrant such an action.
26. The Vice-Chancellor shall have power to quash the result of a candidate after it has been declared if:
- (i) he is disqualified for using unfair means in the examinations; or
  - (ii) a mistake is found in his result; or
  - (iii) he is found ineligible to appear in the examination.

27. A candidate whose answer book is lost after having been received by the Superintendent of the examination, for which the answer book has been lost may be permitted by the Vice-Chancellor to re-appear in the paper lost on a date to be fixed by the Controller of Examinations, provided he/she has passed in all other subjects of the examination or is likely to be placed under compartment. If he/she obtains pass marks in the papers in which he/she has re-appeared, he/she shall be declared to have passed examination or placed under compartment, as the case may be.
28. Notwithstanding anything contained in any other Ordinance, the Academic Council may, in the case of all examinations held by the University to hold an additional examination in the same year for special reasons to be recorded.
29. The Vice-Chancellor may cancel an examination at all centres if he/she is satisfied that the sanctity of examination has been violated or there is a leakage of question paper (s) or there has been gross irregularity which warrants such a step.
30. Unless otherwise declared by the Academic Council, the examination answer books except those involved in court cases or required for re-evaluation shall be destroyed or otherwise disposed of after nine months from the date of declaration of result.
31. Any candidate who has been declared successful at a University Examination may, after the declaration of his/her result and before the award of the degree or diploma at the next convocation, apply to the Controller of Examinations alongwith fee for Provisional Certificate for passing the examination. The application should come through the person who forwarded the application of the candidate for appearing in the examination together with a fee as prescribed for the issue of Provisional Certificate.
32. The names of first ten successful candidates in each examination who obtain first division shall be declared in order of merit. A certificate of merit on completion of degree may be issued by the Controller of Examinations to the candidate on request on payment as prescribed. Provided that no fee will be charged from the first three position holders.
33. All legal disputes relating to examination/ admission of student will be subject to jurisdiction of Courts at Hisar.

1. Everyday, before the Examination begins, the Centre Superintendent or the Deputy Superintendent shall call upon all the candidates to deliver to him/her all papers, books, or notes which they may have in their possession. He/she shall also warn the candidates that if any of them fails to do so or adopts any other Unfair Means as mentioned in Clause 3, he/she shall be liable to penalty. Where a candidate comes after the start of the examinations, this warning shall be repeated to him/her at the gate.
2. The Superintendent-in-Charge of the Examination Centre, shall forward to the Controller of Examinations, on the last day of the examination, a declaration signed by him/her to the effect that the warning, as required in Clause I above was administered daily.
3. Without prejudice to the general meaning of the term "Unfair Means" it will include the following:-
  - (a) Having in his/her possession or accessible to him/her during the examination hours any papers, books or notes, written or printed on any kind of material, body, clothing etc., and the papers, the books or the notes related to the subject of the Examination of that day;
  - (b) Writing during the examination hours on any paper other than the answer-book, any portion of the question-paper or answers or notes relating to any question;
  - (c) Talking to another candidate or to any person other than the members of the Supervisory Staff in or outside the Examination Hall during the Examination hours.
  - (d) Consulting notes/ books outside the Examination Hall during the Examination.
  - (e) Receiving help from another candidate with or without his/her consent or giving help to him/her or receiving help from a person who is not a candidate for the Examination of that day during the Examination hours;

- (f) Disclosing his/her identity or making any distinctive mark in his/her answer-book for that purpose or making an appeal to the Examiner through the answer-book or using abusive or obscene language in the answer-book;
- (g) If he/she is a candidate for an Examination for Science or some other subject, presenting to the Examiner a Practical or class work note-book which does not belong to him/her;
- (h) Communicating or attempting to communicate, directly or through a relative, guardian or friend, with an Examiner or with the Registrar, Controller of Examinations or any other official with the object of influencing him in the award of marks or making any interpolations thereto;
- (i) Swallowing/ destroying any note, paper etc. , found with him/her; or to run away from the Centre with the incriminating material;
- (j) Making deliberate previous arrangements to cheat in the examination, including-
  - (i) Substitution, wholly or partly of an answer-book/ continuation sheet by another answer-book/ continuation sheet, during or after the Examination hours.
  - (ii) Insertion in the answer-book of any sheet (s) written outside the Examination Hall.
  - (iii) Any kind of attempt to communicate with somebody who is inside or outside the Examination Hall with a view to obtain assistance of any kind.
  - (iv) Impersonation.
  - (v) Obtaining admission to the Examination on a false representation.
  - (vi) Forging another person's signatures.
  - (vii) Failing to deliver his/her answer-book to the persons Incharge before leaving the Examination Hall.
  - (viii) Use of electronic gadgets such as mobile phones, Calculator, pagers or any other such devices unless otherwise provided.

- (k) Refusing to obey the instructions of the Centre Superintendent or any other member of the Supervisory Staff, Flying squad or creating disturbance of any kind during the Examination or otherwise misbehaving in or around the Examination Hall or threatening or assaulting any official connected with the Examination any time before, during or after the Examination.
4. If a candidate is found to be or suspected to be guilty of Using Unfair Means in the Examination, the Superintendent of the Examination shall take away his/ her answer-book and permit him/her, if he so desires, to answer the remaining part of the question-paper on a new answer-book which shall be supplied to him/her. The candidate may also appear in the rest of the Examination in subsequent papers at his/her own risk and subject to the decision in his case for Use of Unfair Means. The Superintendent shall also obtain an explanation of the candidate in writing then and there.
5. The Centre Superintendent of the Examination shall report to the Controller of Examinations without delay, and on the day of occurrence if possible, each case where Use of Unfair Means in the Examination had been detected. When adoption of any Unfair Means is detected and the candidate is caught red-handed the Centre Superintendent will give a hearing to the candidate and record his statement. He/ she may allow the candidate to question the detector and the questions and answer will also be recorded. If the candidate refuses to make any statement, this fact will be recorded by the Centre Superintendent.

In case the candidate refuses to part with his/her answer-book, no new book should be given to him/her and he/she should be asked to leave the Examination Hall. If he/she accepts a new book, he/she will be allowed extra time to cover the time spent in the inquiry.

6. The Vice-Chancellor shall appoint annually one or more Standing Committee (s) to deal with all cases of Unfair Means in connection with the Examinations. In case more than one Standing Committees are appointed, the distribution of work will be done accordingly by the Vice-Chancellor.

The Committee shall consider the report of the detector and the explanation; if any submitted by the candidate as well as the

answers given by the detector to questions put by the candidate, if any, and pass necessary orders. The Committee may hear the candidate if so desired by him/her, and if necessary, call any person of the staff of the University or any Institution recognized/ maintained by it for evidence or clarification regarding the Unfair Means case.

If any person of the staff of the University or an Institution recognized/ maintained by it, who is found to be guilty of connivance of the use of Unfair Means at an examination, by omission or commission, or, when called by the Unfair Means Cases Committee, fails to appear before it, his/her case will be reported to the Vice-Chancellor for such action as considered necessary.

7. If the Unfair Means adopted by a candidate come to the notice of the University after the Examination, his/her case will be decided by the Unfair Means Committee on such evidence as may be available after giving the candidate reasonable opportunity to defend himself/ herself.
8. A candidate found guilty of use of Unfair Means shall be awarded punishment as under:-

Offences	Punishment
3(a) If the paper, note, etc. has not been made use of	Disqualified from- i) passing in the concerned paper/ subject and from appearing in the concerned examination before the next Annual Examination; and ii) appearing in any other examination till the next annual examination.
3 (b), (c), (d), (f), (g)	
3(a) If the paper, note, etc. has been made use of	Disqualified from passing in the concerned examination in full and from appearing in the next one or more examinations.
3(e), (h),(i), (j-(iii), (vi), (vii)	
3(j), (i), (ii), (iv), (v),(k)	Disqualified from passing in the concerned examination in full and from appearing in the next two or more examinations.

The disqualification under this Ordinance will be treated as a failure in the examination and consequences of failure will follow. If a candidate is also disqualified from appearing at the next one or more examinations, he/she shall not be admitted to any course of study, or allowed to appear at any examination of this University, during the period of such disqualification.

If a candidate is found guilty of Use of Unfair Means after his/her result has been declared, the same will be cancelled besides the candidate being awarded the punishment, which would have been awarded to him/her had the fact of Use of Unfair Means come to notice before the declaration of his/her result.

9. When the Committee is unanimous, its decision shall be final. If the Committee is not unanimous, the matter shall be referred to the Vice-Chancellor whose decision shall be final.
10. The Vice-Chancellor on an application made by the candidate within 30 days of the decision of the standing committee or suo moto may send back a case to the Unfair Means Committee for reconsideration, if in his/her opinion such a step is called for in the circumstances of the case.
11. If the Vice-Chancellor is satisfied, after enquiry, that the sanctity of University Examination has been violated, at an Examination Centre as a consequence of wholesale Unfair Means the Vice-Chancellor may order re-examination besides taking action under regulations relating to Unfair Means.
12. Notwithstanding anything contained in this Ordinance the Vice-Chancellor will have the authority to take up himself any Unfair Means Case and decide the same. For this purpose the Vice-Chancellor can withdraw a case at any stage from the Unfair Means Committee to be dealt with by himself/ herself.
13. In this Ordinance the word 'Year' means the 'Academic Year'.

# Ordinance-XIX Paper-Setting and Evaluation

## A- General Provisions

1. Each Board of Studies shall recommend, in terms of Statute 26, persons for appointment as Paper-Setters & Examiners for various University Examinations, by the 30<sup>th</sup> September of the year of Examinations.

Provided that the Vice-Chancellor may extend the date in special circumstances.

- 1.1 For the theory courses, each Board of Studies will recommend a panel of atleast 6 paper-setters (which may include atmost 2 from the University). One, out of these 6 will set the question-paper. While appointing Paper-setters care shall be taken that not more than 50% papers are set internally. Preferably Paper-setters will evaluate the answer-books.

Provided the Vice-Chancellor and the Controller of Examinations will be authorized to include more names of examiners in the panel of theory. Practical viva-examination as per requirement. This will be over and above the number of examiners recommended by the respective PGBOS. The Undergraduate/ Postgraduate Boards of Studies in the departments must recommend maximum number of names (not less than 10 for each paper) so that the process of evaluation may be faster and if still there remain more requirements, the Controller of Examinations may include extra names in consultation with the Dean of Faculty concerned.

- 1.2 Practical and viva-voce examination will be conducted by a team of 2 examiners (one internal and the other external). If the examiners are unable to agree and there is difference in the award, the average of the two shall be taken as the final award.

Provided that in case of exceptional situations where the question-paper is not received from the External examiner, two weeks before the commencement of the examination or for unforeseen circumstances, University is not able to get the question-papers arranged, the Vice-Chancellor/COE may appoint an alternative examiner from amongst the University.

2. In these provisions-
  - (i) An External Examiner shall be one who is not teaching in the concerned teaching department of the Guru Jambheshwar University of Science & Technology, Hisar or in any institution/ College affiliated to or maintained by the Guru Jambheshwar University of Science & Technology, Hisar. He/She shall necessarily be a regular teacher in the subject in another University/ Department.
  - (ii) An Internal Examiner shall be one who is teaching or has taught within the preceding two years, candidates for the particular examination and the subjects for which he/she is appointed.
3. The Board of Studies for a subject shall recommend for each of the examination, alternate names for appointment as Paper-Setters and a list of requisite number of Examiners with at least 20% additional names.
4. Notwithstanding anything contained in any other Ordinance for the time being in force, the Vice-Chancellor in consultation with the Chairperson of the Board of Studies concerned, shall have the power to debar permanently or for a specified period any Paper-Setter/ Examiner in any faculty for any examination, if his/her work was found unsatisfactory as to standard of marking or who was found to have committed irregularities or caused inordinate delay in the submission of Awards/ Question-Papers etc., or there was some doubt with regard to his integrity or was otherwise unable to perform the work or to conform to directions of the University.
5. Where the appointment of any Paper-Setter/ Examiner is cancelled under Clause 4 above or any Paper-Setter/ Examiner is incapable of acting as such or does not accept the appointment or, in an emergency, to meet a particular situation, the Vice-Chancellor is empowered to appoint a substitute he deems suitable.
6. Paper-Setters and Examiners shall be appointed on year to year basis, but no such person will ordinarily continue to act as such for a period of more than three years continuously in the same paper and shall not be eligible for re-appointment unless there is a gap of at least one year.

An Examiner shall be considered to have worked for full one year irrespective of the fact whether his/ her appointment was only for one or both semesters.

7. No person shall be appointed as Paper-Setter-

(i) he/she has written or revised a help-book or Guide relating to that paper for use of candidates for the examination concerned.

Note: In Science subjects particular course means Theory Paper and/or Practicals.

(ii) if he/she does not possess teaching experience in the subject for-

(1) 10 years, or

(2) 5 years, in the case of a University Professor/ Reader.

Provided that this condition may be relaxed in the case of a subject in which qualified teachers are not easily available.

(i) if any of his/ her relations is appearing in the examination, for this purpose "relation" shall mean- spouse, son, daughter, sister, wife's brother and wife's sister, brother's son and daughter, sister's son and daughter, first cousin, husband's sister, brother, nephew, niece, grand-son and grand-daughter.

(ii) if he/she-

(a) is convicted of any offence which, in the opinion of the Vice-Chancellor, involves moral turpitude;

(b) is declared insane.

If a person has already been appointed and incurs any of the above disqualifications, his/her appointment shall be cancelled.

8. Persons knowing Hindi shall be given preference for examinations for which Hindi is permitted as a medium of examination.

- 9.1 No person shall be appointed to set more than three question-papers for examinations during a year unless specifically permitted by the Vice-Chancellor.

This shall not include-

- (a) setting of question-papers for a Practical Examination;
- (b) examining of a Thesis/ Dissertation;  
OR
- (c) Professional examinations.

- 9.2 A person shall ordinarily not be appointed Paper-Setter/ Examiner for more than two semesters in a year, in the same paper, from a panel of Examiners/ Paper-setters, submitted by Chairperson of the Board of Studies as per provision of Clause (3).

This shall not include:-

- (a) setting of Question paper for Practical Exmas.
- (b) Exams. of Thesis/ Dissertations.

10. Unless specified otherwise:

- (a) each paper in Theory shall be set by a single Paper-Setter.

The paper setting of M.Tech. Examination will be done jointly by an internal examiner and an external examiner.

The Internal examiner will send model question paper comprising double the number of questions required to be set in the question paper to the external examiner who will finalize the paper on the basis of the model question paper sent by the Internal examiner. The external examiner may either take question (s) directly from the model paper or may change the form of question (s) but ordinarily without changing the substance.

- (b) Preferably the Paper-Setter shall act as Examiner of the answer-books. Provided that, where the number of answer-books to be evaluated by the Paper-Setter-cum-Examiner exceeds 200 additional Examiner(s) shall be appointed. The number of answer-books shall be distributed more or less equally between the Paper-Setter-cum-Examiner and the additional Examiners.

11. Where a Dissertation paper is examined by two Examiners, and the Examiners fails to agree and the difference is not more than 10% of

the maximum marks, the average of the two shall be taken as final award. If the unresolved difference between the External and the Internal Examiners is more than 10% of the maximum marks, appointment of a Third Examiner shall be made by the Vice-Chancellor, ordinarily on the recommendation of the Chairperson of the Department concerned, whose award shall be treated as final.

12. The Controller of Examinations shall issue instructions to the Paper-Setters/ Examiners with regard to due provision for secrecy and any other matter incidental thereto.
13. The Paper-Setters shall send the question – papers to the Controller of Examinations in sealed covers before a date to be notified on their appointment letters.

The appointment of a Paper-Setter shall be deemed to be cancelled, if he fails to send the question-paper by the date fixed in this behalf provided that the Controller of Examinations may, for sufficient cause, extend the period.

14. Examiners shall send in the marked answer-books alongwith awards in duplicate to the Deputy/ Assistant Registrar (Secrecy) in accordance with the instructions issued in this behalf by the date prescribed for the purpose.
- 15.1 Complaints against Question-Papers:  
Complaints against question-papers shall be entertained only if they are made by and/ or through the Head of a recognized College/ Institute/ Chairperson University Department and received by the Controller of Examinations by name under Registered cover or in person, within seven days of the examination in that paper. No complaint will be entertained thereafter.
- 15.2 The complaints will be considered by a Committee consisting of the following members:
  1. Chairperson of the Board of Chairman Studies concerned.
  2. Senior-most teacher of the Department Institution/ Colleges teaching the subject/ paper.
  3. Two members of the Board of Studies including one belonging to one of the recognized Colleges, if instruction in the subject is being imparted in the College(s)/Institution(s).
  4. Controller of Examinations.

The meeting will be held in the office of the Controller of Examinations.

Three members of the Committee will form quorum.

The decisions of the Committee shall be subject to the approval of the Vice-Chancellor.

- 15.3 The Committee constituted under Clause 15.2 shall not, of its own, consider any complaint against a question-paper unless the requirement of Clause 15.1 is complied with.

## B- Special Provisions

### Theory Papers

M.Sc., other Master's Courses and M.B.A.

1. For Theory papers, at least 50 per cent of the Paper-Setters/ examiners, in an examination, shall be External.
2. Each of the papers for Practical Examinations shall be set and the answer-books examined, on-the-spot, by two Examiners, one of whom shall be External and the other Internal.
3. The Chairperson of the Board of Studies shall keep lists of suitable persons from different Universities/ Colleges, out of whom Paper-Setters/ Examiners could be selected for appointment.

## POST-GRADUATE DIPLOMAS

1. Each written paper will be set by a single examiner and ordinarily the answer-books will be evaluated by him.
2. Training Report will be evaluated by a single examiner appointed by the University. Ordinarily not more than 20 training reports will be assigned to each examiner.
3. The Viva-voce of the candidate will be conducted by a panel of two examiners consisting of one internal examiner (i.e. from within the University) and the other external (i.e. from outside the University). For smooth conduct of the Viva-voce examination, each panel consisting of one internal and one external shall examine not more than 50 candidates on a single day. The viva-voce examination will ordinarily be conducted within 3 days after completion of the written examination. Sufficient number of panels of examiners will be appointed for this purpose.



- 3.4 Application form once submitted may be withdrawn on written request in respect of one or all papers applied for re-evaluation provided that the answer-books have not been sent to the re-evaluator. No fee refund, however, will be permissible under such a situation.
4. FEE (Deposit & Refund)
- 4.1 A) The re-evaluation fee is Rs. 200/- per answer book.
- B) It should be deposited with the University Cashier or through Bank Draft drawn in favour of the Registrar, Guru Jambheshwar University of Science & Technology, Hisar & payable at Panjab National Bank, Guru Jambheshwar University of Science & Technology, Hisar.
- 4.2 Refund of fee will be admissible only in the following cases:-
- i) 50% of the fee paid in case the application form is rejected/ in admissible being time barred under clause 3.3.
- ii) 100% when re-evaluation is not possible due to some administrative technical reason.
- iii) 100% in case the candidate withdraws his/her application for re-evaluation due to the reason that his/her result has been revised due to rechecking of marks but before the re-evaluation.
5. Identification of Answer-book
- 5.1 On a written request a candidate may be permitted to see his/her re-evaluated answer-book for identification purpose only.
- 5.2 Such request should be submitted, alongwith a fee of Rs. 100/- per answer book within 15 days of the communication of re-evaluated result.

Award of Re-Evaluation Marks/ Score:

6. Re-evaluated Result

6.1 When Increase/ Decrease is upto 15% of the Maximum Marks of the paper concerned.	Average of the Original Examiner & Re-Evaluator to be given.
6.2 When Increase/ Decrease is more than 15% of the Maximum Marks of the Paper concerned.	Answer Book to be sent to the second Re-Evaluator and Average of two highest scores out of the original Examiner and both the re-evaluators, to be given.

6.3 The final result of re-evaluation favourable or not will be binding upon the candidate and subject to above provisions it will supersede, suo moto, the original score/ result.

7. Re-Appear Exams/ Supplementary

7.1 In case the re-evaluation result has not been declared and the next supplementary/re-appear examinations are to be held, candidates should apply for such re-appear examination without waiting for the re-evaluation result.

7.2 On a written request his/her re-appear examination result will be kept pending till finalization of his/her re-evaluation result and he/she will be given the benefit of the best score out of the re-appear/ supplementary exam and the 're-evaluated score'.

7.3 In case of re-appear/ fail candidates if the answer-books is lost/ spoiled/ damaged or not available for re-evaluation, he/she may be given a chance to appear in that paper in the next re-appear examination without paying any examination fee.

OR

The candidate may be given the option for refund of the re-evaluation fee in full.

7.4 In case of already pass candidate he/she may be given a chance for improvement in that paper or he/she may be given the option for refund of Re-Evaluation Fee in full.

8. Remuneration to the Re-evaluator (s)      The re-evaluator will be paid a Remuneration Rs. 10/- per answer book, subject to a minimum Rs. 100/- per subject/ paper.
9. General Instructions
- 9.1 Ignorance of the titles/ codes of any paper shall not be accepted as a plea for wrong entry in the application form.
- 9.2 Incomplete application forms, forms deficient in fee shall be rejected and no fee refund is permissible under such situation.
- 9.3 In case of any clarification/ambiguity the power to interpret the rules vests with the Vice-Chancellor and in case of any dispute the decision of the Vice-Chancellor will be final and binding.
- 9.4 The candidates should plan their future programme of taking examinations/admissions in accordance with their original result already communicated by the University till it is actually superseded by the re-evaluation result. The University does not take any responsibility of any consequences arising out of the delay in completion of the process of re-evaluation and declaration of re-evaluated result. The university shall also not be responsible if the re-evaluation result of any candidate is delayed or some mistake/discrepancy is found in the original evaluation/ re-evaluation of the answer-book.
- 9.5 All disputes are subject to the jurisdiction at Hisar.

## Ordinance-XXI

## Scale of Remuneration

### Part- I : Conduct of Examinations

- (A) For Theory Examinations:-  
(Rate of Remuneration Payable to Supervisory/ Sporting Staff for performing Examination Duty for the Conduct of Theory Examinations of UG/PG Courses.

Name of the Category (Assignment)	Approved rates
Superintendent-in-Chief	(i) Rs. 3000/- Lumpsum in case of one session/ centre. (ii) Rs. 4500/- Lumpsum in case of more than one session/ Centre.
Convenor/ Members Flying Squads/ Observer.	Rs. 175/- per session (TA/DA will be paid as per university rules)
Centre Superintendent	Rs. 150/- per session (one additional session for opening and one session for winding up the exam. centre.
Deputy Centre Superintendent	Rs. 130/- per session
Invigilator /Assistant Superintendent	Rs. 110/- per session
Centre Clerk	Rs. 100/- per session (one additional session for opening and one session for winding up the examinations centre)
Daftri/ Peon/ Waterman/ Sweeper/ Security Guard.	Rs. 60/- per session.
Chowkidar Clerk with Suptd.-in-Chief/ Addl. Asstt. Superintendent	Rs. 60/- per day. Rs. 600/- lumpsum in case of one session & Rs. 900/- in case of more than one Session/Centres.(To be appointed by Supdt.-in-Chief from amongst ministerial staff).

Rent of Examination Centre (including/Electricity/ Furniture Charges).	Rs. 2000/- upto 15 actual exams. Day sincase of more than 15 actual examination days. Rs.4000/- (except study centres/ affiliated/maintained colleges of GJUS&T). This includes building rent/ other charges.
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Rate of Local Conveyances	--
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Note:-	Teachers and Supporting Staff of Teaching Departments and affiliated/ maintained colleges are to be paid remuneration at double the rates for performing the examinations duties during vacations/holidays/Sundays in respective institution.
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(B) Miscellaneous Items:

Typing Seating Plan	--
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Arrangement of Seats/Furniture	--
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(C) Paper Setting for Theory and Practical Examinations.

Paper Setting (per set) (Theory)	Rs. 600/- per question paper for all courses.
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Examiner/ Evaluation/ Re-evaluation (per Answer Book)	Rs. 10/- for both PG & UG with a minimum of Rs.100/-
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Paper Setting (per group) (Practical)	Rs. 150/- each to both examiners.
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Evaluation of Performance (per paper) (Practical)	Rs.10/- per candidate with a minimum amount of Rs.200/- each to both examiners.
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Lab. Staff (Practical)	Rs.5/- per candidate with a minimum Rs.100/-
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Note:-	Teachers and Supporting Staff of Teaching Departments and affiliated/ maintained colleges are to be paid remuneration at double the rates for performing the examinations duties during vacation/ holidays/ Sundays in respective institution.
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(D) Ph.D. Evaluation	Rs. 2000/- per thesis
Viva-Voce	Rs. 2000/- per student.
(E) M.Tech. Evaluation+ Viva-Voce	Rs.200/- + Rs. 100/- Per dissertation/ candidate with a minimum amount of Rs.300/-.
(F) Other Courses Project/ Training Evaluation +Viva-Voce	Rs. 50/- + Rs. 10/-
Comprehensive Via-Voce	Rs.20/- per candidates subject to a minimum of Rs100/-
Evaluation of Project Synopsis	Rs.10/- per candidate.
Expert report of UMC	Rs.10/- per candidate subject to minimum of Rs.100/- (only for Distance Education courses)

Teachers Welfare Fund (TWF) will be deducted as under :

Amount of Bill	Amount of deduction
Rs.	Rs.
1-50	Nil
51-100	5/-
101-200	10/-
201-300	15/-
301-400	20/-
401-500	25/-
501 and above	30/-

In addition to above the following Hotel Charges have also been approved:-

- (i) Haryana Rs. 250/- per day.
- (ii) Chandigarh, Panchkula, Gurgaon Rs. 500/- per day & Faridabad.
- (iii) Delhi and outside of Haryana State As per entitlement.
- (iv) Remuneration for subject Expert Report in U.M.C. cases.
  - (i) Subject Expert Rs. 10/- per case subject to a  
maximum of Rs. 100/-.
  - (ii) Handwriting Expert Rs. 300/- per unfair means case

## Paper-II: Paper Setting and Evaluation

### 1. Scale of Remuneration for Paper-Setters (Theory):

Name of Course	Rates per set of Question Paper
All Courses	Rs.600/- + Postal/contingent charges

### 2. Evaluation (Theory):

Name of Course	Rates per Answer-book	Minimum Amount Payable to the Examiners/ Paper-setter- cum-examined.
All Courses	Rs.10/-	Rs.100/- + Postal/contingent expenses.
Payment to checking Assistant	Rs. 25/- per hundred subject to a minimum of Rs. 25/-.	

### 3. Rates of Remuneration for Spot Evaluation of Answer Books:

#### 1. Co-ordinator:

(i) Rs. 200/- per day.

(ii) Rs. 500/- per month or part thereof as telephone charges.

(iii) Rs. 500/- per month or part thereof as conveyance charges for delivery and collection of answer books.

2. Asstt. Coordinator : Rs. 150/- per day.

3. Clerk : Rs. 120/- per day.

4. Peon : Rs. 70/- per day.

### 4. Re-evaluation of Answer-Books (Theory):

Name of Course	Rates per Answer-book	Minimum Amount Payable to the Examiners.
All Courses	Rs.10/-	Rs. 100/- + Postal/contingent expenses.

5. Remuneration for Evaluation of Thesis/ Dissertation/ Project Work/ Term Paper/ Training Report etc. per candidate:-

Name of Course	Rates	
	External Examiner	Internal Examiners
M.Sc. Courses/ B.Tech. Courses	Rs. 50/- Rs. 10/- for viva-voce to each examiner here- ever applicable.	Rs. 50/- Rs. 10/- for viva-voce to each examiner here- ever applicable.
M.C.A./M.B.A./ M.B.E. P.G. Diploma courses	-do-	-do-
P.G. Diploma in Marketing Management / Human Resource Management.	-do-	-do-
M.Tech./M.Pharm./ M.P.Th. (Evaluation + Viva-Voce)	Rs. 200/- + 100/- per dissertation/ candidate with a maximum amount of Rs. 300/-	
Ph.D. Thesis Evaluation	Rs. 2000/- per thesis	
Viva-Voce	Rs. 2000/- per student	

Rates of Remuneration of Scrutinizing the Examination results:

1. The rate of payment to Scrutinizers for all examinations shall be Rupee 1/- per result checked subject to a minimum of Rs. 50/-.
2. In the case of main results, the scrutiny shall be done by one Scrutinizer when the number of candidates is not more than 10 in an examination beyond which the result shall be scrutinized by two Scrutinizers.
3. In all the 'Result Later' cases only one Scrutinizer will scrutinize the result upto 25 candidates at one sitting.
4. Deduction for each error of any type during scrutiny Rs. 5/-.

Penalties in the case of Examiners and Checking Assistants to Examiners:

1. Examiners

Deduction in case of delay in submission of result in theory and practical:

An automatic deduction of Rs. 10/- per day of delay from the remuneration of Examiners to be made in case the awards are not received within the prescribed date as required under the rules.

Provided that the Vice-Chancellor may condone the delay in any particular case.

2. Deduction in Case of Mistake Committed by the Examiners

- (i) Rs. 5/- per mistake, subject to maximum of Rs. 20/-
- (ii) Rs. 5/- per page in case of wrong centurial series, subject to a maximum of Rs. 10/-.

3. Deduction in the case of Checking Assistant to Single-Examiners

(i) Mistake in totaling Rs. 2/- per mistake

(ii) ~~Omission in evaluating a question or a part of question. Rs. 2/- per mistake~~

	<del>Omission in evaluating a question or a part of question.</del>	<del>Rs. 2/- per mistake</del>
(iii)	Neglect of duty on other account.	Rs. 2/- per mistake.
(iv)	For every minor mistake of detected by the office in his award lists.	Rs. 2/- per mistake (out of Rs. 2/- deducted from remuneration, Re. 1/- shall be paid to the office hand who detects the mistake).
Note :		

1. Separate fees will be chargeable for the verification desired to be sent to each Department/ University.

2. The verification will be mailed at the office expenses direct to the Department/ University.

Duties and Responsibilities of Controller of Examinations.

It shall be the duty of the Controller of Examinations.

- (a) to conduct examinations in a disciplined and efficient manner;
- (b) to arrange for the setting of papers with strict regard to secrecy;
- (c) to arrange for the evaluation of answer sheets in accordance with the planned time schedule for publication of results;
- (d) to constantly review the system of examinations in order to enhance the level of impartiality and objectivity with a view to making it a better instrument for assessing the attainments of students; and
- (e) any other matter connected with the system of examinations which may, from time to time, be assigned to him by the Vice-Chancellor.

#### (A) General Provisions

1. Subject to the Ordinances framed and directions issued by the Academic Council, the Controller of Examinations shall be responsible for all arrangements connected with the conduct of examinations and all matters connected therewith.
2. (a) Every Institution/ University Teaching Department shall, for supervision of the University Examinations, recommend the names of such number of teachers as are required by the Controller of Examinations. In making these recommendations, the guidelines, if any, issued by the Controller of Examinations shall be kept in view.  
  
(b) If a teacher, who is assigned an examination duty, fails to perform the same, he /she shall be treated as absent from his Department/ Institution for the period in question besides rendering himself / herself liable to such other disciplinary action as the Vice-Chancellor may deem fit to take.
3. (a) The Superintendent and other Supervisory staff of each Centre shall be appointed by the Controller of Examinations. The service staff i.e. Daftri, Sweeper, Waterman and

Chowkidar etc. will be provided by the Institute/ College concerned.

- (b) The Flying Squads may be formed for inspection of Centres. The Convener and other members of the Flying Squad may be appointed by the Controller of Examinations. The person appointed as Convener flying squad should be of the Rank of Reader and above. The members of Flying Squad should be Lecturers with a minimum of three years teaching experience or officer of equivalent rank and above. The Convener and other members of the Flying squad will be paid honorarium in addition to T.A./D.A. as per University rules.
- (c) Where there are more than one Centre in a College these would be merged into smaller number of Centres (depending upon the number of examinees for subjects other than compulsory papers etc.). The Principals would arrange their day-to-day functioning and co-ordination as a result of merger as per directions that might be issued by the Controller of Examinations from time to time.
- (d) The Assistant Superintendent appointed to check outside interference at a Centre will be deputed by the Superintendent of the Centre of Examination from amongst the Supervisors appointed at the Centre.

In addition, the Superintendent-in-Chief may also appoint one Assistant Superintendent out of the teachers of his College to maintain law and order and to check outside interference.

The Superintendent-in-Chief will ensure that Supervisory Staff is given due protection at the hands of the bad elements at the Examination Centres at his College and the Staff coming from out-station is helped in getting suitable accommodation during the course of examination.

- 4. The Controller of Examinations shall have authority to appoint one more Assistant Superintendents, and other Staff required at each Centre for the conduct of examinations.

- 5.1 The candidate whose answer-book is lost after having been received by the Centre Superintendent of the Examination who, but for this answer-book, would have either passed in the examination or is likely to be placed under compartment shall, unless he opts for re-examination on a date to be fixed by the Controller of Examinations, be deemed to have obtained in that paper marks equal to the marks obtained by him in the other Theory paper of the same subject and if there was no other Theory paper in that subject or if there were more than two Theory papers in that subject, marks equal to the average of the marks obtained in other Theory paper(s) of that examinations. No re-examination fee shall be charged from a candidate who opts for re-examination under this Clause.
- 5.2 If there is a dispute as to whether a candidate's answer-book was duly received or not, the finding of the Controller of Examinations, subject to confirmation by the Vice-Chancellor shall be final.

#### Directions to Candidates for Examinations

1. The Examination Hall shall be opened each day at least half an hour before the time specified for the distribution of the question-paper and all candidates must be in the Hall by the time specified. No candidate who is late by more than half hour shall be admitted to the Examination Hall.

When a candidate leaves the Hall, he shall, before doing so, hand over his answer-book to the Assistant Superintendent concerned, and he shall, on no account, be re-admitted. No extension of time shall be granted to a candidate on ground of late arrival.

Each candidate shall show, on demand, his Roll Number (Admit Card) for admission to the Examination Hall.

2. No candidate shall be permitted to leave the Hall until the expiry of half the time after the distribution of the question-paper. A candidate leaving examination centre after the expiry of half the time will not be allowed to take the question-paper with him. The

question-paper will be allowed to be taken outside the Examination Hall only after the expiry of full time. Each candidate must write his Roll No. on the question paper issued to him at the space provided for the purpose.

3. A seat, with his Roll Number shall be allotted to each candidate. Candidates shall find out and occupy their allotted seats.
4. No candidate, without the special permission of the Superintendent, shall leave his seat or the Examination Hall until he finishes his paper.
5. Each candidate shall write on the outside of his answer-book, his Roll Number before he starts answering the question-paper. When the time allowed has expired, the answer-book shall be delivered up even though the candidate may not have answered any part of the question-paper.
6. All candidates are required to bring their own pens. No candidate shall tear a leaf of an answer-book.
7. Candidates are forbidden to write answers (or any thing else) on the question-papers or on the blotting papers, or to remove any paper from the Examination Hall except the question-paper.
8. Candidates are forbidden to write their names in any part of their answer-books or to write their Roll Numbers anywhere except in the space specified for the purpose.
9. Candidates shall sign their names on the attendance sheet when directed to do so by the Superintendent.
10. Candidates must not leave any pages blank between answers to various questions.
11. The candidates both at the Under-graduate and Post-graduates level are allowed to use non-programmable calculator during their examination. Scientific calculator shall not be allowed in the examination.

12. Candidates are not allowed to carry pagers or a cellular phones into the Examination Hall.
13. Programmable calculators are not allowed in the Examination Hall.
- (C) Duties of Superintendent and Assistant Superintendent of Examination:
  1. The Superintendent shall see that the doors of the Examination Hall open fifteen minutes before the time specified for the distribution of the question-paper.
  2. The Superintendent shall be supplied by the Controller of Examinations, before the commencement of the examination, with “confidential list” showing the names of candidates and the optional subjects taken up by them and a statement showing the number of candidates appearing in each subject.
  3. The Superintendent shall not admit any candidate whose name is not shown in the confidential list or allow any candidate to take an optional subject other than that shown against his name.

Provided that, in doubtful cases, the Superintendent may allow a candidate to take the paper provisionally at the candidate's own risk and responsibility and immediately refer the matter to the Controller of Examinations. The answer-book of such a candidate will be sent separately to the Controller of Examinations in a separate cover as a stray case.

4. The question-paper, set for the examination, shall be dispatched by the Controller of Examinations in a sealed cover, which shall be opened by the Superintendent in the presence of two members of the Supervisory Staff. The Superintendent shall certify that the sealed cover was in proper condition and that it was opened in the Examination Hall at the proper time. The certificate shall be forwarded to the Controller of Examinations on the same day.

Provided that if there is only one Assistant Superintendent on any particular day, the question-paper shall be opened in the presence of the Assistant Superintendent and the Principal of College/ Institution concerned or his nominee.

5. Before the commencement of the examination, the Superintendent shall see to the satisfactory arrangement of examination tables and seats. He shall take care to seat the candidates in such a way as to render all communication between them impossible.
6. The Roll Number of each candidate shall be marked on each seat so that the candidate may readily find out his place.
7. Blank answer-books shall be supplied by the University. No Extra sheet shall be supplied.
8. The Superintendent shall remain in the Examination Hall during the time allotted for each paper and shall immediately draw the attention of the Controller of Examinations to any misprint, mistranslation or ambiguity in the question-paper which may come to his notice.
9. As soon as the time allotted has expired, the Superintendent shall collect the answer-books, have them arranged in serial order, pack them securely and dispatch the same to the University immediately thereafter.
10. Superintendents are expected to make arrangements as economically as possible consistent with efficiency in all matters involving expenditure of money.
11. Any attempt to use unfair means to pass the examination or any violation of the rules by candidates shall immediately be reported by the Superintendent to the Controller of Examinations.
12. If, in the opinion of the Superintendent, it is necessary to permit a candidate to leave the Examination Hall during the examination hours for brief period, he shall be accompanied by an escort.

The Superintendent may fix time, if necessary, within which the candidate must return to his seat.

13. Ordinarily, one Assistant Superintendent shall be appointed for every 30 candidates but the superintendent will have the option to appoint an additional Assistant Superintendent to meet any emergent requirement with the approval of the Controller of Examinations. Post-facto sanction of the Controller of Examinations in this regard be obtained immediately.
14. Assistant Superintendent shall inform the Centre Superintendent about his availability at least a day preceding the examinations at the Centre of Examination. On the days of examination they should reach the Centre, when on duty, half an hour before the commencement of the examination, on each day.
15. Assistant Superintendent shall remain in the Examination Hall during the time allotted for each paper and shall not leave the Hall without the permission of the Superintendent.
16. In case an Assistant Superintendent is unable to present on account of unavoidable circumstances, he shall give at least 24 hours' notice to the Superintendent.
17. Assistant Superintendents are required to help the Superintendent in the distribution of question-papers, answer-books, etc., to the candidates and in collecting the answer-books from the candidates at the close of the examination and perform such other duties as may be assigned to them by the Superintendent and also contained in the Book of instructions for Supervisory Staff.
18. The Assistant Superintendents shall help the Superintendent in preparing a list of the candidates present at the examination and in verifying their identity by comparing their signatures with those on the Admission Tickets/ roll no. slips.
19. During the course of examination, the Assistant Superintendents are expected to move about the place of their duty and not to engage themselves in study or conversation.

20. If any candidate is found to resort to unfair means at the examination or to create disturbance or act in any manner so as to cause inconvenience to the other candidates, the Assistant Superintendent shall, at once, report the matter to the Superintendent.

(D) Appointment of Superintendent and Assistant Superintendents.

1. The following persons shall be eligible for appointment as Superintendent-

(i) The Teachers of recognized Colleges or Teaching Departments of the University, who have already worked as Assistant Superintendents. In case of emergency, employees of the University not below the rank of Superintendent may also be appointed as Centre-Superintendent.

(ii) The Superintendent at the various Centres will ordinarily be appointed from a college other than the College of the examinees, but in case of emergency or genuine difficulty, the Controller of Examinations may, at his discretion, make the appointment locally or from the same institution depending on the circumstances.

2. The following persons shall be eligible for appointment as Assistant Superintendent-

(i) Teachers, Librarians, Lecturer in Physical Education and Demonstrators of recognized Colleges or of the University Departments.

(ii) In case of emergency when persons mentioned at (i) above are not available, the Research Scholars, Research Fellows, Research Assistants, members of the non-teaching staff of recognized Colleges/ University Teaching Departments of the University, can be appointed as Assistant Superintendent..

Note: The following persons shall not be eligible for appointment as Superintendents and Assistant Superintendents:

(a) Disqualified persons or superannuated persons.

- (b) Persons who have written or published any help-book or guide or cheap notes.
- (c) Persons who are related in any way to the candidates appearing at the Centre.

A sizeable part of the supervisory staff shall preferably be appointed from the Department/ affiliated institutions other than that where the centre is created.

If any persons appointed as Superintendent or as a member of the Supervisory Staff does not turn up for duty or keeps himself absent willfully without showing proper and good cause or neglects the duty assigned to him, he shall be debarred from any University work in future.

- 3. The strength of Assistant Superintendent for a Centre shall be regulated as follows:
  - (a) One Assistant Superintendent for every 30 candidates or a part thereof seated in a room.
  - (b) Where separate rooms are used, each room will have at least one Assistant Superintendent.
  - (c) One additional Assistant Superintendent for keeping off outside interference and for other general assistance when the number of candidates is above 30. The seats should be so arranged in each room that minimum numbers of Assistant Superintendents are on duty. The number of candidates seated in each room should be in multiples of 30 as far as practicable.
  - (d) The number of Assistant Superintendents for the first day of the examination will be according to the number of candidates given in the Centre Statement, but on subsequent days the strength will be governed by the number of candidates who actually appear in the first paper of the subject and not by the number shown in the Centre Statement. The strength will be increased or decreased daily according to the actual number of candidates taking the examination in the first paper of a subject.

- (e) On days when there are two sessions the Assistant Superintendents engaged for the evening should be from amongst those deputed for the morning session. Only those Assistant Superintendent should be appointed on single-session days who cannot be accommodated on the double-session days owing to decrease in the number of candidates.
- (f) When the number of Assistant Superintendents required is greater than that given in the list supplied by the office, on account of additional rooms, casual Assistant Superintendents may be appointed and sanction of the Controller of Examinations on relevant form obtained immediately. This sanction must be attached to the contingent bill to avoid unnecessary delay in payment.

The appointment of a casual Assistant Superintendent shall be only for the session in which the necessity arises. In no case should the casual Assistant Superintendent be included in the regular number of Assistant Superintendents allotted to the centre for distribution of turners.

- (g) For Practical Examinations the number of Supervisory Staff will be determined on the recommendations of the Principal/ Chairpersons concerned or the Controller of Examinations.
- (h) There shall be one Clerk at each Centre. An additional Clerk will be allowed when two or more different examinations are being held simultaneously or the number of candidates exceeds 240.
- (i) The following examinations will be treated as one examination for the purpose of this rule:

“3, 4 or 5 year Degree Course.”

The Assistant Superintendents are directly under orders of the Controller of Examinations in matter of appointment and removal.

Sanction for removal of an Assistant Superintendent must be obtained from the Controller of Examinations telegraphically if time is short.

A Centre Superintendent may, if situation demands immediate action, remove an Assistant Superintendent with the approval of Superintendent-in-Chief, in anticipation of the approval of the Controller of Examinations to whom a full report giving the details of the necessity for such removal must be sent through the Superintendent-in-Chief, latest by the day following such removal.

- (j) In case on inspection it is found that supervision at a Centre is defective, he may appoint/ replace an Assistant Superintendent and report the matter to the Controller of Examinations giving the following information.

“Name and address of the Assistant Superintendent, date of examination, number of candidates (room-wise), specific reasons which necessitated the appointment and number of days/ sessions for which sanction is given (mere ground of efficient supervision will not be considered enough).”

- (k) The Superintendent shall see that the allotment of turns to the Assistant Superintendents etc., leaves no room for a legitimate grievance. The Assistant Superintendents should, so far as possible, be allotted different places of duty every day. A duty chart of supervisory and the service staff engaged at the centre has been provided in the Superintendent's file-Form No. S.F. 22. This form should be completed on the first day of the examination and should be available for inspection by the Inspector of Centres.
- (l) The rows of candidates to be allotted to various Assistant Superintendents should be kept a secret and communicated to the persons concerned only a short while before the commencement of the examination.
- (m) In case the Superintendent has been asked to arrange for an Assistant Superintendent locally, he should appoint someone not related to the candidates in any way and communicate the name to the University for approval and record.
- (n) One Deputy Superintendent shall be appointed for every centre to assist the Superintendent. The Deputy Superintendent will be an additional hand over and above the ratio of 1:30. On

a day when the number of candidates does not exceed 30, the Deputy Superintendent shall perform the duties of the Assistant Superintendent also. An additional Deputy Superintendent may also be appointed at the discretion of the Controller of Examinations in case the situation at a particular Centre so warrants.

- (o) All the members of the Supervisory Staff will be paid T.A./ D.A. as per University Rules when posted out of station.

(E) Creation of Examination Centres

1. The examinations shall ordinarily be held in the state of Haryana at such centres as may be approved by the Vice-Chancellor. A Centre outside the State of Haryana may also be created for any special reasons.

Out-of-the-way places, where it is not possible to exercise effective supervisory control, shall not be created Examination Centres.

2. Application for creation of an Examination Centre will be considered only if the minimum number of candidates likely to appear at the proposed Centre is as stated below :

- (a) A Centre for each Professional Examination will be created irrespective of number of candidates.

- (b) Combined Centre for men and women.

If more than one examination is held at a Centre, the requirement of minimum number of candidates under these rules shall not be necessary.

- (c) For supplementary Examinations  
the minimum number of                      70 for men  
and  
candidates for retaining a                      30 for women  
Centre on any one day shall be :

- (d) The minimum number of  
Candidates for creation of a                      75  
Centre for M.Sc. Parts-I and  
II combined shall be:

3. Creation of Centre shall further be Subject to the following conditions:-
  - (a) Satisfactory and adequate arrangements are available.
  - (b) It shall be obligatory on the part of recognized institutions where Centres are created, to provide suitable accommodation and adequate furniture free of charge and to undertake full responsibility for the prevention of the use of “unfair means” at the Centre. The management of the institution concerned shall take disciplinary action against a member of the staff where it is proved that unfair means were used with his help or connivance, and report the same to the Controller of Examinations. In the case of Government Institution, the Director of Higher Education, Haryana, would take necessary action.
  - (c) If any Institution fails to prevent copying or outside interference in the Centre of examination, the Vice-Chancellor may either abolish the centre of Examination or impose a penalty as prescribed or more and allow the continuation of the Centre. In the latter case all the Supervisory Staff for this Centre shall preferably be appointed from outstation or from another Institution.
4. The application for creation of a Centre should be submitted by the College concerned Direct to the University so as to reach three months before the date fixed for the commencement of the examination.
5. If the number of candidates at a Centre already sanctioned has fallen below the prescribed minimum, the Centre will be discontinued. In order to determine, the number for retaining a Centre, the average of the last three days will be taken into consideration.

## (F) Change of Examination Centres

1. Ordinarily, a candidate shall have to take the examination at a Centre fixed by the University. If, however, a candidate wishes to take examination at some other Centre, he/she shall make an application on the prescribed form accompanied by the prescribed fee.
- 2.1 Application for change of Centre shall be submitted through the Head of the Institution concerned in the case of a College candidate; and through the person countersigning the admission form in the case of a Private Candidate.
- 2.2 A candidate may be permitted to change the examination Centre under the following circumstances:
  - (i) If he or his father or legal guardian is transferred and the fact of transfer is certified by the Head of the Office or Department in which he or his father or legal guardian is employed.
  - (ii) If the change of Centre is necessitated by reasons of his ill health and the fact of illness is supported by a Certificate from a Govt. Doctor of Gazetted Rank or the University Medical Officer.
  - (iii) The Controller of Examinations may, in order to avoid hardship, permit change of Centre in an exceptional case.
- 2.3 The application must be accompanied by two copies of the candidate's photograph bearing candidate's signature in full duly attested on the back by the Officer mentioned in Clause 2.1.
- 2.4 Application and fee for change of Centre shall be entertained up to one month before the date of commencement of the examination concerned except that in case of Government servants such applications may be entertained up to 15 days before the date of commencement of examination.
- 3.1 The fee for change of Centre from one station to another shall be charged Rs. 1000/- as prescribed by the University.
- 3.2 The fee is not refundable unless the change has been rejected by the University. The application for refund shall be entertained only if received within three months from the date of issue of the letter rejecting the application.

(G) Special Arrangements for Amanuensis  
(Writer of Answers)

1. A candidate may be allowed help of an amanuensis (writer) if -
  - (i) he is blind ;
  - OR
  - (ii) he is permanently disabled from writing with his own hand ;
  - OR
  - (iii) he is temporarily disabled from writing, such as fracture of the right or left arm, fore-arm or dislocation of a shoulder, elbow or wrist. etc.

Such candidate(s) shall produce a Certificate from a Professor of the specialty concerned of a Medical College, and where there is no Medical College, from a Govt. Doctor of a Gazetted rank or the University Medical Officer to the effect that the candidate is unable to write his answer-books because of the temporary disablement.

- 2.1 On a written request from the candidate, through the Chairperson of a teaching Department/ Principal of a College, the Controller of Examinations shall appoint an amanuensis and inform the Superintendent of the Centre concerned. Such application should accompany with the requisite fee/ charges prescribed in this regard and Medical Certificate from the competent authority as referred under Clause 1 above.
- 2.2 In case a person's Physical handicap is such as to render him incapable of answering the paper in his own handwriting within in the prescribed time, an extra time up to one hour for a paper may be allowed. For blind persons, however, the extra time of one hour will be allowed. The medical certificate submitted by the candidate must have a specific reference in this regard.

Extra time for answering the question paper may be allowed in the following circumstances only :

- (i) one hour to blind candidates; and
- (ii) upto one hour to a person whose personal handicapness is such as to render him in capable of answering the paper in his own hand within the prescribed time. The candidate at Sr. No. ii is requested to submit a

proper medical certificate from the competent authority as prescribed under Clause 1 above, specifically mentioning that as a result of handicaps the writing power of the person concerned has been reduced considerably.

3. The amanuensis shall be of a lower grade of education than the candidate and may be from the same institution to which the candidate belongs.
4. The Superintendent shall arrange for a suitable room for the disabled candidate and put on duty there one additional Assistant Superintendent for him out of the list supplied by the University Office.
5. The candidate, other than a blind or permanently disabled person, shall pay in advance to the University, the expenses involved in the appointment of an amanuensis, per paper as prescribed fee for the writer and also the remuneration payable to the additional Assistant Superintendent at the rate prescribed under the Ordinance-Rates of Fee and other charges.
6. The dues of the writer and the Assistant Superintendent will be included in the bill of the Supervisory Staff by the Superintendent of the Centre concerned.

Duties of the Superintendent-in- Chief  
during the University Examinations:

The Director/ Principal of the institution where centre of Examination is created shall be the Superintendent-in-Chief. In case of inability of the Director/ Principal to function as Superintendent-in-Chief or whose ward (son, daughter, brother or sister or any other near relative) is taking the examination at that Centre, the next available senior member of the College Staff will act as Superintendent-in-Chief. The name of teacher may be intimated to the Controller of Examinations immediately for necessary action by the Office.

1. The Superintendent-in-Chief shall receive the parcels containing question-papers pertaining to the Centre(s) in his college and keep them in his safe custody till these are delivered to the Superintendent on the relevant days of the

examination. The envelopes shall be kept in a steel almirah, the keys of which will remain only with the Superintendent-in-Chief.

The Almirah will be kept in a safe room. The room will have a double lock. Both the keys of one lock will remain only with the Superintendent-in-Chief and of the other lock with the Superintendent. As soon as the Superintendent arrives, the Superintendent-in-Chief will show him all the question-paper envelopes pertaining to the Centre and the Superintendent will compare the question-paper envelopes with the Centre Statements as provided in Rule 2 of the Book of Instructions for Superintendents and the Supervisory Staff. Thereafter, the Superintendent will arrange the question-paper envelopes datewise, separately for morning the evening session and keep them in the almirah and handover the keys to the Superintendent-in-Chief. On each date of examination, the Centre Superintendent will obtain the question-paper envelopes from the Superintendent-in-Chief half an hour before the Commencement of morning session, sign the requisite Certificate on the question-paper packet and get it countersigned by the Superintendent-in-Chief, in token of the seals being intact at the time of receipt of the packet(s). Supdt-in-Chief will ensure that the question paper packet being delivered to the Centre-Supdt. as per date-sheet.

2. He will be responsible for smooth functioning of the Centre from day-to-day and maintenance of proper discipline at the Centre.
3. He will ensure that a day before the commencement of the examination satisfactory arrangement of seats according to confidential list is made in such a manner as to render all communication between the candidates impossible.
4. He will go round the College to inspect the Centres.
5. He will send a weekly report about the functioning of the Centres.
6. He will have the stock of answer-books checked and initial the stock entries in the stock register in token of their correctness.
7. He will also see that issue of answer-books to the Centres in his College is regulated.

8. He may replace any member of the staff if his/her conduct during the examination is found unsatisfactory and report the matter to the Controller of Examinations. He will also make arrangement if any member of the Supervisory Staff does not turn up.
9. He may seek the help of the District Authorities (Deputy Commissioner, Superintendent of Police, as the case may be) in case there is any apprehension of breach of peace.
10. In case the Principal of the College has to leave the station on urgent work, he shall appoint the senior member of his staff as Superintendent-in-Chief during his absence and send an intimation to this effect to the Controller of Examinations.
11. The Supervisor for outside duty will be deputed by the Superintendent of the Centre of Examination from amongst the Supervisors appointed at the Centre.
12. He will see that the examination at the Centre is conducted smoothly. He will not interfere in the day-to-day functioning of the Superintendent who will be directly responsible to the Controller of Examinations.
13. All unfair means cases will be sent by the Superintendent direct to the University Office and not through the Superintendent-in-Chief.
14. He will co-ordinate the working of the Centre(s) in his/her College and effect merger of Centres into one or two as necessary; keeping in view the capacity of the building and the number of the students and issue instructions to the Superintendent in this regard. He will ensure that-
  - (a) Separate absentee memos in regard to each Centre originally allotted to the candidates throughout the examination even if the candidates are transferred from one Centre to another on amalgamation, are used and original Centre Number of candidate(s) is indicated;
  - (b) Similarly separate Signature Charts in respect of each Centre originally allotted to the candidates are used throughout the

examination even if the candidates are shifted from one Centre to another on amalgamation.

For this purpose, the Superintendent of the original Centre is required to pass on to the Superintendent of the day the Signature Sheets to the Centre(s) at which the candidates are seated.

- (c) If the maximum number of candidates on a day in a session is 250 and the sum total of the candidates in a session falls below 250, the Superintendent-in-Chief will merge the Centre into one or two as deemed fit provided that no Centre shall be broken or merged if the number of candidates in a Centre in a day is 50 or above;
  - (d) While effecting the merger as in (c) above the Superintendent-in-Chief shall see that as far as possible equal number of duties are allotted to Superintendent, Deputy Superintendents, Assistant Superintendents, Clerks and other staff;
  - (e) Separate subject-wise memos. of answer-books pertaining to each centre are prepared by the Centre Superintendent of the amalgamated centre. The memos., so prepared are to be placed outside the respective sub-packets of answer-books for each Centre;
  - (f) Where by merger of the Centres the number of candidates is above 200 and separate memos. are to be used, the Superintendent-in-Chief may appoint an additional clerk;
  - (g) All sub-packets pertaining to each centre are placed in the main bundle to be sent to the Assistant Registrar (Secrecy).
15. It will be the responsibility of the Superintendent-in-Chief to provide the required service staff. However, while appointing such staff the integrity and honesty of the staff should be kept in view.

## A. For Passing:

1. A candidate, who fails in one or more paper(s)/ subject (s) and/or in the aggregate, shall be given grace marks upto 1% of the aggregate, marks of that semester examination excluding sessional marks provided that by addition of these marks he/she passes the examination or is placed under compartment or earns exemption.
2. The grace marks shall be added to the paper(s)/subject (s). The remaining grace marks, to the extent still necessary, shall then be added to the aggregate and the same number of marks shall be added to a subject in which the candidate secured the lowest percentage of marks.
3. While awarding grace marks, fraction upto .5 or above shall be rounded to the whole number and fraction below .5 shall be ignored.

## B. For Improvement of Division

For a candidate who appears or re-appears in the following examinations in one or more Paper (s)/ Practical (s) etc. shall be given grace marks, as under, for the award of higher division/result, as the case may be:-

- (i) Bachelor's and Master's Degree in Faculties other than the Faculties of Law, Engg. and Technology and Medical sciences.

Grace marks upto 1% of the total marks of the previous and final year exams. excluding sessional marks, provided that with these marks he/she improves his/her division from III to II or II to I, or the result from 54.5 to 55% marks. Provided that rules of improvement from 54.5 to 55 shall be applicable for Master's degree only.

- (ii) In case of Bachelor/ Masters degree in Faculties of "Engineering and Technology" and "Pharmacy" the grace marks upto 1% of the total marks of the last two semesters/ annual examination excluding sessional marks, subject to a maximum of 15 marks may be awarded provided that with these marks a candidate improves his division from III to II or II to I or he improves the score from 54.5 to 55% provided that rule of improvement of score from 54.5 to 55% shall be applicable only for Master Degree only.

Grant of Mercy chance is allowed to those students who got re-appear and could not pass the examination within maximum duration of programme on the recommendation of the committee constituted for the purpose and for those students who want improvement of "Division"/ "Score" after maximum duration of programme. Such candidates will have to pay a fee of Rs. 5000/- per paper subject to a maximum of Rs. 10,000/-.

## 1. Approval of Study Centre.

- 1.1 A study centre can be started only by an Institution run by a Registered Society under the Registration of Society Act in the State where the study centre is intended to be started OR a Trust with the objective of imparting education. The study centre can only be opened in an area where there is no restriction of starting institution by the apex bodies of the respective local self Government/ authorities such as Municipalities/HUDA. For this purpose, the concerned society/trust will submit a clearance certificate for running the educational institution/study centre from the authorities concerned alongwith the application.
- 1.2 The institution intending to be a study centre must have regular faculty and adequate infrastructural facilities required as per norms and standards prescribed by the University. The existing institution running regular courses will be given weightage while giving approval to study centre.
- 1.3 The institution will send a sum of Rs. 25000/- as application processing fee (non-refundable) in the shape of Demand Draft drawn in favour of Registrar Guru Jambheshwar University of Science & Technology Hisar alongwith application form (duly filled) obtainable from the Directorate of Distance Education by post by sending a demand draft for Rs. 550/- or by deposit of Rs. 500/- in cash with the University Cashier. Provided that the processing fee of Rs. 25,000/- may be refunded in the following cases: (1) When the inspection has not been got done by the University and the Institute has requested for refund of fee. (2) University decides not to allow to open study centre before the visit of Inspection Committee.
- 1.4 On receipt of the application followed by its scrutiny, the University will get the infrastructure and other facilities available with the applicant institution inspected by sending an inspection team.

The inspection team appointed by the University will inspect the institute and will submit the inspection report of the Institute in the prescribed format alongwith videography and photographs of the infrastructure available in the institute. Videography and

photographs of the visiting team with the Director of Institute in the premises of the Institute will also be attached with the inspection report. The Director of the Institute will arrange photographer for the purpose at the expenses of the Institute.

- 1.5 On positive recommendation by the Inspection Committee and its approval by the Vice Chancellor, the study centre will have to deposit cash security of Rs. 1.00 lakh by way of Demand Draft drawn in favour of Registrar Guru Jambheshwar University of Science & Technology, Hisar payable at Hisar or by depositing cash in the accounts branch of this University immediately after receiving an advice to this effect from the Directorate. The letter of approval will be issued thereafter.

If the recommendations of the Inspection Committee are negative, the Institute will not be given approval. In that case the institute will be required to apply afresh after a gap of at least 6 months from the date of last inspection. The Institution/ Society/ Trust will be required to apply afresh along with all required documents as per norms & standards fixed by the University along with processing fee of Rs. 25,000/-.

- 1.6 In addition, the following non-refundable fee will be payable alongwith the security by the centre as per the following rates :-

a) <u>National/State capitals/UTs</u>	-	<u>Rs. 1.00 lac</u>
b) <u>District Headquarters</u>	-	<u>Rs. 50,000/-</u>
c) <u>Other towns &amp; cities</u>	-	<u>Rs. 25,000/-</u>

## 2. Change of Address / Location:

- 2.1 No Study Centre will be allowed to change its address / location without prior approval of the University. If the change becomes necessary for any reason, the Director of the Study Centre will make application to the University with a fee of Rs. 25000/- for the purpose and the University in turn will appoint an Inspection Committee for inspection of infrastructure and other facilities at the new location in the same manner as is in done for creation of new study centre. The expenditure on account of TA/DA along with inspection fee of Rs. 1000/- per member of the Inspection team will be borne by the University. Change of location / address will be allowed only on positive recommendation by the inspection team and its approval by the Director Distance Education.

### 3. Approval for Additional Courses:

- 3.1 If a study centre, once approved for running particular course(s), subsequently makes an application for additional courses it will have to send a processing fee of Rs. 25000/- (non-refundable) separately with an application form duly filled in as is done for creation of a new study centre.
- 3.2 On receipt of application, the University will get the centre inspected for additional courses(s). On positive recommendation of the committee, followed by its approval by the Vice-Chancellor the centre will be allowed to run additional course(s).
- 3.3 However, if a centre applies for both i.e. the change of location and for additional courses, in one application, single processing fee of Rs. 25,000/- will be charged.

### 4. Continuation Fee:

Each study centre will pay Rs. 10000/- p.a. as continuation fee for each component i.e. (i) computer courses and (ii) other courses including Management, Mass Communication and Environmental Management subject to a maximum of Rs. 20000/- by 31<sup>st</sup> December of every year from the succeeding session from which the approval is granted failing which a late fee of Rs. 1000/- p.m. will be charged up to the month of March of succeeding year. No further extension will be granted after the said month and the centre will be liable to be closed without notice. The consequence of closure under such a situation will be the same as for winding up of a centre at their own i.e. the centre will be liable to pay as compensation an amount equivalent to the amount of security deposit. The security will be forfeited if the compensation money will not be deposited by the centre. If a study centre submits the request for disapproval before 31<sup>st</sup> December, the last date for submission of Continuation fee and no admission is made during the session, continuation fee may not be charged.

### 5. Duties and Responsibility of the Study Centre:

- 5.1 After issue of admission notification by the University, the study centre will purchase sufficient number of prospectus from the University for onward sale to the candidates interested in seeking admission in the courses for which the centre stands approved. To afford benefit of education to wider spectrum of candidates, the centre will also issue local advertisement at its own expense and also hold counseling of the parents and students in the premises of

the centre. The centre, issuing local advertisements etc. will get the draft approved from the Directorate of Distance Education, Guru Jambheshwar University of Science & Technology, Hisar.

- 5.2 The centre will receive from the candidates application forms for admission, prescribed fee, the original certificate specified in the prospectus alongwith photocopy thereof by the last date of admissions notified by the University. The admission form and photocopy of certificates are to be attested by the Director of the Institute himself / herself. It may be noted that this attestation cannot be delegated to any other official of the centre. The attestation will comprise of the signature and official seal incorporating name, designation and address of the Institution. The application will be scrutinised by the centre and only such application will be accepted by them which fulfill the eligibility criteria for taking admission in a particular course given in the prospectus. In the event of a wrong admission and acceptance of fee from ineligible candidates, the study centre will be liable to make good the loss incurred to the students and University will have no liability on this account. In case of any doubt the centre will seek prior clarification in writing from the University. 50% fee will be refunded in case any candidate is found ineligible for admission to the particular course applied for. However, no fee will be refunded in case a candidate discontinues studies after admission for whatsoever reasons.
- 5.3 After scrutiny of the application, the course wise list of eligible candidates, their application / admission forms, details of fees remitted / being remitted to the University, original certificates and attested copies thereof will be sent to the University alongwith covering letter.
- 5.4 No admissions after the cut-off date will be made by any centre and if detected, the same will be summarily rejected. The admission forms etc. complete in all respect must reach the Directorate of Distance Education of the University within 10 days in case of outstation centres and within 3 days in case of local centres of the last date of admission notified by the University. The admission forms received thereafter will summarily be rejected and the centre will be liable to return the full fee to the students and make good the loss if any, caused to the students on this account. If the name of any candidate for admission is not included in the list sent by the study centre and only admission form is sent to the Directorate of Distance Education for admission, such candidate will be treated as direct student of the University and the centre will not be paid any share of fees in respect of such admission. The same concession of 10 days / 3 days will also apply to all the cases for which a particular date for receipt of Project Reports, Training Reports, Assignments, examination forms, has been prescribed by the University. It is however made clear that draft / cash / remittance to PNB/UBI payment of fee will

be accepted if the draft / cash payment is of / made not more than one day of the last date of receipt of forms and other documents. The concession of 10 days and 3 days is only for the purpose of consolidation of record documents by the centre and its despatch to the Directorate. Postal delay will not be an excuse for relaxation exemption.

- 5.5 The centre will depute a senior person to have the admissions finalised from the Directorate of Distance Education by getting the eligibility checked so as to finalise the admission in a time bound manner in the interest of institute and the students. After finalisation of the admission the representative of the study centre will collect the list of the admitted candidates, study material etc. from the Directorate of Distance Education Guru Jambheshwar University of Science & Technology, Hisar.
- 5.6 The study centre will be responsible to collect the study material, assignment, syllabus etc. from the Directorate of Distance Education or any other place specified by the Directorate for distribution of study material. In case of study centre(s) located at a far off place where from it would not be possible / viable to come personally to collect the study material, the Directorate of Distance Education will send the same by Rail / Courier / Transport / Post on the request of the study centre and the transportation charges will be borne by the centre.
- 5.7 In the beginning of the each semester / session, the study centre will finalise a schedule / time table of the classes to be organized for the respective courses and convey the same to the students with a copy endorsed to the Director, Distance Education, Guru Jambheshwar University of Science & Technology, Hisar.
- 5.8 The centre will be responsible for imparting 25 hrs or more teaching for each theory / practical papers in a year for annual courses and 15 hrs or more teaching per theory / practical papers per semester for semester courses according to the need of the students. After conclusion of the semester / session the centre will report to the Directorate of Distance Education, the number of classes actually held for each paper and shall certify that the classes were held as per norms.
- 5.9 Before the commencement of the session the centre will send to the Directorate of Distance Education, the lists of course wise faculty alongwith their detailed signed bio-data. In the case of guest / visiting faculty engaged for holding classes, their written consent with full addresses will also be conveyed.

- 5.10 It will be incumbent upon the study centre to assist the University in creation of examination centre, conduct of examination at their own premises or any other location identified by the University. The University reserves the right to create examination centre according to its need and requirement.
- 5.11 The centre will keep the students aware of all information emanating from the University / Directorate with respect to admission, deposit of fees, date sheet for exam, declaration of result etc. and will adequately counsel the students and their parents regarding all matters connected with a particular course. Such services will be provided from time to time by the centre to the candidates during whole duration of the course.
6. Share in Fees / Remittance of Fees:
- 6.1 For the facilities/student support service/prescribed teaching provided by the centre, the University will pay share in fees to a study centre equivalent to 40% of the fee received from the students enrolled at a particular centre for non computer courses and 50% for the computer courses , M.Sc. (Maths.) and MBA programmes.
- 6.2 The study centres will send all the installments of fees to the University w.e.f. the session 2009-10 after retaining their share of fee in the ratio already approved by the university. The examination fee, registration fee/ continuation fee and the share of the university will be sent by the study centres alongwith 1<sup>st</sup> installment of fee of the session. The late fine, if any, will also be sent to the University.
- 6.3 No centre is permitted to charge more than the prescribed fees from the students enrolled to the courses of this University. Any complaint in this regard will be viewed seriously and may entail cancellation of the centre and forfeiture of the security deposit. The accounts of fee charged from the students will be subject to surprise inspection and random scrutiny by the Directorate.
- 6.4 The student once admitted to a study centre will not ordinarily be allowed to change the study centre. However, the change of study centre may be allowed on valid grounds in 2<sup>nd</sup> semester which will be effective from 3<sup>rd</sup> semester for apportionment of fee except that a student admitted to a study centre can become direct student of the University at any stage. For change to study centre NOC from both the centres with a fee of Rs. 1000/- should be sent to the Directorate atleast 15 days before the last date of payment of fee of that semester.

## 7. General Instructions

- 7.1 The centre will discharge their duties in a pious manner and none of their action should be detrimental to the interest of the students and image of the University / the centre itself.
- 7.2 The centre will not charge excess fees and excess price of the prospectus, impart any misleading information to the students / parents, make unauthorized use of University LOGO, create sub centre(s) franchises etc. The centre will also provide University prospectus to every student so that the student must himself know the fee structure, syllabus and all other events related to his course of study.
- 7.3 No centre will make use of any place other than its own premises for holding of classes / counseling for admission or will enter into any MOU or latent agreement for admission of students of other study / coaching centre which are not approved by this University.
- 7.4 The centre may like to impart learning, over and above the one stipulated in prospectus in the interest of the students and as a goodwill gesture. Even in that event the centre will not accept / demand any extra fee from the students.
- 7.5 The study centre will be liable to provide its services to the candidates for the whole duration of each course and will not disband the study centre in mid way of any course. In case of discontinuation of study centre in the mid session or during the currency of programme, the study centre will be liable to pay the University an amount equivalent to the sum of the security deposit.
- 7.6 No study centre is authorized to open any sub centre or engage the services of any franchisee to run the courses of this University.
- 7.7 In case of unsatisfactory performance of the study centre, the University reserves its right to disapprove the centre and withdraw the candidates there from by giving one month's notice. In such a situation the centre will be liable to make good the loss caused to the University, subject to maximum of the amount of security deposit.
- 7.8 In case of any dispute between the parties, the matter will be referred to Arbitration of the Vice Chancellor or his nominee whose decision shall be final in the matter. The provision of Indian Arbitration and Reconciliation Act, 1996, will apply to these proceedings.
- 7.9 Any violation of the aforesaid conditions will make the study centre liable for all the consequences arising out of the litigation, if any, brought by the aggrieved student in the court of law.

## Ordinance-XXVI Doctor of Philosophy (Ph.D)

### Click for Revised Ordinance - Doctor of Philosophy (Ph.D).

1. The Degree of Doctor of Philosophy (Ph.D.) may be awarded in various Faculties/Schools of the University.
2. Subject to the general guidelines issued by the Academic Council, research studies in the University leading to the Degree of Doctor of Philosophy shall be organized by various Boards of Post Graduate Studies & Research in the departments/school.
3. Academic Eligibility:  
A candidate who wishes to be accepted as a candidate for Ph.D. research programme must satisfy the following academic criteria:
  - i) Master 's degree with at least 55% marks in aggregate in the subject concerned or in an allied subject.  
OR
  - ii) For Haryana School of Business: (a) Master's Degree or any other degree recognized equivalent thereto in (a) Business Administration or Economics or Commerce or in allied subjects with at least 55% marks OR (b) Two years Post Graduate Diploma in Management recognized as equivalent to MBA by AICTE/AIU with 55% marks or equivalent grade therein.
  - iii) The provision of relaxation of 5% in marks in eligibility condition and 20% in reservation of seats department-wise will be applicable for SC/ST candidates for admission in Ph.D. programme.

NOTE : The allied/relevant subject will be decided by the Departmental Research Committee.

#### 4.1 Procedure for Admission to Pre Ph.D. Course:

- i) Applications for enrolment to Pre-Ph.D. course shall be advertised once in a year normally in the month of September/October.
- ii) The University shall make admission to Pre-Ph.D. course through an entrance test. The syllabi of Entrance Test will be decided by the concerned Teaching Departments/School based on core courses of the qualifying P.G. programme. The detailed syllabi will be uploaded by the department on the University Website.
- iii) Entrance Test will be of 100 marks and a candidate must secure 50% marks to qualify the same (45% for SC/ST candidates).
- iv) The following categories of candidates are exempted from Entrance Test and their admissions will be over and above the seats available

in the departments/schools of the University:

- a) Regular teachers of Guru Jambheshwar University of Science & Technology and Foreign students.
- b) The candidates who have qualified JRF (valid) conducted by the UGC/CSIR/DBT/ DST and ASRB. These candidates may join Ph.D. programme in the University on the recommendations of the Supervisor and the Chairperson of the department concerned any time during the academic session and they will have to qualify their Pre-Ph.D. course in the subsequent session. They will apply through prescribed application form given in the prospectus.
- v) In case number of applicants who qualify the Entrance Test are more than the number of seats available, then the merit list for admission to Pre-Ph.D. course shall be prepared by Department/ School according to the following criteria:
  - a) 30% weightage of marks in the Master 's degree examination.
  - b) 20% weightage of marks in the Bachelor's degree examination.
  - c) 50% weightage of marks in the Entrance Test.
  - d) There will be an additional weightage of 3 marks for M.Phil degree and 2 marks for UGC-NET qualification, if any.
- vi) Entrance test shall be followed by an interview to be organized by the Department/ School concerned. At the time of interview, doctoral candidates are expected to discuss their research interest/area.
- vii) The number of seats for Pre-Ph.D. Course in each subject will be as per availability of seats in the respective Department/School of the University.
- viii) The Admission Committee of the Department will consist of Dean of Faculty concerned, Chairperson of the Department, one Professors, one Associate Professor, One Assistant Professor by seniority and rotation and a nominee of the Vice-Chancellor. All members must satisfy eligibility conditions to be the Ph.D. Supervisor. The Admission Committee will have a term of one year.
- ix) The result of Entrance Test will be considered for admission to Ph.D. only during the session in which the test was held and the same will not be considered in the subsequent year (s), that is, if a candidate wants to be considered for admission next year, he/she will have to appear for test afresh.

#### 4.2 Procedure of Relaxation in Pre-Ph.D. Course:

The Managers, Senior Scientist, Senior Administrators/Corporate Officers/Officers working in various Industries/Institutions of national repute may apply for relaxation of one semester Pre-Ph.D. Course subject to the following condition:-

- i) Such candidate should have minimum 5 years working experience of the supervisory nature in an Industry/ Institution of national repute and they will be required to submit No Objection Certificate and Experience Certificate from their employers along with their application form meant for Entrance Test for admission to Pre-Ph.D. course.
- ii) The exemption from the Pre-Ph.D. course will be given only on some limited seats with the prior approval of the Vice-Chancellor subject to availability of guide/supervisor for such candidates in that department.
- iii) These seats would be of supernumerary nature and limited in number. Further, the candidates of this category will compete with each other for admission against this category i.e. separate merit list will be drawn for them without requirement of minimum qualifying marks.
- iv) Admission of such candidates will be through Entrance Test to be conducted by the departments. Further, they will qualify Pre-Ph.D. examination along with the other regular candidates.
- v) The candidate seeking exemption from the Pre-Ph.D. Course of one semester will be required to undergo for a 15 (fifteen) days capsule course of Pre-Ph.D. syllabi. It will be conducted by all the teaching departments any time at a stretch during the period of Pre-Ph.D. course work of six months latest by 31<sup>st</sup> May of the year.
- vi) Provided further, if a candidate admitted under this category opts to undergo full Pre-Ph.D. course of one semester he/she will have to produce a relieving certificate from the employer, as the other candidates do for this purpose.
- vii) It will be clearly mentioned on the degree whether the same has been awarded in accordance with the UGC guidelines or not. Say Yes/ No (Strike which is not applicable). It will be mentioned clearly on the degree that the person has been awarded degree by attending 15 (fifteen) days capsule course or Pre-Ph.D. Course of six months duration.

#### 5. Pre-Ph.D. Course Work:

- i) The duration of the Pre-Ph.D. course will be of one semester except the candidates covered under Clause 4.2 above.

- ii) The Department/School concerned shall design the Pre-Ph.D. course as per latest guide lines of UGC which are:  
“The Pre-Ph.D. course must include a course on research methodology which may include quantitative methods and computer applications. It may also involve review of published research in relevant area”.
  - iii) The scheme for Pre-Ph.D. course work is as under:  
PPD-101: Research Methodology  
PPD-102: Review of Literature and Seminar (in Relevant Research Area)  
PPD-103: Departmental – Elective Course (in Relevant Research Area)
  - iv) Number of research papers for review may range between 20 to 30 and a committee of three teachers duly constituted by the Dean and headed by the Chairperson/ Director or senior teacher of the department/ school may evaluate the completion of paper `PPD-102: Review of Literature and Seminar' at department level.
  - v) The Chairperson/ Director of the Department/ School shall finalize supervisors for the candidates admitted in Pre-Ph.D. course within one month of commencement of course so that the scholars may also get necessary guidance for the paper `PPD-102: Review of Literature and Seminar' and start preparing synopsis for their research proposal.
  - vi) The qualifying marks in each paper of the course work shall be 50%. If found necessary, the Chairperson/Director of the Department/ School may allow a candidate to undertake any additional course work in any sister department of the University.
  - vii) There will be internal evaluation of Pre-Ph.D. examination. The Pre-Ph.D. examination will be conducted in the last week of June and the award of the same will be submitted by the Chairperson/ Director of the department concerned to the Controller of Examinations in First week of July and the result will be declared within 2<sup>nd</sup> week of July. Reappear examination for Pre-Ph.D. course shall be conducted within three months and a second chance shall be given with next batch.
  - viii) It is only on satisfactory completion of Pre-Ph.D programme, which shall be an essential part and parcel of the Ph.D. programme, that a candidate shall be eligible to apply for registration in Ph.D. programme.
6. Process of Registration for Ph.D. programme:
- 6.1 Application(s) from eligible candidates on the prescribed form for registration for Ph.D. programme alongwith synopsis of research proposal shall be considered by the Departmental Research Committees (DRC) twice a year as under:

- i) Applications received upto 1<sup>st</sup> August will be considered by the Departmental Research Committee by 31<sup>st</sup> August.
  - ii) Applications received upto 1st February will be considered by the Departmental Research Committee by last day of February.
- 6.2 The Chairperson/Director of the Department/School concerned shall place the application(s) before the Departmental Research Committee. The candidate(s) will be invited to defend their synopsis/research proposal(s). The Departmental Research Committee may:
- (i) recommend the research proposal for consideration by the Board of Post-Graduate Studies & Research (PGBOS&R).  
OR
  - (ii) suggest suitable changes in the research proposal.  
OR
  - (iii) reject the proposal.
- 6.3 The Departmental Research Committee shall consist of all the regular faculty members of the department with Ph.D. Degree. However, outside member may be associated with the permission of the Vice-Chancellor.
- 6.4 The Departmental Research Committee will adopt the following procedure:
- a) While considering the applications for registration, the DRC will consider the synopsis submitted by the candidates.
  - b) While recommending the registration of the candidate for consideration by Board of Post Graduate Studies & Research, the DRC shall clearly state whether in its opinion:
    - i) the subject proposed for research is suitable or not.
    - ii) the supervisor(s) recommended is/are eligible or not.
- However, if the DRC decides so, may either reject the application or may suggest suitable changes in the topic of research for reasons to be recorded.
- c) In special circumstances viz. in the case of subjects of interdisciplinary/interspeciality nature, the DRC may recommend the appointment of Joint Supervisor who can be from other universities as well, for reasons to be recorded. In no case, there shall be more than two Supervisors. The

qualifications for a joint supervisor will be the same as prescribed for the single Supervisor except in the case of an eminent scholar.

- 6.5 The recommendations of the DRC for Ph.D. registration shall be placed before the PGBOS&R for its consideration and approval. The meeting of the PGBOS&R will normally be held within one month of the approval of the DRC.
- 6.6 After the approval of the Academic Council, the candidate shall pay the registration fee, etc. within a month of the date he/she is directed to deposit fee failing which his/her registration may stand cancelled automatically. However, the Vice-Chancellor in special circumstances may extend this period.
- 6.7 The date of registration of the research scholar shall be the same on which the PGBOS&R recommends the registration of the candidate.
- 6.8 The Chairperson/Director of the Department/School shall provide infrastructural facilities to the scholars on continuous basis.
7. Modification in Topic of Research:

A candidate may, normally not later than one year after his registration, modify the topic of his/her subject on the recommendations of the Board of Post Graduate Studies & Research. However, minor modifications may be allowed later on, on the recommendations of the PGBOS&R and with the approval of the Vice Chancellor.

8. Qualifications of the Supervisor/Joint Supervisor:

A Professor may supervise at any one time not more than 8, Associate Professor 5, Asstt. Professor (if he/she possesses Ph.D. Degree and minimum three years teaching experience) 3 candidates. On the recommendations of the Board of Post-Graduate Studies and Research, the Vice-Chancellor may permit these limits to exceed marginally on special grounds to be recorded. Only the regular teacher can become supervisor. No fresh registration will be allowed by PGBOS&R/ Academic Council to teachers who proceeded on Extra Ordinary Leaves. However, in the case of teacher on EOL/Retired/Left the University may allow him/her to continue to act as supervisor if major part of research work has already been completed under their supervision.

- Note: (a) In case where a Supervisor is working as joint supervisor of a Research Scholar, in such case the number shall be counted as half (1/2).

- (b) After the submission of Ph.D. thesis by the Research Scholar, the said seat of the teacher concerned will be considered as vacant.

9. Change of Supervisor:

The change of Supervisor may be allowed:

- i) in case the Supervisor has expired or has left the service of the University.
- OR
- ii) by mutual consent of both the Supervisor and the Research Scholar.
- OR
- iii) in case of extreme hardships where it becomes almost impossible for a candidate to continue his/her research work with the Supervisor or in case the Supervisor or the candidate requests for the change of Supervisor on valid/genuine grounds. The candidate or supervisor will represent to the Chairperson/Director of the Department/School, who will put the matter before the DRC and PGBOS&R for decision. However, the change in such cases will be allowed after the approval of the Academic Council.

10. Period of Work:

- i) Every candidate shall submit his/her thesis within a period of four years, but not before two years from the date of his/her registration, failing which his/her registration shall be treated as cancelled. Minimum eligibility period of two years for submission of thesis will be counted from date of PGBOS&R in which supervisor and synopsis were approved. However, the maximum period allowed may be extended, in exceptional cases, by another two years, one year at a time, by the Vice-Chancellor on the recommendations of the Supervisor(s) and the Departmental Research Committee.

However, if a candidate has earlier remained enrolled as a candidate for the degree of Doctor of Philosophy in another University with the same or similar topic (similarity to be determined by the Board of Post Graduate Studies and Research) for not less than one year from the date of previous registration, he or she may, if eligible for registration and registered here, be permitted by the Board of Studies to submit his or her thesis after the expiry of not less than one year subsequent to registration in this University.

- ii) No candidate shall join any other regular course of study or appear at any examination while conducting research. The Vice-Chancellor may, however, allow a candidate to appear in any examination or to attend a course which is conducive to his or her research and is of minor nature, including improvement of any previous result.

11. Medium:

The research scholar shall have to submit his/her thesis in English medium only. However, scholars of Faculty of Media Studies or Religious Studies may submit their thesis in Hindi medium also.

12. Requirements during Registration Period:

- (i) Every research scholar will be required to show continuous progress during the period of his/ her registration and it will be monitored by the supervisor of the candidate.
- (ii) Every research scholar shall be required to submit half yearly report on the prescribed proforma on or before 31<sup>st</sup> of March and on or before 30<sup>th</sup> of September of each year. The Supervisor of the Research Scholar will give his assessment about the progress of the scholar. The Report shall be placed before the Departmental Research Committee for its evaluation in its meeting to be held preferably in the month of April and October. The progress report will be submitted to the Chairperson/Director of the department/school concerned for record. In case two consecutive six monthly reports are unsatisfactory, the Chairperson/Director of the Department/School, on the recommendations of the DRC may recommend to PGBOS&R for cancellation of the registration.
- (iii) Once in a year, the Research Scholar will present a seminar on his/her research conducted in the previous year, before DRC. This seminar will be organized by the concerned Chairperson/Director of the Department/School.
- (iv) The Ph.D scholars shall publish two research papers in refereed journal(s)/book(s) before the submission of the thesis, and produce an evidence for the same in the form of acceptance letter or the reprint. The published papers should also be submitted along with the Ph.D. thesis.
- (v) Prior to submission of the thesis, the student shall make a pre Ph.D. presentation in Department that may be open to all Faculty members and research students for getting the feedback and comments which may be incorporated into the draft thesis under advice of the supervisor.

13. Cancellation of Registration:

The Academic Council, on the recommendation of the PGBOS&R, may cancel the registration of a research scholar whose research work has been reported to be unsatisfactory by the Board of Post-Graduate Studies & Research of the department/school concerned.

#### 14. Appointment of Examiners:

On receiving application/request alongwith an abstract of the thesis including synopsis/chapter scheme from the research scholar duly certified by the Supervisor, that his/her research work is complete and ready for submission, the Board of Post Graduate Studies & Research shall recommend a panel of six specialists in the field for appointment as evaluators for each thesis out of which at least three shall be from outside the State or Country. The Departmental Research Committee will draw a list of sufficient number of specialists keeping in mind their specialization for the consideration of the Board of Post Graduate Studies & Research. The specialist recommended shall be either Professors or persons of eminence and their specialization shall be relevant to the topic of the thesis. Names of only those persons shall be recommended who are known to be physically fit and are able to undertake a journey for the conduct of viva-voce, if invited.

#### 15. Submission of Thesis:

- (i) A candidate shall also submit three copies of the thesis alongwith six copies of the summary of the thesis in about 300 words indicating how far the thesis embodies the result of his own research and in what respects his investigations appear to him to advance the knowledge of subject of his thesis. The candidate may submit the copies of the summary within 10 days of the meeting of DRC in which Pre submission seminar was given, so that COE may get the examiners appointed in anticipation of the submission of the thesis. The summary may be sent to the examiner while seeking their consents for evaluation of thesis.
- (ii) The candidate shall submit his/her thesis within six months from the date on which the PGBOS&R has approved the appointment of examiners provided that the Board of Studies may, for satisfactory reasons, extend the period by a maximum of another six months only.
- (iii) The thesis finally submitted shall be of 200 pages approximately typed both sides (Font- Times New Roman, Size-12 and Line spacing-1.5) excluding title, acknowledgement, contents, bibliography, etc. and shall be a piece of research work characterized either by discovery of new facts or enunciation of a new theory or theories or by fresh interpretation of known facts. In either case, it shall evince the capacity to the candidate for critical examination and judgment. The literary presentation of thesis should be of a high standard i.e. concise, laid out logically and in proper sequence, far from grammatical and typographical errors and referenced properly.

- (iv) Thesis will be accompanied separately by a declaration from the candidate countersigned by the Supervisor and Chairperson/ Director of the Department/School that the material embodied in the present work is based on original research work. It has not been submitted in part or full for any other diploma or degree of any University. Indebtness to other works should also be acknowledged at the relevant places in the thesis by the scholar.

16. Evaluation of Thesis:

- 16.1 The thesis shall be finally referred to two examiners, out of which at least one shall be from outside the State or Country, selected by the Vice-Chancellor from the panel drawn by PGBOS&R. The evaluator will state categorically whether in his or her opinion:

- a) thesis should be accepted for the award of Ph.D. Degree;  
OR  
b) it should be referred to the candidate for presenting it again in revised form;  
OR  
c) it should be rejected.

The evaluator shall state reasons for approval or rejection of the thesis. If he or she recommends re-submission/ rejection, he or she shall specifically indicate what modifications he or she wants the candidate to effect and incorporate in the thesis.

In case one of the examiners rejects the thesis the Vice-Chancellor will send the thesis for evaluation to the third examiner for taking a final decision. If only one of the examiner recommends re-submission with modifications, in that case the candidate shall be asked to modify the thesis and submit the same after having carried out all the modifications within a year with a certificate from the supervisor(s) that all the modifications have been carried out as suggested by the examiner.

A re-submitted thesis shall be examined by the examiner(s) who evaluated the original thesis unless any of them is unable or unwilling to do so in which case substitute(s) shall be appointed from the panel by the Vice-Chancellor. The examiner(s) for the revised thesis will only see whether the objections raised have been met or not.

- 16.2 A candidate whose thesis is rejected shall not be registered again for the Ph.D. Degree with the same topic.

17. Viva-Voce Examination:
- 17.1 The viva-voce examination shall be held by a Board of Examiners consisting of Supervisor and one of the examiners who evaluated the thesis, to be nominated by the Vice-Chancellor, within a period of one month of the receipt of reports of evaluation of thesis. In case both the examiners who evaluated the thesis are unable to conduct the viva-voce, the Vice- Chancellor shall appoint another examiner out of the panel to conduct the viva-voce examination.
- 17.2 The viva-voce examination shall, unless ordered otherwise by the Vice-Chancellor, be held in the University at Hisar. The date, time and subject of the thesis shall be notified by the Chairperson/ Director of the Department/ School concerned among the teachers and the research scholars of the concerned faculty, who may be permitted to be present at the time of the viva-voce examination, but they shall have no right to put any questions to the examinee.
- 17.3 After the viva-voce examination, the reports of all the examiners shall be placed before the Research Degree Committee consisting of the Vice-Chancellor, the Dean of the Faculty concerned, Chairperson of the University Teaching Department and one of the Supervisor/Co-supervisor. It shall be the function of the Committee to consider the reports and to recommend to the Academic Council whether:
- i) The degree be awarded;  
OR
  - ii) The thesis be revised and resubmitted for re-examination;  
OR
  - iii) The thesis be rejected
- Further, provisional degree shall be issued from the date of meeting of Research Degree Committee to such students in whose cases the Research Degree Committee has recommended for the award of Ph.D. Degree.
18. After finalization of the award of Ph.D. Degree, one copy (both hard and soft) will be sent to the University Library and the other to the Department. The third copy may be returned to the candidate. Further, the University shall submit a soft copy of the Ph.D. thesis to the UGC within a period of thirty days, for hosting the same in INFLIBNET, accessible to all Institutions/Universities.
19. Along with the Degree, the University shall issue a certificate certifying that the degree has been awarded in accordance with the

provisions of UGC(Minimum standards and Procedure for award of Ph.D. Degree), Regulation, 2009. Further, the date of award of Ph.D. degree i.e. date of meeting of Research Degree Committee should clearly be mentioned on the Ph.D. degree, irrespective of the date of convocation.

20. Publication of Thesis:

No thesis shall be published without the prior permission of the University. The research scholar may apply to the Chairperson of the Department for permission to publish his/her thesis. The Chairperson/Director will place the request before the Departmental Research Committee which shall satisfy itself that the thesis is in publishable form. It will be guided by the reports of the examiners. A certificate will be obtained from the supervisor to the effect that the necessary improvements suggested by him/her and the examiners have been duly carried out. All the published thesis will be put on University website and will include catalogue and abstract of the thesis.

21. Plagiarism:

The Academic Council, on the recommendation of the Vice-Chancellor, shall have the right to withdraw the degree if plagiarism or duplication or any other form of malpractice is detected at any stage, and to initiate such further action as it deems fit. Provided that the Vice-Chancellor shall get the complaint in the matter investigated confidentially and shall give the accused an opportunity to explain before he/she makes his recommendation on the matter to the Academic Council. There shall be no limitation of time for this action of the Academic Council.

22. Fee Structure:

Fees to be paid by Pre-Ph.D. or Ph.D. candidate during the Ph.D. programme will be as laid down by the University from time to time.

## Ordinance-XXVII

### Credit Based System for Courses of Studies in the University Teaching Departments and Affiliated Institutions

- 1.1 This Ordinance applies to all the UG and PG regular programmes (other than Ph.D.) in the University Teaching Departments and affiliated institutions. The duration for various programmes for which the Ordinance is applicable is given in the Appendix-I. Each year shall be divided into two semesters. Each semester shall be of 21 weeks approximately inclusive of admissions and examinations etc. Eligibility criteria, Fee structure, Academic Calendar, Examination Schedule, Sports Calendar and Cultural Calendar for the academic year shall be given in the University Prospectus as well as in relevant ordinances.
- 1.2 The prominent features of the credit based system are continuous evaluation of a student's performance, and flexibility to students to progress as per one's ability or convenience, subject to fulfilling minimum requirement for continuation. Each academic programme (degree/ diploma) has a certain number of credits. A student's performance is evaluated by the number of credits that he/she has completed satisfactorily.
- 1.3 Every course / paper is coordinated by a member of the teaching staff of the Department/Institution offering the course/ paper in a given semester. This faculty member shall be called the Course Coordinator. He/ She has the responsibility for conducting the course/ paper, holding the minor tests and assignments, internal assessment, etc. For any difficulty, the student is expected to approach the Course Coordinator for advice and clarification.
- 1.4 Each course/ paper has a certain number of credits, which reflects its weightage. Credits of a course / paper are determined as under:-
  - (a) For all lecture courses, one credit per lecture (one hour duration) per week per semester will generally be adopted. The course scheme for each programme will clearly indicate the credits assigned to each course/ paper.
  - (b) One laboratory hour per week per semester will be assigned

half credit. Courses with odd numbers of laboratory hours having fractional credits will be taken into account.

- 1.5 Every candidate shall be examined in the course (s)/ paper (s) as laid down in the syllabus approved by the Academic Council from time to time. The credits for each paper and the contact hours per week will be specified in the course / paper scheme.
- 1.6 Each paper will have Maximum Marks 100 in the ratio of 70% external and 30% internal, irrespective of the credits assigned to it. The marks obtained by a student out of 100 will be treated as notional marks. These notional marks (marks obtained) will be multiplied by the Credits to get grade point for each paper/ course.
- 1.7 The grade awarded to a student in any particular course / paper will be based on performance of the student in minor tests, attendance and co-curricular activities (assignment, viva-voce, lab. work, seminar, workshop, presentations, group discussions, quiz, etc.) and external Major test (End Semester examination) conducted at the end of semester. The distribution of the weightage of marks will be as under:-

Minor Tests	20% or 20 marks
Attendance & Co-curricular Activities	10% or 10 marks (4 marks for attendance)
Major Test/ End Semester Examinations.	70% or 70 marks

Distribution of marks for attendance and co-curricular activities are as under:-

i) Attendance	=	4 marks
Classification:		
(a) 65% to 70%	=	1 marks
(b) 71% to 75%	=	2 marks
(c) 76% to 80%	=	3 marks
(d) 81% onwards%	=	4 marks
ii) Assignment/ Presentation	=	4 Marks
iii) Overall performance	=	2 Marks

- 1.8(a) The End Semester examination (Major tests) for the Odd semesters shall ordinarily be held in the month of December and for the Even semesters in the month of May, on such dates as may be scheduled by the University. It will be an external examination, to be conducted by the Examination Branch of the University.
- 1.8(b) The tentative schedule for holding End Semester Examinations

(Major Tests) and Minor tests is as under:

Odd Semester

1st Minor Test	2nd week of September
2nd Minor Test	3rd week of October
End Semester Examinations (Major Tests)	1st week of December onwards

Even Semester

1st Minor Test	2nd week of February
2nd Minor Test	3rd week of March
End Semester Examinations (Major Tests)	1st week of May onwards

Provided further that, in view of the performance and attendance of the students in the earlier two tests, if a teacher feels that there is a need for conducting one more test, the teacher may conduct the subsequent test for internal assessment in the semester concerned. For the purpose of internal assessment, the highest marks obtained by a student in the tests taken by him/her will only be considered.

- 1.8(c) The re-appear End Semester examinations for Odd semester will be held alongwith the Odd Semester regular End Semester examinations and for Even Semester re-appear End semester examinations alongwith Even Semester regular End Semester examinations. However, those candidates who have already appeared in their final semester examination and having re-appear in any semester may appear in Odd and Even semester examinations simultaneously.
- 1.8(d) The exact date and time for holding minor tests will be finalized by the Course Co-ordinator concerned in consultation with the Chairperson of the Department/ Director-Principal of the Institution.
- 1.8(e) For End Semester examinations (Major Tests), the Examination Branch of the University will formally announce the date sheet at least one week before the commencement of the examinations.
- 1.8(f) For minor tests, the syllabus for examination will be what is covered in a particular term. The end semester examinations (Major Tests) will be based on the entire syllabus.
- 1.8(g) The rules for revaluation of papers and improvement of division/

marks in theory course(s)/ paper(s) shall be applicable for end semester examinations (Major Tests) only.

- 1.8(h) The result of the students admitted through LEET in B.Tech./ B.Pharm. Courses will be declared on the basis of 3 years results, i.e., 2<sup>nd</sup> to 4<sup>th</sup> year and the words “Under Lateral Entry Scheme” will be shown in the Result/ DMC/ Degree of such students.
- 1.8(i) For deciding the topper/gold medalist the percentage of marks will be taken as the base which will be calculated by multiplying the CGPA by 10. In case of tie of CGPA, the student senior in age will be the topper.
- 1.09 The marks/ awards of minor tests including co-curricular activities shall be shown to the students by Course Co-ordinator/ teacher concerned before submitting to the Chairperson of the Department/Director-Principal of affiliated Institution. The Department/ Institution shall forward these marks to the Controller of Examinations at least one week before the commencement of the end semester examinations (Major Tests).
- 1.10 The Unfair means cases reported in the End Semester examinations (Major Tests) shall be referred to Controller of Examinations of the University and these would be decided by the Standing Committee on Unfair means Cases.
- 1.11 (a) The evaluation of practical component of each course/ paper will consist of two parts: (i) 30% at internal level to be conducted by the Departments/ Institutions and (ii) 70% End Semester examination to be conducted by the Examination Branch of the University.
- 1.11(b) Final Practical [as in 1.11 (a) (ii) above] and viva voce examination wherever applicable will be conducted by a team of two examiners (one internal and the other external) except otherwise mentioned in scheme of examination of a particular programme. In case, the external examiner does not come for the purpose at the appointed time, the Chairperson of the University Teaching Department/ Director- Principal of the Institution may appoint an examiner in his/her place from the University Teaching Department(s)/Institution itself. Under such circumstances one teacher from other department may also be appointed as Observer by the Controller of Examinations. If the examiners are unable to agree and there is

difference in the awards, the average of the both shall be taken as the final award.

- 1.11(c) For the External courses/papers, each Board of Studies will recommend a panel of at least four paper-setters (which may include not more than two from the University). Out of these one will set the question paper. While appointing paper setters it will be ensured that not more than 50% papers are set internally. Paper setters may also evaluate the answer books, if the number of candidates is about 250. In case of more than 250 candidates, more than one evaluators may be appointed.
- 1.12 End Semester examinations (Major Tests) shall be open to a regular student who:
- i) has been on the rolls of the Department/Institution during the semester ; and
  - ii) has completed atleast 75% of the lectures in aggregate of each paper, seminar, case discussion, field trips, tutorials, etc. and not less than 50% in any one of these. The Chairpersons/Directors will take care of this condition at the time of allowing candidates to appear in minor tests as well. A deficiency upto 10% may be condoned by the Chairperson of the Department/Director-Principal of Institution.
- 1.13 The Dean of Faculty shall ensure that total credits in similar type of Academic Programmes do not vary significantly. For example, all B.Tech. programmes should have equal number of total credits. Likewise all M.Tech. prorammes, M.Sc. programmes, M.B.A. etc. may be identified as separate groups to have equal number of total credits within their own group for the purpose of uniformity.
- 1.14 The medium of instruction and examination shall ordinarily be English except otherwise decided by the Board of Studies.
- 1.15(a) Under Credit Based System there will be no condition of passing papers for promotion to higher semester/year in any academic programme. The candidates will have to complete the degree within the maximum period allowed under the Ordinance.
- 1.15(b) If a candidate has, after attending the course of studies in the

University Teaching Departments / Colleges/ Institutions either not appeared or having appeared in any semester examination has failed in one or more paper(s) for that examination, he/she can appear for such paper(s) at subsequent examinations without attending a fresh course of studies for that semester. Such a candidate may, in the meantime, pursue his/her studies for the next semester and appear in the examination (s) for the same alongwith the examination for the lower semester(s).

- 1.15(c) For B.Tech. students, the scaled marks for determining the division will be as under:-

Name of Examination	Scaled Marks
1st & 2nd Semester	40%
3rd & 4th Semester	60%
5th & 6th Semester	80%
7th & 8th Semester	100%

For diploma holder admitted under lateral entry scheme, the scaled marks will be as under:-

3rd & 4th Semester	60%
5th & 6th Semester	80%
7th and 8th Semester	100%

- 1.16(a) The subject/ topic of Research Project, wherever applicable will be approved by the Departmental Research Committee. In case of affiliated Colleges/ Institutes, the Departmental Research Committee comprising of 3 senior teachers including guide will be constituted by the Director-Principal.
- 1.16(b) The candidate shall be required to submit one copy of his/her project report with simple tape binding.
- 1.16(c) Project Report/Dissertation/Portfolio etc. are considered as separate paper and will be evaluated by the external as well as internal examiner in the manner as approved by the respective Board of Studies.
- 1.17 The candidate shall be required to undergo practical training/ internship wherever required/ provided in the scheme of examination, normally in the summer vacation. He/ She shall be required to submit a comprehensive report before the commencement of the next semester examination for the Programme but not later than 30<sup>th</sup> June of the year concerned.

Training Report will be completed under the supervision of the officer of the Company/ Institution where the training was completed by the candidate at that institute/ organizations/ company. The candidate will add supervisor's certificate in the beginning of the report stating that the report is an out-come of work done by the candidate during his/her training.

In case of late submission i.e. after 30<sup>th</sup> June, the Controller of Examinations/Vice-Chancellor shall have the power to grant extension of date of submission or condone delay in receipt of a thesis/dissertation/project report, for an examination, other than Ph.D. as under :-

Duration	Powers vested in	Late fee as prescribed
Upto one month	Controller of Examinations	from time to time (Rupees) Rs. 100/-
Beyond one month and upto two months.	-do-	Rs. 500/-
Beyond two months and upto three months.	Vice-Chancellor	Rs. 1000/-
Beyond three months and upto twelve months.	Vice-Chancellor	Rs. 2000/-
Beyond Twelve months onwards upto to the end of duration of course.	Vice-Chancellor	Rs. 3000/-

Late Fee as prescribed in each case will be chargeable.

Provided that if a candidate fails to submit the dissertation etc. even during the extended period of three months i.e. 30<sup>th</sup> September, he/she will be considered to have absented in the dissertation etc. paper and his/her result will be declared accordingly.

- 1.18. A candidate who has passed the final examinations of this University and is desirous of improving his/her performance, will be allowed to appear in the end semester examinations (Major Tests) only as an ex-student in even/ odd semester examinations, as and when held, twice within the maximum period permissible. Such a candidate in the first instance shall be required to intimate all the paper(s) in which he/ she would like to improve his/her performance. He /She will then appear in the concerned paper(s) at the respective semester examinations as and when held. If he/she does not

improve his./her performance, he/she shall be eligible to do so in the following examinations which would be treated as second chance. The candidate shall appear in examinations as per current syllabus, provided for students of that academic session. If any paper has been deleted altogether from the course/ paper, the question paper will be supplied according to the syllabus of the last examination held by the University in that paper. The candidate can appear for improvement examination within maximum permissible period for the programme concerned after passing the final examination.

- 1.19 The students who have failed in Internal assessment/ Minor Tests as well as in aggregate will have the option to improve their score in the Minor Test also to be conducted by the respective department giving a special chance to such students. However, no student will be eligible to improve his score of internal assessment, if he/she has already secured 40 per cent marks in aggregate as well as in external /End Semester examination. A student who couldn't secure 40% marks in external / End Semester will have to re-appear in the external End Semester examination of the respective paper. A student who has already secured pass marks in Internal assessment based on minor tests, attendance and Co-curricular Activities etc. will not be allowed to improve his/her score of internal assessment.
- 1.20 The Controller of Examinations shall publish the result within fifteen days after receipt of complete awards.
- 1.21 A candidate who has passed the theory papers and practical of semesters I & II examinations, and has worked for dissertation in semesters III & IV shall submit the dissertation not later than 30<sup>th</sup> June of the year concerned. At the time of submission of dissertation, a candidate shall produce a certificate from his supervisor that he has worked for dissertation for at least two semesters in M.Tech. courses.
- 1.22 A candidate who is not able to submit his/her dissertation by 30<sup>th</sup> June may be allowed to submit the same by 30<sup>th</sup> September of the concerned year with late fee as per provision in clause 1.17 above.
- 1.23 A candidate who does not submit Dissertation / Research Project report etc. or who fails in Dissertation/ Research Project etc. shall be allowed to revise and resubmit the same during the maximum duration of that

particular programme (Refer to Appendix `l'). If a candidate is not able to pass Dissertation/ Research Project etc. even during the maximum duration of the programme, he/she shall be deemed to have failed in the whole examination.

- 1.24 Notwithstanding the integrated nature of the programme wherever it is spread over more than one academic year, the Ordinance in force at the time a student joins the course shall hold good only for the examination held during or at the end of academic year and nothing in this Ordinance shall be deemed to debar the University from amending the Ordinance and the amended Ordinance, if any, shall apply to all students whether old or new.

### The Grading System

- 2.1 The grading system will be based on the performance of a student in internal and external examinations. The evaluation of different components of a course/ paper shall be done in terms of marks first. The aggregate marks (internal + external) obtained in a course / paper will be taken as notional marks. The notional marks will be multiplied by credits assigned to the course/ paper and divided by 10 to obtain Grade Point (GP).

- 2.2 The sum of Grade Point of all the courses/ papers in a particular semester divided by the total number of credits in that semester will determine the Semester Grade Point Average (SGPA.)

The SGPA will be calculated only on passing of all courses/ papers of a semester.

- 2.3 The Cumulative Grade Point Average (CGPA) will be determined on the basis of sum of GP of all courses /paper upto that semester divided by the number of total credits upto that semester.

The CGPA will be calculated only on passing of all papers of the preceding semester (s).

- 2.4 The GP, SGPA and CGPA will be calculated by the following formula:

i) 
$$GP = \frac{\text{Notional Marks} \times \text{No. of credits of course/ paper}}{10}$$

ii) 
$$SGPA = \frac{\text{Sum of GP of all Courses/ papers}}{\text{Total Credits}}$$

$$\text{iii) CGPA} = \frac{\text{Total Number of Credits in Semester} \times \text{Sum of GP upto that Semester}}{\text{Total Number of Credits upto that Semester}}$$

2.5 The overall percentage of marks obtained will be determined by multiplying the SGPA or CGPA, as the case may be, by 10.

2.6 The Letter Grades will be determined on the basis of overall percentage of marks as per the following table:

Marks (%)		Letter Grade		Marks(%)
75	≥	A+	≤	100
70	≥	A	≤	74
60	≥	B+	≤	69
55	≥	B	≤	59
50	≥	C+	≤	54
45	≥	C	≤	49
40	≥	D	≤	44

Note: A candidate securing 85% and above marks will be awarded A+ grade with “distinction”.

2.7 The academic performance of a candidate will be determined on the basis of Letter Grades and will be displayed in final DMC, as under:

Letter Grades	Academic Performance
A+	Outstanding
A	Excellent
B+	Very Good
B	Good
C+	Average
C	Below Average
D	Marginal
E	Fail
F	Detained student
X	Incomplete Project

Note: i) D and higher grades are the pass grades.  
 ii) E and F are Fail grades.  
 iii) Students detained for not fulfilling the attendance requirements shall be given F grade.

Continuous Absence

If a student is absent from the classes continuously for fifteen days without intimating to the Chairperson of the Department/ Director-Principal of the college/ institute, his/her name shall be removed from the roll of Department's. He/she may be allowed re-admission by the Chairperson / Director-Principal on payment of a fee of Rs. 500/- taking into consideration the possibility of fulfilling the requirement of attendance to be eligible to appear in the Major Tests. For the students detained for entire semester/ session the prescribed full fee will be charged in addition to re-admission fees.

#### Award of `X' Grade

A student who is unable to complete his/her Project/ Dissertation etc. may be awarded an `X' grade.

A student who has been awarded `X' grade shall be required to complete his/her project in the next semester.

#### GENERAL:

- i) The Department / Institution will notify at the start of each semester the names of course Co-ordinators for each course. The course Co-ordinators will ensure the implementation of the course / paper programme as per provisions of this Ordinance.
- ii) The preparation of question papers, evaluation of answer books, and maintenance of records of minor tests will be the responsibility of the teacher concerned till the declaration of result of semester concerned. Result of every minor test will ordinarily be declared within three days of the holding of examination. Evaluated answer books are also to be shown to the candidates. The conduct/ evaluation etc. of end semester examinations (Major Tests) will be the responsibility of Examination Branch of the University.
- iii) The Examination Branch of the University will supply the blank Answer Sheets of 12 pages each for minor tests.

Appendix-I

Normal and maximum duration for all the progress offered by the University Teaching Departments/ Institutions.

Programmes	Normal duration (In Years)	Maximum duration (In Years)
Bachelor of Technology (B.Tech.)	Four	Seven
Bachelor of Architecture (B.Arch.)	Five	Eight
Bachelor of Physiotherapy (B. Physiotherapy)	Four & Half	Seven & Half
Bachelor of Pharmacy (B.Pharm.)	Four	Seven
Bachelor of Administration (BBA)	Three	Five
Bachelor of Computer Applications (B.C.A.)	Three	Five
Master of Sciences (M.Sc.)	Two	Four
Master of Business Administration (MBA)	Two	Four
Master of Business Administration –MBA Evening	Three	Five
Master of Computer Applications (M.C.A.)	Three	Five
Master of Commerce (M.Com.)	Two	Four
Master of Physiotherapy (M.P.Th.)	Two	Four
Master of Technology (M.Tech. )	Two	Four
Master of Pharmacy (M.Pharm.)	Two	Four

## Ordinance-XXVIII      HOSTEL FEES AND FUNDS

- |   |   |   |
|---|---|---|
| 1 | Accommodation, Water Charges, Fan Hire Charges, Hostel Establishment Charges, Utensils/Furniture and Common Room Charges. | Fee as prescribed from time to time.<br>Blind students will be exempted from payment of these charges.  |
| 2 | Electricity Charges   | The total bill of electricity charges of each Hostel shall be shared by the residents of the Hostel.  |
| 3 | Hostel Caution Money  | (Refundable within one year from the date of leaving the Hostel subject to such adjustment as may be necessary)<br><br>This Caution Money will be deposited by all the residents of the Hostel. |
| 4 | Mess Security   | (Refundable within one year from the date of leaving the Hostel subject to such adjustment as may be necessary)   |

Note:- Rates as notified from time to time will be applicable.

Note: When a student is allowed transfer from one Hostel to another, the Caution Money for Hostel and Mess Charges will have to be deposited afresh.

5. The Charges at Sr. No. 1 above will be charged for the full semester at a time irrespective of the month from which admission in the hostel has been sought. No refund shall be made, if a student leaves the hostel or directed to vacate the hostel during the semester.
6. If a room of the Hostel is allotted to a University employee licence fee as prescribed under the Ordinance-Fee and other charges will be charged, Electricity Charges will be on sharing basis.

7. In case of Messes run by students under the overall control of the Hostel Warden, the actual expenditure for each month shall be shared by the members of the Mess concerned. A resident, if exempted from joining the Dining Hall for Medical or other reasons will be required to pay mess establishment charges only.
8. Hostel dues and Mess dues not paid by 15<sup>th</sup> of every month will be accepted with a late fee fine as may be fixed separately for hostel dues and mess dues. After the last day of the month, special fine as may be fixed separately for hostel dues and for mess dues will be charged.

In case, any resident does not clear his/her dues even after two months, his/her name may be struck off the hostel rolls, his/her mess facility will be stopped and his/her room will be locked forthwith Parents/guardian will also be informed in this regard.

9. All the residents are required to clear their hostel, mess canteen dues etc. and any other dues and obtain a no-dues certificate before they take their examination roll numbers and again all their dues must be cleared before they vacate the hostel, failing which their names will be forwarded to the Controller of Examinations/ Chairperson/ Principal of the Department/College concerned for withholding their Roll Numbers/declaration of result/detailed marks cards. Other disciplinary action may also be taken.

Separate rules for working women hostel will be applicable amended from time to time.

Note: Wherever an amount is to be indicated for a purpose it may be left to be decided by Academic Council / Executive Council from time to time.

Fee and other charges in respect of the items listed below will be chargeable by the University as prescribed by the Executive Council from time to time on the recommendations of the Admission Committee/ Academic Council, and as published in the University Prospectus.

(A) Regular Courses (University Teaching Departments)

1. The students, who sought admissions in the various courses of this University, shall have to pay the following Fees at the time of admission and in subsequent years on the dates laid down in the University Prospectus for admission to the concerned course:-

- (i) Admission Fee (at the time of admission)/ Continuation Fee (from Second year onward)
- (ii) Development Fund (per annum).
- (iii) Tuition Fee (per annum).
- (iv) Exam. Fee (per annum)
- (v) Other Charges (per annum)

In addition to above, the following fee /charges is also payable as specified under:-

- (vi) Refundable Security/Caution Money
- (vii) Students Welfare Fund (Non Refundable)
- (viii) Student Insurance Scheme

Item nos. vi) and vii) are payable once in a course duration i.e. at the time of admission.

Item no. iii) is payable every year and the insurance premium is non-refundable in respect of the student whose names are forwarded to the Insurance Company. The risk coverage for students on roll of the University on the date of accident will be as per terms and conditions of the Insurance Policy.

(B) Distance Education Courses

The students, who sought admission in the various Distance Education Courses, shall have to pay the Fees in two instalments in a year. The instalment to be paid at the time of admission and the instalment paid at the time of promotion to next class/ year will also include University Registration Fee and Continuation Fee, as the case may be and University Examination Fee.

(C) Fees for Doctorate of Philosophy (Ph.D.) programme

(1)	Ph.D. Prospectus & Application Fee: <u>At Counter</u> Rs. Rs.	<u>By Post</u> (for General Category) (for SC/BC Category of Haryana)
(2)	For Pre-Ph.D. Course	
(3)	Fee payable after registration to Ph.D. Programme upto the semester in which thesis is submitted by the Ph.D. Scholar:	
(i)	Registration Fee	
(ii)	Tuition Fee	
(iii)	Library Fee	
(iv)	Internet Fee	
(v)	Caution Money (Refundable)	
	Fee for Foreign Students	
4.	During the registration period, the Ph.D. scholars are required to deposit their semester & other fees on or before 30th September and 31st March, Otherwise late fee for delayed payment will be as under:-	
(a)	Upto 90 days	
(b)	From 91 days to semester end	
5.	Examination Fee (to be paid at the time of thesis submission)	
6.	Remuneration payable to each examiner for evaluation of thesis and for viva-voce	
	Affiliation Fee for Ph.D.:	
(a)	Student who is a regular Ph.D. student in an American University	
(b)	Affiliation Fee from a Faculty Fellow of the Institute	

(D) Fee to be charged for other specific purposes.

(a) (i)	Late submission of Migration Certificate 30 days before the commencement of Exam.
(ii)	Late submission of Migration Certificate 15 days before the commencement of Exam.
(iii)	Late submission of original documents.
(b)	Correction Fee in a particulars of Registration Card after expiry of stipulated period.
(c)	For taking certified copies of Certificates.
(d)	Re-admission Fee
(e)	Eligibility fee of foreign examination.
(f)	Migration fee from GJUS&T, Hisar to another University during the course.

(g)	Migration Fee from one institute to another under the University.
(h)	Cancellation of Migration Fee
(i)	Issue of Inter-University Migration Certificate.
(j)	Issue of Inter-College Migration Certificate.
(k)	Examination fee for Re-appear candidates.
(l)	Late fee for accepting examination form 30 days before the commencement of examination. Exceptional cases upto 15 days before the commencement of Examination.
(m)	Examination fee for Mercy chance.
(n)	Change in name on the basis of 10th class certificate.

(E) Fees for various Types of Certificates, etc.:

1. (i)	Provisional Degree Certificate (PDC)
(ii)	Merit Certificate
(iii)	Subject Certificate
(iv)	Duplicate Detail Marks Certificate/ Degree
(v)	Degree in Absentia (In India)
(vi)	Degree in Absentia (for Abroad)
2. (i)	Duplicate copy of Roll No.
(ii)	Duplicate copy of Roll No. (Telegraphically)
3.	Duplicate Copy of Registration Number Card
4.	Confidential Result
5. (i)	Verification of qualifications on the request of a person from within Indian Territory per examination.
(ii)	Verification of qualification of a person to be sent outside Indian Territory per examination.

Notes:-

- (i) Fee concession and refund of fees on various grounds will be decided by the Executive Council on the recommendations of the Admission Committee/ Academic Council from time to time and given in the prospectus for the relevant year.
- (ii) Fee for Distance Education Courses will be given in the Prospectus of Distance Education for the relevant year.
- (iii) Wherever an item is to be added or deleted in the above fee structure. The same be done with the approval of the Vice-Chancellor and reported to the Academic Council/Executive Council.
- (iv) Rates of Fee chargeable under the above items are prescribed by the University from time to time.
- (v) The University has adopted the Kurukshetra University, Kurukshetra Rules of fees payable from the students of Affiliated Institutes till frames its own Rules.





## **Amendments**

Resolution No. (s)	Date	Brief Title of Amendment

## **Amendments**

Resolution No. (s)	Date	Brief Title of Amendment



**GURU JAMBHESHWAR UNIVERSITY  
OF SCIENCE & TECHNOLOGY, HISAR**

**(Established by the State Legislature Act 17 of 1995)**

**"A" Grade NAAC Accredited**



**CALENDAR VOLUME-II**

**THE ORDINANCES**

**(As amended upto May, 2013)**

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