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मध्यप्रदेश राजपत्र

प्राधिकार से प्रकाशित

क्रमांक 31]

भोपाल, शुक्रवार, दिनांक 4 अगस्त 2017—श्रावण 13, शक 1938

भाग ४

विषय-सूची

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|----------------------------|-------------------------------|----------------------------------|
| (क) (1) मध्यप्रदेश विधेयक, | (2) प्रवर समिति के प्रतिवेदन, | (3) संसद में पुरःस्थापित विधेयक. |
| (ख) (1) अध्यादेश, | (2) मध्यप्रदेश अधिनियम, | (3) संसद के अधिनियम. |
| (ग) (1) प्रारूप नियम, | (2) अन्तिम नियम. | |

भाग ४ (क)—कुछ नहीं

भाग ४ (ख)

अध्यादेश

उच्च शिक्षा विभाग
मंत्रालय, वल्लभ भवन, भोपाल

भोपाल, दिनांक 2 अगस्त 2017

क्रमांक /395/सीसी/17/38— मध्यप्रदेश निजी विश्वविद्यालय (स्थापना एव संचालन) अधिनियम-2007 की धारा 28(1) के अनुक्रम में व्ही.आई.टी. भोपाल निजी विश्वविद्यालय, सीहोर के प्रथम अध्यादेश क्र. 01 से 10 राज्य शासन के निर्देश के अनुसार अधिनियम, 2007 की धारा 35 अनुसार प्रकाशित किया जाता है। संस्था के उक्त अध्यादेश प्रकाशित होने की तारीख से प्रवृत्त होंगे।

प्रथम अध्यादेश क्र. 01 से 10

मध्यप्रदेश के राज्यपाल के नाम से तथा आदेशानुसार,
वीरन सिंह भलावी, अवर सचिव.

VIT BHOPAL UNIVERSITY
KOTHRI KALAN, SEHORE, MADHYA PRADESH – 466 114

NOTIFICATION

In exercise of the powers conferred by the subsection (1) of section 28 of the Madhya Pradesh Niji Vishwavidyalay (Sthapana Avam Sanchalan) Adhiniyam 2007 (No. 17 of 2007), the Governing Body of the VIT Bhopal University, Kothri Kalan, Sehore, Madhya Pradesh, hereby makes the following First Ordinances for the efficient functioning of VIT Bhopal University and matter connected with or incidental thereto.

The aforesaid First Ordinances approved by the Regulatory Commission as per (sub section 2) of Section 28 of the Act (No. 17 of 2007) shall come into force from its publication in the official Gazette of Madhya Pradesh Government as provided for in section 35 of the Act (No.17 of 2007). (Date of Publication: _____).

These Ordinances may be called as First Ordinances of VIT Bhopal University, Kothri Kalan, Sehore, Madhya Pradesh.

These Ordinances are made in conformity with the provision of Madhya Pradesh Niji Vishwavidyalay (Sthapana Avam Sanchalan) Adhiniyam 2007 (No. 17 of 2007), and rules made there under. In case of any inconsistency, disparity or repugnancy occurs, the provision of Act and rules made under there shall prevail and apply.

VIT BHOPAL UNIVERSITY
KOTHRI KALAN, SEHORE, MADHYA PRADESH - 466114

PREAMBLE:

In accordance with the provisions contained in the Section 28 of the Act (No:17 of 2007) the First Ordinances of the VIT Bhopal University, Kothri Kalan, Sehore, Madhya Pradesh are framed in sequence of the various provisions of Section 28.

ORDINANCE - 01

SHORT TITLE, SCOPE AND COMMENCEMENT:

1. The "Ordinances" means the Ordinances of VIT Bhopal University, Kothri Kalan, Sehore, Madhya Pradesh hereinafter referred to as "The University".
2. These Ordinances shall come into force with effect from the date of the notification in the State Gazette by State Government of Madhya Pradesh.
3. The Ordinances are in conjunction with the provisions of the Madhya Pradesh Niji Vishwavidyalay (Sthapna Avam Sanchalan) Adhiniyam 2007 (No. 17 of 2007). If there be any difference in the provisions of the Act or the Rules and the Ordinances, the provisions of the Act or the rules shall prevail.
4. Nothing in these Ordinances shall be deemed to debar the University from amending the Ordinances subsequently according to the provision of Section 29 of the Act, and the amended Ordinances, if any shall be applicable with immediate or retrospective or prospective effect, from such a date as prescribed in the notification.

ORDINANCE - 02**FACULTIES, DEPARTMENTS AND COURSES OFFERED IN THE UNIVERSITY:**

1. The University shall have the following faculties mentioned in column (2), Schools / Departments as mentioned in column (3) and name of courses / subject offered as mentioned in column (4).

S.No (1)	Faculty (2)	School / Department (3)	Name of the course(s)/ Subjects offered (4)
1	Faculty of Engineering and Technology	School of Computer Science & Information Technology	Diploma / B.Tech / M.Tech / Integrated Post Graduate / Ph.D i) Computer Science & Engineering ii) Information Technology
		School of Electrical Engineering	Diploma / B.Tech / M.Tech / Integrated Post Graduate / Ph.D i) Electrical & Electronics Engineering ii) Electrical Engineering
		School of Electronics Engineering	Diploma / B.Tech / M.Tech / Integrated Post Graduate / Ph.D i) Electronics and Communication Engineering ii) Electronics and Computer Engineering iii) Electronics & Instrumentation Engineering
		School of Mechanical Engineering	Diploma / B.Tech / M.Tech / Integrated Post Graduate / Ph.D i) Mechanical Engineering ii) Automobile Engineering iii) Aeronautical Engineering
		School of Civil Engineering	Diploma / B.Tech / M.Tech / Integrated Post Graduate / Ph.D i) Civil Engineering ii) Structural Engineering iii) CTM
		School of Chemical Engineering	Diploma / B.Tech / M.Tech / Integrated Post Graduate / Ph.D

		School of Space Studies	Diploma / B.Tech / M.Tech / Integrated Post Graduate / Ph.D i) Aerospace Engineering ii) Avionics Engineering iii) Remote Sensing iv) Meteorology v) Climate Studies
		School of Fashion Technology	B.Tech / M.Tech / Integrated Post Graduate / Ph.D
		School of Bio-Technology	B.Tech / M.Tech / Integrated Post Graduate / Ph.D
		School of Bio-Medical Engineering	B.Tech / M.Tech / Integrated Post Graduate / Ph.D
		School Food Science and Technology	Diploma / UG / PG / Ph.D
		School of Aviation & Training Institute	Diploma / UG / PG / Ph.D
2	Faculty of Science	School of Chemistry	Bachelor of Science / Master of Science / M.Phil / Ph.D. (Chemistry)
		School of Mathematics	Bachelor of Science / Master of Science / M.Phil / Ph.D. (Statistics)
		School of Bio-Science School of Bio-Medical Science School of Biotechnology School of Microbiology School of Biochemistry School of Environmental Science	Bachelor of Science / Master of Science / M.Phil / Ph.D. i) Bio-Science / Life Science ii) Bio-Medical Science iii) Bio-Technology iv) Microbiology v) Biochemistry vi) Environmental Science
		School of Physics	Bachelor of Science / Master of Science / M.Phil / Ph.D. (Statistics)
3	Faculty of Education & Training	School of Education	Diploma in Education / Bachelor of Education / Master of Education / M.Phil / Ph.D.
		School of Physical Education	Bachelor of Physical Education / Master of Physical Education / M.Phil / Ph.D
4	Faculty of Commerce	School of Commerce	Bachelor of Commerce / Master of Commerce / Commerce M.Phil / Ph.D
5	Faculty of Management	School of Management	Bachelor of Business Administration / Master of Business Administration /

			Master of Applied Management / PGDBM / Ph.D
		School of Hotel Management	Bachelor of Hotel Management & Catering Technology / Post Graduate Diploma DT & HM / Ph.D
6	Faculty of Arts	School of Social Science	Bachelor of Arts / Master of Arts / M.Phil / Ph.D i) Economics ii) Political Science iii) Social Work iv) Sociology v) Psychology vi) History and Culture vii) Military Science
		School of Arts	Bachelor of Arts / Master of Arts / M.Phil / Ph.D i) English and other European Languages ii) Hindi iii) Foreign Languages iv) Library Science v) Journalism & Mass Communication vi) Economics vii) Political Science viii) Sociology ix) Psychology x) History and Culture xi) Military Science
7	Faculty of Law	School of Law	BA.LLB/ BBA. LLB / LLM / Integrated Five Year Law / M.Phil / Ph.D
8	Faculty of Dental Sciences	School of Dental	Bachelor of Dental Surgery / Master of Dental Surgery / Ph.D
9	Faculty of Medical Sciences	School of Nursing	B.Sc (N), M.Sc (N) / P.B.B.Sc(N) / GNM / Ph.D
		School of Medical	Bachelor of Medicine and Bachelor of Surgery (MBBS)
		School of Para Medical sciences	Diploma X-Ray Technician / Radiographer Diploma ECG Technician Diploma in Dialysis Technician BMLT DMLT PB Diploma in Ortho & Rehabilitation (N) PB Diploma in Neonatal

			Nursing PB Diploma in Operation Room (N) Optometry Physiotherapy
10	Faculty of Ayush & Allied Sciences	School of Ayurveda	Bachelor of Ayurvedic Medicine and Surgery (BAMS) / MD (Ayurveda) / Ph.D.
		School of Homeopathy	Bachelor of Homeopathic Medicine and Surgery (BHMS) / MD (Hom.) / Ph.D.
11	Faculty of Pharmacy	School of Pharmacy	D.Pharmacy / B.Pharmacy / M.Pharmacy / Ph.D
12	Faculty of Architecture & Planning	School of Architecture	B.Arch / M.Arch / Integrated Post Graduate Program / Ph.D
13	Faculty of Agriculture	School of Agriculture	B.Sc / M.Sc. / Ph.D
14	Faculty of Veterinary & Animal Sciences	School of Veterinary & Animal Sciences	Diploma / UG / PG / Ph.D
15	Faculty of Culinary & Tourism	School of Culinary & Tourism	Diploma / UG / PG / Ph.D
16	Faculty of Music	School of Music	B.A. / M.A. / M.Phil / Ph.D
17	Faculty of Fine Arts	School of Visual Communication	B.Sc / M.Sc. / M.Phil / Ph.D

Other faculties, Department, Courses shall be made as per the Decision of the Academic Council and after approval of the Sponsoring body of the University, subject to approval of the Regulatory Commission.

List of Vocational Certificate & Diploma Vocational Course

S.No.	Course	Duration	Eligibility for Candidates
(1)	(2)	(3)	(4)
Faculty of Science			
1	Diploma in Analytical Chemistry	1 Year	B.Sc
2	Diploma in Biotechnology	1 Year	12 th Pass with Maths
3	Diploma in Computation Mathematics	1 Year	12 th Pass with Maths
Faculty of Home Science			
1	Certificate in Cutting, Tailoring And Dress Marking (CCTDM)	3 Months	10 th pass
2	Certificate in Fashion Designing	3 Months	10 th Pass
3	Diploma in Interior Decoration	1 Year	12 th Pass
Faculty of Education			
1	Certification in Early Childhood and Education.	6 Months	10 th pass
2	Diploma in Nursery (Primary) Teaching X Training (NTT)	1 Year	10 th pass
3	Certification in Primary Teaching (CPT)	6 Months	12 th pass
4	Certificate in Primary Curriculum and Certificate in Primary Teaching (CPT) or Equivalent	6 Months	12 th pass
Faculty of Commerce			
1	Diploma in Accounting & Auditing	1 Year	12 th pass with Commerce / Maths
2	Diploma in Banking	1 Year	12 th pass with Commerce / Maths
3	Diploma in Banking & Finance	1 Year	12 th pass with Commerce / Maths
4	Diploma in Export Procedure & Documentation	1 Year	12 th pass with Commerce / Maths
5	Diploma in Financial Accounting (DFA)	1 Year	12 th Pass
6	Diploma in Import-Export Management	1 Year	12 th Pass
7	Diploma in Taxation	1 Year	12 th Pass
			Eligibility

S.No.	Course	Duration	Eligibility for Candidates
(1)	(2)	(3)	(4)
Faculty of Management			
1	Diploma in Hospitality Management	1 Year	10 th Pass
2	Diploma in Human Resource Management	1 Year	Graduate
3	Diploma in Personal Secretary ship	1 Year	10 th Pass
4	Diploma in Retail Management	1 Year	12 th Pass
5	Diploma in Security Guards Management	1 Year	12 th Pass
6	Diploma in Entrepreneurship Development	1 Year	12 th Pass
7	Diploma in Statistical Quality Control	1 Year	12 th Pass
Faculty of Engineering & Technology			
1	Diploma in Auto CAD	6 Months	Diploma in Engg./ Graduate in any Subject
2	Diploma in Diesel Engine Repairing (DDER)	6 Months	10 th Pass
3	Diploma in Electrical Technician (DET)	6 Months	12 th Pass
4	Diploma in Electronic Equipment Maintenance	6 Months	12 th Pass
5	Diploma in Hi-Tech Welding Technology	6 Months	10 th Pass
6	Diploma in Industrial Safety	6 Months	10 th Pass
7	Diploma in Industrial Safety & ISO 14000 Series	1 Year	10 th Pass
8	Diploma in Inverter & UPS Repairing	6 Months	10 th Pass
9	Diploma in Mobile & Telephony	6 Months	10 th Pass
10	Diploma in Mobile and Telephone Instruments and Repairing (DMTIR)	6 Months	10 th Pass
11	Diploma in motor & Transformer Winding	6 Months	10 th Pass
12	Diploma in Radio and TV Technician (DRTT)	6 Months	12 th Pass
13	Diploma in Refrigeration and Air- Conditioning	6 Months	12 th Pass
14	Diploma in Stenography (Hindi/English)	6 Months	10 th Pass
15	Diploma in Stereo & CD player Repairing	6 Months	12 th Pass
Faculty of Computer Science & Application			
1	Certificate in "C" Programming	3 Months	10 th Pass
2	Certificate in Computer Application	3 Months	10 th Pass
3	Certificate in "C++" Programming	3 Months	10 th Pass
4	Certificate in Client Server Technology (CCST)	3 Months	10 th Pass
5	Certificate in Computer Networking (CCN)	3 Months	10 th Pass
6	Certificate in Computer Hardware & Networking	3 Months	12 th Pass
7	Certificate in Computer Programming	3 Months	10 th Pass

S.No.	Course	Duration	Eligibility for Candidates
(1)	(2)	(3)	(4)
8	Certificate in Computerized Fashion Designing (CCFD)	6 Months	10 th Pass
9	Certificate in Computerized Financial Accounting	3 Months	10 th Pass
10	certificate in Desk Top Publishing (CDTP)	3 Months	10 th Pass
11	Certificate in DTP with Computerized Design	3 Months	10 th Pass
12	Certificate in Java Programming (CJP)	3 Months	12 th Pass
13	Certificate in Laptop Repairing (CLR)	3 Months	12 th Pass
14	Certificate in Library Automation	3 Months	12 th Pass
15	Certificate in Ms Office (CMO)	3 Months	10 th Pass
16	Certificate in Multipurpose Computer Technician	3 Months	10 th Pass
17	Certificate in Multipurpose Electronics Technician	6 Months	10 th Pass
18	Certificate in Object Oriented Programming Language	3 Months	10 th Pass
19	Certificate in Office Automation & Internet.	3 Months	10 th Pass
20	Certificate in Software Testing	6 Months	12 th Pass
21	Certificate in Web Design, Animation & Advertisement	6 Months	12 th Pass
22	Certificate in Word Processing (Hindi/English)	6 Months	10 th Pass
23	Certificate in Web Designing	6 Months	10 th Pass
24	Certificate in Web Design	6 Months	10 th Pass
25	Certificate in Cloud Computer	6 Months	10 th Pass
Faculty of Media Studies			
1	Diploma in Television Video Production	1 Year	12 th Pass
Faculty of Social Science			
1	Certificate in Human Rights	6 Months	Graduate
Faculty of Humanities and Language			
1	Certificate in Communicative & Competitive Skills.	6 Months	12 th Pass
2	Certificate in Communicative English	6 Months	12 th Pass
3	Certificate in Spoken English	6 Months	12 th Pass
Faculty of Agriculture			
1	Certificate in Horticulture	6 Months	10 th Pass
Faculty of Medical Science			
1	Diploma in Physiotherapy (DPT)	1 Year	12 th Pass
2	Diploma in Public Health and Hygiene	1 Year	10 th Pass
3	Diploma in Yoga	1 Year	12 th Pass

ORDINANCE - 03**ADMISSION, ENROLLMENT AND MIGRATION OF STUDENTS:**

DEFINITION: In this ordinance unless there is anything repugnant in the subject or context

1. **"Equivalent"** examinations mean an examination which has been conducted by;
 - Any recognized Board of Higher Secondary Education or
 - Any Indian University / Board other than this University incorporated by any law in force for the time being, and recognized by this University as equivalent to its corresponding examination.
 - Any other foreign qualifications considered equivalent by appropriate authority.
2. **"Qualifying examination"** means an examination the passing of which makes a student eligible for admission to a particular year in Course of study leading to Bachelor's or post-graduate degree or diploma or certificate of VIT Bhopal University.

ADMISSION PROCEDURE:

3. Admission of students to various programmes shall be made strictly on the basis of merit.
4. The application for admission shall, among others, be accompanied by
 - i. The School /College Leaving Certificate/Transfer Certificate signed by the Head of the Institution last attended by the student,
 - ii. True copy of the statement of marks showing that the applicant has passed the qualifying examination, and in the case of a student, who passed the examination as a private candidate, a certificate signed by two responsible persons certifying to the good character of the applicant.
 - iii. If an applicant for admission, as aforesaid, has passed the qualifying examination from a Board other than the Board of Secondary Education, Madhya Pradesh, or a University other than this University, he shall submit in addition to the School / College Leaving Certificate or Transfer Certificate, an Eligibility or a Migration Certificate from the Secretary, or Registrar of such Board or University as the case may be together with immigration fee as prescribed.

Any other document as required by Concerned Institution.

Provided that, if it does not become possible for the applicant to obtain a Migration Certificate in time for making the application, he may make the application in time stating that the certificate shall be produced as soon as it is received and for that purpose he may be allowed such time as the University may specify but not more than thirty days from the last date of the application.

5. VIT Bhopal University shall conduct Entrance Examination, Competitive Examination, Group discussion, Personal Interview etc., depending on the programme need. Admission to various degree and diploma programme shall be through VIT Entrance Examinations conducted every year.
 - a) Candidates applying various programmes should have secured an aggregate of marks as prescribed by the University. A relaxation of 5% will be given for the Candidates belonging to SC/ST category.
 - b) The Candidates hailing from Jammu and Kashmir and the North Eastern states of Arunachal Pradesh, Assam, Manipur, Meghalaya, Mizoram, Nagaland, Sikkim and Tripura should produce Certificate of Nativity at the time of counselling, failing which they will not be considered for admission.
6. Fees structure for all the courses offered by the University shall be decided by the University from time to time.

Admission to various degree/diploma programmes

In general,

- a) Candidates who have studied in Regular, Full time and Formal Education are alone eligible to apply.
 - b) Candidates should have secured an aggregate of certain minimum percentage of marks and above in their qualifying examination to be eligible to apply.
 - c) Candidates appearing for their final degree exam / final semester exam in the current year are also eligible to apply.
 - d) Candidates should have completed their final Semester / year exams before the selection interview at VIT University.
7. For other courses involving admissions based on the marks obtained in the qualifying examinations, the merit for admission shall be determined either on

the basis of ranked marks or grade in the qualifying examinations or on the basis of marks or grade obtained in the Entrance Examination conducted at the University/State level as per the norms of Regulatory bodies.

8. If an application for admission, as aforesaid has passed the qualifying examination from a Board other than the Board of Secondary Education, Madhya Pradesh, or a University other than this University, he shall submit in addition to the School/ College Leaving Certificate or Transfer Certificate, an Eligibility or a Migration Certificate from the Secretary or Registrar of such Board or University as the case may be together with immigration fee as prescribed.
9. The University may introduce Under Graduate, Post Graduate and Diploma Programmes in a phased manner subject to the approval of various bodies.

TRANSFER OF STUDENT:

- i. No student shall be allowed to migrate from one institution to another under the jurisdiction of this University without a Transfer Certificate. No such transfer shall in any case be permitted after the date on which the application of a student for admission to the ensuing examination has been forwarded to the University.
- ii. Subject to the provision contained in para (1) above a student, who during an academic session desires to leave the constituent institution of which he has become a member shall give notice in writing to the Head of the Institution of his intention to leave stating reasons thereof and further stating the name of the institution if any, which he wished to join.
- iii. If the change is to another Institution, the Head of the Institution shall consider the reasons given to justify such a change. If they are strong enough to justify such a change, he may pass order accordingly. On such orders being passed, the student in question shall:
 - a. Make payment of all fees due to the Institution up to the month of the application for the transfer certificate; and
 - b. Refund whatever, if any, scholarship or studentship has been paid to him from the funds of the Institution, if required by the Head of the Institution to do so.
- iv. When the student has made all the aforesaid payments, the Head of the Institution shall issue a Transfer Certificate.

- v. A student seeking transfer from one Institution to another under the jurisdiction of this University shall not be required to pay such instalment of Tuition fees as he has already paid in the Institution from which he is transferring.

MIGRATION:

- vi. Migration of students from the University to another may be granted on any genuine grounds such as completion of studies, death of parents / near relative or on medical grounds.
- vii. However, the migration in professional colleges will be governed by Rules/Regulation of Statutory Bodies, such as MCI, DCI, INC, IPC & AICTE.

CONSIDERATION FOR SPECIAL CATEGORIES:

- viii. Seats for admission and fees in any course of study for the persons belonging to special categories shall be regulated in accordance with the norms/guidelines prescribed by the UGC & other concerned Statutory Bodies/ policy of State Government, or applicable extant instructions applicable from time to time.

DISCIPLINE:

- i. Every student in the University shall all times be of good behaviour, show diligence in student, maintain decorum and dignity, take proper interest in co-curricular activities and observe all rules of discipline of the Institution of which he is a student and of the University.
- ii. When a student has been found guilty of breach of discipline within or outside the precincts of the University or an Institution, or persistent absenteeism, the Head of the Institution with the approval of Vice Chancellor may, according to the nature and gravity of the offence:
- Suspend such a student from attending classes for not more than a week at a time; or
 - Expel such a student from the institution; or
 - Disqualify such a student from appearing at the next ensuing examination, or
 - Rusticate such a student.

Before inflicting any punishment as aforesaid, the Head of the Institution shall give the student concerned an opportunity of personal hearing and record the reasons of inflicting the punishment in writing.

- iii. The Head of the Institution concerned shall have power to suspend, for such time as may be necessary, a student temporality from the Institution pending inquiry into his conduct in connection with an alleged offence.
- iv. The period, during which a student remain suspended for completion of an inquiry, shall be reckoned in the calculation of his attendance for appearing at an examination provided he is found innocent.
- v. A student who has been rusticated shall not be admitted to another Institution within the jurisdiction of this University. Ordinarily, the period of rustication shall not exceed two years. Other Universities shall be informed of the fact of the rustication.
- vi. The rustication of a student from an Institution shall entail the removal of his name from the Register of Enrolled Students.

ORDINANCE - 04

REGISTRATION OF COURSES OF STUDY AND TEACHING METHODOLOGY

1. Admission

All students seeking admission to various degree programmes need to undertake national level computer based competitive examinations/ Institutional level examinations conducted by the University once /twice a year, the dates of which are announced separately through media/University website. Selected students will be admitted into various programmes through counseling. For all other programmes, students will be admitted based on their merit in addition to satisfying specific admission criteria of the programme. The minimum qualifications essential for admission to various programmes of the University will be stipulated and indicated in the Admissions brochure released before the commencement of admission to various programmes every year.

2. Academic System

2.1 Semester

All programmes under Fully Flexible Credit System (FFCS™) shall adopt a Semester system. There will be two semesters in an academic year. Normally the Fall Semester will be from June/July to November and Winter Semester from December/January to April/May.

2.2 Curriculum

Each programme contains a prescribed list of courses in a specific format, which is generally called "Curriculum". Curriculum of a programme contains list of courses grouped under various heads of courses as applicable to the programme. The Board of Studies as appointed by the Vice Chancellor will approve the curriculum and syllabi presented by the Chairman, which will be presented before the Academic Council appointed by the Chancellor for approval and subsequent implementation. A student is considered to have completed the degree programme, if and only if, he has successfully cleared/completed all the necessary courses prescribed in his/her programme curriculum. Each programme Curriculum shall have a version number tagged to the Academic Year to which it is applicable and subsequent changes in the Curriculum shall be indicated by a change in curriculum version number appropriately. Students admitted into a programme shall adopt a curriculum specified by the Academic Council for that academic year. Unless otherwise stated explicitly by the Academic Council, any changes in curriculum will be applicable to the students admitted in the subsequent year and the existing batches continue to follow the curriculum prescribed at the time of their joining the programme. Any change in the Curriculum should be recommended by the Board of Studies of the programme concerned and submitted to the Academic Council by the Chairperson of the Board of Studies concerned for approval.

2.3 Syllabus

A course syllabus is a document that explains what a student is going to learn in that course. Each course shall have a course code, course title, Course Type, Syllabus Revision Number (Version), Course Prerequisites/ Co-Requisites/ Anti-Requisites (if any), Course Objectives, Student Outcomes (SOs), modules with topic names, brief description of the topics, expected duration needed to cover each module, SOs expected to be covered under each module, the typical assessment and evaluation modes, list of text and reference books, the date on which the Board of Studies has recommended the syllabus and the date on which it was approved by the Academic Council. Student Learning Outcomes (SOs) for each module shall be mapped to indicate which SOs are being met. Once approved by the Academic Council, it is mandatory for the course teacher to teach the course as specified in the syllabus in total. Any subsequent modifications carried out with the approval of the Academic Council will be indicated by a change in the syllabus version number. An increment by one indicates a major change and minor changes shall be indicated by a change in the number after the decimal.

2.4 Course Plan

A course plan consists of a list of lectures/tutorials/experiments/clinical practices etc carried out in each class by the course teacher with details such as the mode of delivery, reference material used, and others. For instance, a one credit course will have 15 lecture, 15 tutorial hours or a minimum of 30 hours of laboratory work, within the regular semester period, as specified in the Academic Calendar of the University.

2.5 Course Types and Course Codes:

The courses can be of various types as necessitated by the particular programme and as approved by the regulatory bodies such as BCI, MCI, etc.

Each course will be identified normally by a unique Course Code of seven alpha-numerals (three alphabets followed by 4 digits). The alphabets reflect the discipline to which the course belongs. The first numeral (after the alphabet) indicates the cognitive level of the course, and the rest of the numerals indicate a running serial number. Each course also has its version to track the revisions carried out in its syllabus over the years.

3. Programme Duration

The minimum duration that the students are generally expected to take to meet various requirements of programmes offered by the University is as specified by the UGC regulations and/or as specified by other regulatory bodies.

4. Course and Credit requirements

Various programmes will necessitate meeting the minimum credit requirements under various course heads of each of those programmes.

4.1 Course Credits

A course credit is a measurement of duration that the course is offered as an 'instruction' to students. All courses are considered to be offered for the entire

duration of a semester. A semester is deemed to have 15 instructional (non-exam) weeks.

4.2 Minimum Credit Requirement of a Programme

The minimum credit requirement for the completion of a programme for students admitted is clearly specified in the programme curriculum. Further, the student has to meet the course and credit distribution also as specified in his curriculum, to become eligible for the degree. The curriculum will consist of appropriate credit distribution across various disciplines of study the student need to undergo as per the regulatory norms.

Credit Distribution – Discipline Wise

5. Course Registration

It is mandatory for all students to register every semester till their end of study, for courses that they are going to study in the semester through a Course Registration process. The Course Registration will be carried out on specific day(s) as declared by the University in advance. Generally students will be offered more courses than what a normal student is expected to take. Depending on the requirements or from a 'wish list' collected from students, Schools decide the courses to be offered in each semester. Students shall register courses offered in each semester and clear them, subject to various conditions as prescribed in this Regulation. The list of courses offered by each programme will be announced prior to the registration. Students will get a chance to make their own plan of study by changing the pace with which they study (fast/slow). Since slot timetable is adopted, students can choose their own slots from multiple slots offered for the same course.

6. Registering for Backlog Courses

A course having an 'F' grade will be considered as a backlog and it has to be re-registered in the subsequent semesters, when it is offered. If a student opts for Grade Improvement then the course has to be re-registered.

A student can add or drop from the registered courses within the first 3 instructional days from the commencement of a regular semester, subject to the availability of resources and the minimum/ maximum number of credits required to be registered in a semester Only those courses that stand registered at the end of Add/Drop process will be considered as final for that semester. The courses thus dropped will not appear in the semester Grade Sheet of the student.

7. Course Withdrawal

If a student feels that his performance in the first continuous assessment of a registered course is not satisfactory, the student can withdraw his Course Registration from the course. The University will announce suitable days for carrying out Course Withdrawal. Course Withdrawal will be open to students for three instructional days.

8. Course Prerequisites

Some courses may have specific prerequisites to be met before a student can register for the course. Generally the student is expected to have cleared all the prerequisite courses at the time of Course Registration.

9. Faculty Advisor

Upon joining the University, each undergraduate student will be assigned a Faculty Advisor by the School concerned. The Faculty Advisor will discuss with the student on his academic performance in previous semester(s) and suggest the number and nature of courses to be registered in the ensuing semester, within the framework of that programme curriculum.

Average number of credits the students of various programmes are expected to register in each semester so that they complete the programme within the specified duration of the programme. However, a student can register for a maximum / minimum credits in a semester as prescribed. Under no circumstances a student, neither irregular nor timed-out, will be permitted to cross these limits.

ORDINANCE - 05**CONDUCT OF EXAMINATION AND OTHER RELATED MATTERS:****1. General:**

- i. Controller of Examinations (COE) shall be principal authority of the University, bestowed with the full responsibilities of arranging and conducting the University examinations, fair and free from any malpractice and within the prescribed time schedule.
- ii. All arrangements for the conduct of examinations to be held by the University shall be made by the Controller of Examination, in accordance with Rules and regulations framed by the University from time to time.
- iii. He shall prepare the examination schedules of all the courses for the whole academic year in advance as per the guidelines set by Board of Studies and Academic Council.
- iv. He shall be responsible for maintaining total Confidentiality in the discharge of duties by himself/herself and their staff.
- v. He shall take utmost care to complete the task of conducting the examination and declaration of results within stipulated time frame work.

The University shall follow Fully Flexible Credit System (FFCS) as a Teaching Methodology as prescribed in the Ordinances and the general conditions for the examination shall be as follows:

2. Attendance:

A student is expected to maintain 100% attendance in all courses. Considering the fact that a student may need leave due to ill-health or to attend some family emergency, a student is permitted to maintain an attendance of 75% (i.e. absent for 25% of instructional hours) in each course, without producing any proof for the absence. This

25% absence may include medical, personnel, casual, official leave of absence for organizing events/ seminars/ workshops/ technical/ cultural festivals/competitions/ participation in co-curricular/ extra-curricular events/ NSS & NCC camps, any other (valid or otherwise) reason.

Computerized attendance monitoring system is adopted for posting the attendance by the faculty. The attendance percentage will be calculated from the 'date of registration' into a course to one day before the start of the exam component.

Students who are absent due to prolonged illness or any other valid reason from the classes beyond the 25% absence shall be advised to request for 'Break of Study' on medical grounds for a semester. This may result in extension of minimum time period of completion of the programme.

The University declares sectional holidays as per the regional practices as approved by the State Government. The students who are availing such sectional holidays which have been declared as instructional days by the University, can submit their requests to the Programme Chair through the Faculty Advisor for consideration of attendance.

3. Continuous Assessment and Term End Evaluation

The performance of a student in a course shall be assessed through a series of Continuous Assessment components and Final Evaluation Examination, as per the requirements and nature of the individual courses. The assessment and evaluation components may consist of closed book or open book examinations, quizzes, student's portfolio generation and assessment, and any other innovative assessment practices followed by faculty, in addition to the Continuous Assessment Tests and Term End Examinations (TEE).

All examinations other than the TEE will be conducted by the programme School concerned or a centralized arrangement among Schools. TEEs will be conducted centrally by the Controller of Examinations.

Assessment being an integral part of the teaching and learning process, and since the assessment results need to be part of everyday processes, the timing and scope of

efforts are made logical and appropriate to individual courses. All examinations other than the TEE will be conducted by the programme School concerned or a centralized arrangement among Schools. TEEs will be conducted centrally by the Controller of Examinations.

4. Assessment Modes

The assessment is incorporated into daily practice and programmes use creative ways to incorporate it into curriculum and instruction. The course coordinator with the support of other faculty who offer the course decides on the collection, interpretation, and the use of assessed data. The student learning outcomes, which play a major role in this exercise, indicate comprehensively and in detail what students must learn as a result of their experience, viz., knowledge, skills, and attitudes that are specific to the programme.

5. Eligibility for Examinations

All students who have registered for a particular course are eligible to write the CAT and TEE of that course, provided he is not debarred from writing the exam due to one or more of reasons listed below.

1. Shortage of attendance
2. Acts of indiscipline
3. Withdrawal of a registered course

6. Grading System

For every course registered by a student, at the end of the semester, he is assigned a 'Letter Grade' based on his cumulative performance over the semester in that course. The letter grade and its 'Grade Point' indicate the results of both qualitative and quantitative assessment of student's performance in a course.

Students who fail to meet the pass criteria are awarded an 'F' grade. The letter grades and their corresponding grade points are given below. The remarks column describes the circumstance under which the specific grade is offered. The student registration

details in FFCS will reflect the status of currently registered and yet to be completed course components as 'Y'.

A student is declared to have passed/ cleared a course, if he/she has earned any one of the following grades: 'S, A, B, C, D, E or P, called the 'Performance Grades' as per the University norms.

The letter grade 'F' will be awarded under the following circumstances.

- I. Students who fail to clear a course due to their poor performance during the semester (in continuous assessment tests) in a particular course which reflects on the total marks
- II. Students who are debarred in writing TEE due to lack of attendance.
- III. Students who are identified for malpractice in exams or any acts of indiscipline

To clear an 'F' grade, students should re-register the course in the subsequent semester(s).

The letter grade 'N' will be awarded under the following circumstances.

- I. Students who have not cleared one or more component(s) of a Theory Component.
- II. Students who are absent during TEE, due to the reasons, namely, the demise of a family member or valid medical reasons.

To clear an 'N' grade, the student is permitted to avail one chance of supplementary Term End Examination in the failed component. Letter grade 'F' carries 'Zero' grade point and to clear the course, the student has to register the course again in a subsequent semester and complete the same with a performance grade.

7. Absolute and Relative Grading

The letter grade awarded to a student for his/her performance in a course can be based on either the Absolute Grading or the Relative Grading concept.

The 'Relative Grading' concept indicates the academic standing of a student in his class. All the theory component of the courses, with the class strength is more than 10, shall follow class-wise relative grading concept as indicated below.

Relative Grading - Letter Grade and its range

Relative Grading formula	Letter Grade
Total Marks \geq (Mean + 1.5 σ) with a minimum of 90% total	S
Total Marks \geq (Mean + 0.5 σ) and Total Marks $<$ (Mean +	A
Total Marks \geq (Mean - 0.5 σ) and Total Marks $<$ (Mean + 0.5 σ)	B
Total Marks \geq (Mean - 1.0 σ) and Total Marks $<$ (Mean -	C
Total Marks \geq (Mean - 1.5 σ) and Total Marks $<$ (Mean - 1.0 σ)	D
Total Marks \geq (Mean - 2.0 σ) and Total Marks $<$ (Mean - 1.5 σ)	E
Total Marks $<$ (Mean - 2.0 σ)	F

If the class strength is less than or equal to 10 in a theory or lab embedded theory course. However, absolute grading shall be adopted instead of the class-wise relative grading. All the laboratory and the project component of the courses shall adopt absolute grading method only, irrespective of the class strength.

Absolute Grading – Letter Grade and its range

Letter Grad	Marks range (max. of 100)
S	≥ 90
A	≥ 80 but < 90
B	≥ 70 but < 80
C	≥ 60 but < 70
D	≥ 55 but < 60
E	≥ 50 but < 55
F	< 50

8. Evaluation Methodologies for Courses

Individual courses will be identified for the appropriate evaluation methodology and the division of marks for each component by the course coordination teams of individual schools for various programmes.

9. Continuous Assessment

After valuation of CAT, the answer scripts, will be handed over to students. Any discrepancy in the evaluation will be corrected in person immediately. However, after the completion of the TEE, the marks entered by the faculty online will be made visible to the students as per the schedule announced by the University. Subsequently, students desirous of seeing their TEE answer scripts have to apply for the same within the time period specified and by paying the prescribed fee. The student can apply for revaluation within the time frame specified by the University. The student is also given with option to apply for an 'Examination Appellate Committee' when he is not satisfied with the revaluation.

10. Calculation of Grade Point Average

The Grade Point Average (GPA) earned by a student is a quantitative indication of his/her performance in a semester. GPA is the weighted average of the grade points obtained in all the courses registered (after add/drop/ withdrawal) by the student during the semester. For each course registered, the grade points earned is multiplied by the credits for that course. The sum of all such grade point-credits product is divided by the total credits registered in that semester to get the GPA of that semester.

The Cumulative Grade Point Average (CGPA), which indicates the overall performance of a student from the time he/she joined the University to a specific semester, is obtained by calculating the weighted average of the grade points obtained in all the courses registered by the student since the first semester. Both GPA and CGPA are calculated as follows at the end of every semester and indicated in the Grade Sheet.

$$CGPA = \frac{\sum_i (C_i * GP)}{\sum_i C_i}$$

where C_i is the number of credits for the i^{th} course, and GP is the grade points earned for that course. i includes all the courses registered in all semesters including those in which the student has an 'F' or 'N' grade.

11. Absence from an Exam

If a student fails to write any continuous assessment test, the student will lose the percentage weightage given to that exam. No Re-CAT will be conducted again to compensate the loss. Under extraordinary conditions, if a student is not able to appear for the Term End Examination (TEE) of a theory/Student Project (final viva voce exam), due to hospitalization (in-patient treatment) for more than a week duration or death of a family member, the student may apply to the Vice Chancellor by submitting an application through the School Dean, Program Chair and the Faculty Advisor, supported by adequate evidence or proper medical certificate duly authenticated by the Chief Medical Officer of the University, as the case may be, within 14 calendar days after the completion of the TEE. Such applications will be scrutinized by a special committee constituted by the Vice Chancellor and if necessary, the student may be asked to appear before the Committee for presenting the case.

12. Semester Grade Sheet and Consolidated Grade Sheet

At the end of each semester, all students will be issued a Grade Sheet. This Grade Sheet will be an accurate log of course activity of a student in each semester and hence all courses registered (including those courses that are awarded F, N, W, U, P, substituted, re-registered, audited, grade improvement courses) will be listed semester-wise along with the grade points earned (performance and others grades), course credits, GPA, CGPA, etc. This will reflect the performance of a student during the specific semester.

The overall performance of a student in all semesters since joining the programme will be shown in a Consolidated Grade Sheet. A Consolidated Grade Sheet will be issued to a student upon his successful completion of the programme or along with the Degree Certificate. Consolidated Grade Sheet will indicate only the CGPA, and not semester wise GPA.

13. Academic Malpractice

Academic malpractice shall be viewed seriously and punished appropriately in order to discourage students from indulging in such activities. Each case shall be enquired by a

'Malpractice Committee' constituted by the University and appropriate punishment will be given, if the malpractice is proven.

14. Additional Learning

Opportunities exist for students to complement and enhance their learning experience by crediting additional courses in diverse areas. Students who are academically sound can devote their extra time in each semester by taking additional course loads as permissible for each programme.

15. Grade Improvement

Students who wish to improve their grades will be permitted to register the same course again during a subsequent Course Registration.

16. Credit Transfer

Within the University, when a student move from one programme to another relevant program, wherever possible and applicable in the University, or get re-admitted into the same programme again, Credit Transfer is possible for the courses and the credits completed by the student can be transferred to the new program, subject to the other parameters such as course contents and credits etc.

A similar procedure shall be adopted during the time of admission of candidates from other Universities into various eligible programmes of the University, subject to the condition that those Universities are recognized and approved for credit transfer by VIT University.

17. Time Limit for Programme Completion

For various programmes, the 'minimum period of study' (n) a student is expected to study to complete his course stipulated by the University. However, if a student has few backlog courses yet to be cleared even after the completion of the above said time

limit, the student will be permitted to complete all the course and credit requirements specified in the curriculum, with an additional grace period of three years from the year of joining the University under that programme ('n+3'). Under no circumstances, the period of study shall be extended beyond (n+3) period and thereafter his/her studentship stands cancelled automatically. No separate intimation in this regard will be sent to the student.

18. Award of Degree

After successful completion of the course and credit requirements as specified in the programme curriculum and upon meeting the minimum credit requirement, a Provisional Certificate will be issued to eligible students by the Controller of Examinations. The degree will be conferred on the student during the subsequent Convocation. The degree certificate will indicate the relevant branch, and specializations if any, in which the student has graduated along with Minor/ Honors if earned by the student.

19. Modification in Regulations

The Academic Council headed by the Vice Chancellor of the University has the right to add, delete or modify these regulations from time to time. In case of any dispute arising in interpreting the rules, only the interpretation given by the Academic Council will be considered as final and binding.

ORDINANCE - 06**CONDITIONS FOR AWARD OF FELLOWSHIPS, SCHOLARSHIPS, STIPENDS, MEDALS AND PRIZES:**

1. The University shall offer to a selected few under privileged students who cannot afford higher education under **Education for All** initiative. The "**Support the Advancement of the Rural Students**" (STARS) programme support rural students who had secured high marks in the Board Exam but could not pursue higher education owing to economic reasons. In addition, distribution of scholarships may be provided to a percentage of students on the basis of academic merit and economical background. These scholarships shall be provided to the needy students belonging to the Scheduled Caste (SC) and Scheduled Tribe (ST) to ensure that education is not denied due to the poor financial condition of their families and to empower the under-privileged in the society.
2. The awards of Fellowships, Research and other Scholarships, Stipends etc., shall be made by the Governing Body on the recommendation of a Committee consisting of:
 - a. The Vice Chancellor, as Chairperson
 - b. Chancellor's Nominee.
 - c. Two Deans of Faculties.
 - d. One Chairperson of Board of Studies to be nominated by Academic Council for two years in rotation.
 - e. Controller of Examination.
 - f. Chief Finance & Accounts Officer.
 - g. The Registrar as Member Secretary.
3. Deans will be nominated by Vice Chancellor for a period of two years by rotation.
4. Subject to the general conditions applicable to all Fellowships and Scholarships as laid down in sub-section 6 below, the value, duration and conditions of award shall be such as are laid down by the University from time-to-time.

5. The value and duration of Research or other Scholarships Instituted by the University shall be laid down by the Board of Management in consultation with the Academic Council.
6. The award of fellowships, research and other scholarships shall be made subject to the following conditions.
 - i. The fellow/scholar will do whole time research work under an approved guide on a subject approved by the Committee.
 - ii. The fellow/scholar shall not accept or hold any appointment paid or otherwise or receive any emoluments, salary, stipend, etc., from any other source during the tenure of the award nor shall he engage himself in any profession or trade during that period. He may, however, undertake teaching assignment of not more than nine hours a week in the Institution, where he will work at the stipend as decided-in-rules.
 - iii. The fellow/scholar shall not join any other course of study or appear in any examination after commencing work under the fellowship/scholarship programme.
 - iv. Unless permitted by the guide to work for a specified period at some other place, the fellow/scholar shall be required to attend the Institution where he/she is to work, on all working days.
 - v. If any information submitted by the fellow/scholar in his application is found to be incorrect, incomplete or misleading, the award may be terminated by the Board of Management after giving him an opportunity of being heard.
 - vi. If at any time it should appear to the Vice Chancellor that the progress or conduct of the fellow/scholar has not been satisfactory, the fellowship/scholarship may be suspended or withdrawn.
 - vii. The fellow/scholar shall be required to pay the fees prescribed by the Institution where he works.
7. Post-graduate scholarship Instituted by the University shall ordinarily be tenable for two academic sessions i.e. twelve months in the first year and 10 months in the

second year on condition that the scholarship holder produces a certificate of efficiency in studies from the Head of the Department in the subject of study or the Head of the Institution.

8. The scholarship shall be tenable from the 1st July if the scholarship-holder join the college within one month of the date of the opening of the college after the summer vacation and pays the tuition fee from the commencement of the session. In any other case, it shall be tenable from the date on which the candidate joins the college.
9. The payment of scholarship shall be made only on receipt of scholar's receipted bills duly countersigned by the Head of the Institution where the candidate studies.- No scholarship shall be drawn for a month unless the scholarship holder has attended the Institution regularly in that month.
10. The award of scholarship shall be done in accordance with the procedure that may be laid down by the Academic Council.
11. A scholarship-holder shall not combine any other course of study with the course for which the award is made.
12. A scholarship shall be cancelled in the Final Year if the scholarship-holder fails to secure above 80% marks in the Previous Examinations.
13. If a scholarship-holder is unable to appear at the previous examination on account of sickness or any other reasonable cause, the scholarship for the months of March and April of each year shall be paid only if the Head of the Institution certifies that the scholar diligently studied for the examination but was unable to take the examination for reasons beyond control. Such a scholar shall not receive scholarship during the next session, but shall be entitled to the scholarship during the studies for the Final Examination, if the scholar passes the previous examination with the requisite standard in the succeeding year in the first attempt.
14. A scholarship-holder shall at all times be of good behaviour and observe all rules of discipline.

15. A scholarship shall be liable to termination, if:

- (i) The scholarship-holder discontinues studies during the middle of a session;
or
- (ii) The scholarship-holder, after he has been given a reasonable Opportunity to explain his conduct, is in the opinion of the Board of Management guilty of a breach of this Ordinance; and if the Board of Management so directs, the Scholarship-holder shall also be liable to refund the amount of scholarship drawn by him.

16. The order of termination shall be passed by the Vice Chancellor and shall be final.

Award of University Medals and Prizes

17. The University shall award with a view to augmenting academic interest and activities among the students. Gold and silver medals every year on the basis of results of annual examinations, subject to the provisions hereinafter appearing.

- a. The quantum of Gold or Silver as the case may be, to be used for a medal shall be such as are approved by the Governing Body.
- b. The expenditure on the preparation and award of medals shall be met from the Fund of the University for which necessary provision shall be made in the annual budget or from endowment fund created for this purpose.
- c. If in a year the actual cost of the award of Medals exceeds the budgetary provision, the Governing Body shall lay down the manner in which the excess expenditure is to be met.
- d. University Gold & Silver medals shall be awarded only on the basis of the results at University examinations.
- e. Only such successful examinees of the year shall be eligible in accordance with the provisions of paragraph 06 following as have secured (i) First division in the case of a Bachelor's degree examination and (ii) First division in the case of a Master's degree examination, for award of Gold and Silver medals.
- f. A gold and a silver medal shall be awarded for each of the following examinations in all branches to successful candidates as mentioned below:-
 - i. A gold medal and a silver medal to the two successful candidates who have been placed in First division and have secured respectively highest and second highest percentage of marks from among the candidates appeared at the Undergraduate courses run being by University. However,

the candidate must have passed all semester examinations of the consecutive years in single and first attempt. To decide the Gold Medal marks obtained by the candidates from the first University to final University examination will be computed.

- ii. A gold medal and a silver medal to the two candidates who have placed in First division and have secured respectively, highest and second highest percentage of marks from among the successful candidates of degree of postgraduate courses being run by University. Provided that the candidate must have passed all University/semester examinations of the consecutive years in single and first attempt.
- iii. The Committee comprising of the following shall select the candidates for the awards of medals and prizes;-
 - o The Vice Chancellor (Chairman)
 - o Chancellor's Nominee.
 - o Three Deans of Faculties to be nominated by the Vice Chancellor in rotation.
 - o Two Chairpersons of Board of Studies to be nominated by Academic Council.
 - o Registrar.

18. University shall institute medals and prizes through endowment and donations received from individuals and trusts as may be approved by the Governing Body from time-to-time.

19. Notwithstanding anything contained in the foregoing paragraphs, award of University Medal for anyone or all of the Examinations mentioned in para 06 may be withheld, suspended or cancelled :-

a. If, in respect of a year no candidate is found eligible for the award under the provision of para 06 above.

b. If the Vice Chancellor finds, after considering a report of the Head of the Institution, that the eligible student concerned is not worthy to receive the award on account of a serious charge against him/her, like gross misconduct etc. (c) if the Governing Body is satisfied that the conduct of the examination concerned at one or more of the centers was not proper.

20. The inscriptions on the medals shall be as prescribed by the University.

ORDINANCE - 07**DISCIPLINARY ACTION AGAINST THE STUDENTS**

1. Every student in the University shall at all times be of good behavior, show diligence in studies, maintain decorum and dignity, take proper interest in co—curricular activities and observe all rules of discipline of the institutions of which he is a student and of the University.
2. When a student has been guilty of breach of discipline within or outside the premises of University or an institution, on persistent idleness or has guilty of misconduct, the head of the institution at which such student is studying should inform the Vice-Chancellor/Registrar. The Vice Chancellor, depending upon the nature of gravity of the offence student may.
 - a) Suspend such a student from attending classes for more than a week at a time, or expel such a student from the University.
 - b) Disqualify such a student from appearing at the next ensuing examination: or Rusticate such a student
 - c) Before inflicting any punishment as aforesaid, the Registrar shall give the student concerned an opportunity of personal hearing and record the reason of inflicting the punishment in writing.
 - d) The Registrar concerned shall have power to suspend for such time as may be necessary a student temporarily from the University pending inquiry into his conduct in connection with an alleged offence.
 - e) The period during which a student remains suspended for completion of an enquiry shall be reckoned in the calculation of his attendance for appearing at an examination provided he is found innocent.
 - f) The rustication of a student from the University shall entail the removal of his name from register of enrolled student.
3. All students pursuing a course of student at the University teaching department shall observe a code of conduct as may be laid down by the Board of Management and also abide by all rule and regulations of the University framed and notified from to time-to-time.
4. Any violation of the code of conduct of breach of any rule or regulation of the University by any student shall constitute an act of indiscipline and shall make him liable for disciplinary action against him.
5. The following acts in particular shall constitute acts of gross indiscipline and any student indulging in any of them shall be liable for disciplinary action against him.
 - i. Disobeying the teacher or misbehaving in the class:
 - ii. Quarrelling or fighting in any University building or in the campus among them:

- iii. Quarreling or fighting with a University employee or any employee of the University canteen, mess or any other public utility functioning in the campus.
 - iv. Stirring or writing or slogans or any material, making of skeletons of figures on any wall or portion of any building within the campus which is not authorized by the University administration.
 - v. Behaving in the University campus or outside in a manner which is indecent or which is meant to annoy or hurt the teacher officers or employees of the University.
 - vi. Any other act which the discipline committee may determine and Vice Chancellor may accept as an act of gross indiscipline.
 - vii. However, all cases of indiscipline within hostel premises shall be dealt by the warden concerned. To deal with such incident the warden shall have all the powers prescribed for the proctor in this ordinance.
6. There shall be a Proctorial Board consisting of members as indicated in the Statute-18 and the decisions of the Proctorial Board shall be approved by the Board of Management from time-to-time.
 7. The Faculty Advisor shall be appointed by Vice Chancellor from amongst the teachers of the University ordinarily for a period not exceeding two years at a time.

POWER AND DUTIES OF FACULTY ADVISOR

8. The Faculty Advisor shall take action in all matters which are referred to him for disciplinary action by any responsible person or constituted authority of the University, he may also take action in matters which come to him knowledge and which in his opinion call for disciplinary action.
9. In the absence of Faculty Advisor, another Faculty Advisor shall act as Faculty Advisor with the consent of the Vice Chancellor and shall have all such powers to Faculty Advisor.
10. In the opinion of Faculty Advisor, the act of indiscipline required action and if it is not of a serious nature, he may hold a summary inquiry and impose the penalties.
11. If in the opinion of Faculty Advisor, the breach of discipline is of a serious nature he may refer the case for investigation to the Proctorial Board, Chief Faculty Advisor and Joint Faculty Advisor or any two joint Faculty Advisors shall constitution the quorum for sitting of such investigation.
12. There shall be a Discipline Committee consisting of the following
 - (i) Chief Faculty Advisor – convener
 - (ii) Director, student welfare
 - (iii) Faculty Advisors from the Concerned Departments
 - (iv) Warden of the Hostels
 - (v) Two other students nominated by the Vice Chancellor

13. All punishment awarded to the students shall be recorded in a register to be maintain by the proctor. The register shall be permanent record of the University and shall contain such details as may be prescribed and prospered by Board of Management.
14. Certificate regarding character and conduct of student of University teaching department may be issued to him by the Faculty Advisor. However, in the case of a student who has been award punishment 3 or more times by the Faculty Advisors himself or on the recommendation of the proctor, the fact that he was so penalized shall be mentioned in the certificate of character and conduct to be issued by the proctor. The certificate of character and conduct issued by the Faculty Advisor, counter signed by the Registrar shall be the only valid certificate of the University in the regard.
15. If the Faculty Advisor finds that in any incident of disturbance or breach of peace certain persons who are not in the roles of the University are involved or are likely to be involved he may send to the Vice Chancellor that the University campus be declared out of bounds for such persons. If the recommendation is accepted by the Vice Chancellor a notification shall be sent to the District Magistrate and the other administrative authorities as the Vice Chancellor may deem fit. The notification issued under this paragraph shall enforce the entry into the campus of a person debarred from entering the campus and it shall be an act of criminal offence and shall be dealt with accordingly.
16. The discipline committee shall ordinarily be convened in an academic year and it shall review general situation regarding discipline in the University and make suggestion in this regard. Any specific case of indiscipline may also be referred to the discipline committee for giving its opinion regarding the further action to be taken.
17. Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of difference of interpretation, the vice-chancellor may take a decision after obtaining, if necessary, the opinion/ advice of the Enquiry Committee consisting of Deans or Directors of the Schools. The decision of the Vice Chancellor shall be final.

18. ANTI RAGGING COMMITTEE AND OTHER DISCIPLINARY COMMITTEE

As per the UGC norms, the University shall set up an Anti-ragging and Disciplinary Committee with the following members:

- (i) Course In-charge
- (ii) Faculty Advisor
- (iii) Wardens
- (iv) Students Representative

This Committee will frequently monitor, promote and regulate healthy interaction with the Fresher's, Junior Students and Senior Students.

ORDINANCE - 08**CONDITIONS OF RESIDENCE OF THE STUDENTS**

The Rules may be called as the Rules for Hostel facility for students in VIT Bhopal University. These rules shall be applicable to all the Hostels of the University.

ADMISSION TO HOSTEL

1. Application for admission to hostel shall be made on the prescribed form available at hostel office/office of the Chief Warden on payment of fees as prescribed. The duly filled application form should reach chief Warden's office before the prescribed date.
2. Incomplete or wrongly filled application form shall not be considered.
3. Such application for admission shall furnish a character certificate from the Head of the institute last attended along with application.
4. After an application has been admitted or readmitted he/she may be allotted a bed in a room by the warden.
5. Old hostellers seeking readmission must also apply for admission ensuring clearance of No Dues of previous year of any, than deposit their readmission dues.
6. No. student who has failed or dropped out in the examination or warned for any action shall be readmitted to the hotel.
7. The parents of the student shall submit a pass-port size colored photograph of the local guardian, duly signed by both (parents and guardian), to the hostel warden at the beginning of the semester/admission to the hostel to enable the hostel warden to identify the person when he comes to meet the ward in the hostel, or makes a request for taking the ward home.
8. No student shall be allowed to reside in any hostel after completion of his/her degree for which he/she was admitted. In the event to taking admission in other course in the University his/her admission in the hostel shall be considered afresh.
9. Initially a bonafide student may be considered for admission for one session only and in case of unsatisfactory conduct re-admission in the University shall not be considered.
10. Hostel rooms shall have to be vacated during summer vacation for maintenance. In exceptional cases student may be permitted to stay on payment of special charges to be decided by the Hostel Management Committee/

11. Students shall not be allowed to keep any furniture other than those provided by the hostel in their rooms without prior permission of the warden.
12. Music systems/radio/TV are not allowed in the rooms.
13. Students shall cooperate in keeping the hostels and their surroundings clean by not disposing of garbage and waste materials here and there but in dustbins at designated places.
14. Hostellers shall be responsible for the security of their own property. They must not leave their room/ box unlocked in their absence. Luxury items are strongly discouraged and the management is not responsible for security/ safety problems arising out of this.
15. In case of any emergency during the night, the hostellers shall contact the hostel warden for help. Girls may contact the warden through, the ayah/ chowkidar of the hostel. Local guardians/ parents of girls' hostellers may telephone the hostel warden and not the girls directly after 7:00 pm in case of emergency.

FEES, RENTS & OTHER CHARGES

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

CANTEEN

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

HOSTEL ROOM AND ALLOTMENT

21. The following priority is fixed for providing accommodation in the University hostel.
 - (i) Undergraduate boys/ girls and whose parents are residing in rural areas and students belonging to economically weaker sections of the society shall be given preference over other boys/ girls.
 - (ii) Physically handicapped students
 - (iii) SC/ ST/ Other category of Students.
 - (iv) Students pursuing professional courses that require longer hour practical or fieldwork shall have priority over others.
 - (v) Local students (Staying within 15 kilometers from the campus), research scholars and married students shall not be allowed due to space limitation in the hostel.
 - (vi) All hostel students residing in the hostel shall be required to submit a undertaking as per Performa approved by dean student welfare.

ATTENDANCE

22. Attendance shall be taken in hostel every evening at an appointed time. Absence without prior information to warden, at the time of attendance is an offense. The warden shall adversely deal with any attempt of proxy or wrong entry in the attendance register. The roll call hours will be as follows.
23. Attendance time for girls during summer - 19:00h and for winter 18:00h.
24. Attendance time for boys 21:00hrs

HOSTEL MANAGEMENT COMMITTEES

25. There shall be Hostel management committee, Standing committee for hostellers discipline and a hostel committee appointed by the Vice-Chancellor to support the warden for smooth running of the hostel. The term of the committee shall be one year, which may be extended by the Vice Chancellor for another year.

(i) Hostel Management Committee

The committee shall comprise:

- | | | |
|---|---|----------|
| (a) Director Student Welfare | - | Chairman |
| (b) Chief Wardens and all Warden | - | Member |
| (c) One Student's representative from each hostel | - | Member |
| (d) One Dean nominated by the Vice Chancellor | - | Member |

(ii) Hostel Disciplinary Committee

There shall be a Hostellers Disciplinary Committee to deal with student's indiscipline and misconduct defined in the Hostel ordinance:

- | | | |
|---|---|----------|
| (a) Chief Warden | - | Chairman |
| (b) One Dean nominated by the Vice Chancellor | - | Member |
| (c) Wardens of concerned Hostel | - | Member |
| (d) Chief Faculty Advisor | - | Member |

(iii) Hostel Committees

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

- | | | |
|--|---|----------|
| (a) Chief Warden | - | Chairman |
| (b) Wardens of the Concerned Hostel | - | Member |
| (c) One hostel Student representative approx. for 20-25- | - | Member |
| (d) One hostel supervisor for each of the | - | Member |

various functions like food, health and Extracurricular activities.

MISCONDUCT & INDISCIPLINE

26. Gambling of any kind and use of liquor/ drugs and smoking etc. is strictly prohibited in the hostel and campus.
27. Guests of the opposite sex shall not be entertained in the hostel. The hostellers however may be permitted to meet their relatives at pre-permitted place during designated time.
28. Pornographic literature and exotic posters/ displays etc. are not permitted in the hostels.
29. No hosteller shall be allowed to change the room allotted in the hostel without prior permission of the warden. The warden may order at any time change of rooms or mutual exchange of rooms without assigning any reasons.
30. Use of electric heater & iron etc., are not allowed in the hostel. Heavy fine may be imposed for violation of this rule.
31. Hostellers are strictly prohibited to keep firearms with them. No pets such as dog etc., are permitted to be kept in the hostel by the hostellers. In exigencies all hostellers shall vacate their room at given order/time by the Vice Chancellor/ Registrar for any reason whatsoever and hand over the charges of their rooms to the Warden failing which Warden shall be authorized to break open the locked room. The University shall accept no responsibility for the private property of the concerned students found in the rooms.
32. Hostellers shall not give shelter to any outsider; anyone found guilty on this account shall be severely punished including removal from the hostel accommodation of the University.
33. No meeting shall be held in the hostel premises without the prior permission of the Warden.
34. No notice is allowed to be exhibited on a notice board or circulated to the hostellers unless it has been signed or countersigned by the Chief Warden. Also, hostellers shall not cause damage or interfere in any manner with the notice board of the hostel.
35. There shall be no ragging whatever manner/ form i.e. introduction etc. A breach of this rule shall be severely dealt with up to rustication.

Note: For notification or communication to the hostellers a notice by the Warden on the hostel notice board shall be considered adequate. Hostellers should watch the notice

board regularly and follow general or specific instructions given from time-to-time. For matters common to all, the hosteller or students, the display shall be on the notice board of the Director Student Welfare at the hostel office. No separate notice would be sent to the student.

DISCIPLINARY ACTION

36. Every hosteller shall maintain a high standard of discipline, have respect for the tradition of the University and conduct in a dignified manner within and outside the hostel. They should do nothing, which may cause noise, disturbance or distraction in studies or may be deemed irregular in any way.
37. The warden shall keep a conduct register exclusively for recording the misconduct of the students along with details of punishment, warnings etc. While the register will have one page for one student for noting misconduct, it should have another page to note down good conducts/ acts in the nature of Good Samaritan.
38. Resort to any form of strike by the hosteller without following the legally provided remedial channels/ procedures/ shall be deemed as a serious breach of discipline and the student shall ipso facto stand expelled from the hostel/ University.
39. Any indiscipline or misconduct committed by the hosteller or group of hostellers shall be brought to the notice of hostel disciplinary committee for taking appropriate action. Depending upon the gravity of the misconduct committed by the hosteller the matter shall be brought to the notice of the Faculty Advisor or Registrar or Vice Chancellor who may pass order in writing for taking appropriate action.
40. In case the situation in the hostel deteriorates to a level that requires protection, the Faculty Advisor in consultation with the Chief Warden may call the security to get the Hostel vacated by the hosteller. Such action taken however shall be brought to the notice of the Registrar in writing.
41. Any hosteller found guilty of ragging, indiscipline, defiance of order, rowdy behavior or any other misconduct is liable to be fined up to Rs. 10000/- and/or instant removal or expulsion or rustication from the hostel/University.
42. No student shall be permitted to appeal against the Warden to any authority other than hostel management committee. If the appeal is against the decision of the hostel management committee, it should be made to the Vice Chancellor and his order shall be the final.

ORDINANCE – 09

**CO-OPERATION AND COLLABORATION WITH OTHER UNIVERSITIES,
INSTITUTIONS, AND INDUSTRIES:**

1. The University shall be signing MoU with National and International Level Institutes and Universities for Cooperation and Collaboration for Higher Education.
2. The Co-operation / Collaboration shall be for
 - a) Skill upgradation of Faculty members
 - b) Conduct Internship for the students
 - c) Invite Industrial experts for Guest and Invited lectures
 - d) To offer consultancy services to the industry
 - e) To conduct placement training for the industry preparedness
 - f) Running dual-degree programmes at Graduate & Postgraduate Level
 - g) Exchange of Students and Faculty of different degree programmes
 - h) Joint Research Projects and Programmes
 - i) International Conferences / Seminars / Workshops

ORDINANCE - 10**DOCTORAL PROGRAMME:**

The ordinance shall be called "Ordinance for Doctoral programme". The ordinance will be governed on such rules & regulations framed in accordance of regulation/ norms laid by UGC from time to time and approved by the Academic Council and the board of management of the University.

1 Eligibility for enrolment for Doctor of Philosophy (Ph.D.)

1.1 A candidate for enrollment for the Ph. D programme must, at the time of application, hold Master's degree with at least 55% marks or an equivalent grade of University/ Deemed University or any other University incorporated by any law for the time being in force and recognized by the University (Five percent marks will be relaxed for SC/ST/ Other category candidates).

1.2 A candidate shall ordinarily be permitted to work for Ph.D. degree in the subject in which he has obtained his Master's in Engineering/Technology/Applied Sciences or other streams. Under exceptional cases, B. Tech degree with very high standard may be permitted to enroll in Ph. D programme.

Provided that, research work leading to Ph.D. degree may be allowed in allied subjects of interdisciplinary nature of the same faculty or of allied faculties. Provided further that whether a subject is allied or not to the subject in which the candidate has done Masters or Bachelor degree in engineering/ Technology/ Applied Sciences or other streams, shall be decided by the Academic council.

2 A candidate must apply for registration for Ph.D. degree of his subject on a prescribed form obtainable on payment of prescribed fee, stating.

(i) His qualification and experience.

(ii) Proposed subject/ discipline along with the relevant faculty in which he proposes to work.

(iii) Proposed title of the Ph.D. thesis.

(iv) Name of the Supervisor (along with name of co-supervisors, if any)

- (2) At the time of interview, the candidate are expected to discuss their research interest/area, choice of supervisor and co-supervisor (if any)
- (3) The allotment board then shall finalize the list of the names of the candidates admitted to the Ph. D in the concerned subject. If possible the allotment board shall allot the place of research work and the supervisor and co- supervisor if any shall also approve the proposed title of the thesis. However, the candidate may change title of his thesis, after prior approval by Doctoral Committee (DC). The candidate may however, be allowed to take another chance of allotment in next admission session if he does not want to change preferences in the first instant.
- (4) The admission process must be completed before the last date for admissions decided by the University for the Course.
- (5) A merit list shall be prepared on the basis of entrance test and interview and result shall be declared by the Registrar.
- (6) The Ph. D candidate should not be in anyway family or blood-related to the supervisor/ co-supervisor.

6 Fees

Registration fee for Ph.D. program is to be paid to the University at the rates approved by the University from time-to-time. The total fee for the programme must be paid before submission of Ph.D. thesis.

7 Course Work

(a) After having been admitted, each PhD. student shall undertake course work in the subject as per guideline of UGC, minimum period of six months i.e. one semester. The course shall include curriculum on research methodology. It may also involve reviewing of published research work in the relevant field.

(b) Evaluation-

- (i) The course work shall carry a minimum of 2 credits (1 credit- equal to 15 hours). The concerned Department/School/Institution shall decide the details of the course work, teaching schedule and evaluation.
- (ii) The details of the specific subject shall be decided by the Department/School.
- (iii) University examination shall be held at the end of the semester. The Scheme of examination shall be notified by the University.

- (iv) A candidate shall be declared to have successfully completed the course, if he has successfully passed semester examinations with minimum 65% or equivalent grade as mentioned above. Minimum 6 credits to be earned during the coursework for successful completion.

8 Research Centre

A candidate may pursue his research work for Ph.D. degree in the University Teaching Department in the subject concerned.

Or

Research Centre i.e., an organization of National or International repute (NIIT/IIT other academic institutions of national importance/Research Organization of Government/reputed corporate establishment with established R&D Laboratories etc.), recognized as a research Centre by the Academic Council: Provided that an M.O.U. shall have to be signed between the University & the Institute / Organization.

- (a) After the M.O.U., the candidates may be allowed by the DC to pursue research work at the industry of international repute involved in research and development activities in the subject and having sufficient R&D infrastructure for conducting research, which must be Government on India approved R&D Centre and shall be recognized for this purpose by the Academic Council of the University.
- (b) A candidate permitted to work in such Industry as stated in the above para, having MOU with the University, shall be required to take at least one supervisor/co-supervisor from the industry. Such supervisor/co-supervisor should be Scientist/Director of the R&D center not below the rank of the Associate Professor of the University.
- (c) Candidate may also be permitted to work by the DC in research establishment of repute like CSIR Labs/ DRDO Labs or Labs of repute established by Central Government and after MOU signed by the University with such establishment.
- (d) A candidate permitted to work in such Research Establishment, stated in the above para, shall also be required to take at least one supervisor/co-supervisor from the establishment. Such supervisor/ co-supervisor should be

Scientist/Director of the R&D Center not below the rank of Associate professor of the University.

9 Supervisor/Co-supervisor

The person recommended as supervisor/co-supervisor to guide the research scholar must be:

a) The professor in the University who has obtained a doctorate in the subject and has published at least five research papers on the concerned subject in peer reviewed standard journals of repute.

Or

b) An Associate Professor in the University who has obtained a doctorate degree in the subject and has published at least five research paper on the concerned subject in standard journals of repute.

Or

c) An Assistant Professor in the University who has obtained a doctorate degree in the subject and has published at least five research papers on the concerned subject in standard journals of repute and has at least two years teaching experience with PhD

Or

d) A Director/ Scientist/ professor / or an equivalent cadre in an organization of national/ international repute not below the rank of an associate professor of the University, working as regular employee or retired and who has published at list five papers in peer reviewed standard journals of repute.

(i) Provided further that a person who is himself registered for PhD degree of the University shall not be eligible to act as supervisor or member of any committee mentioned in this Ordinance.

(ii) A person who wants to get himself recognized as a supervisor/co-supervisor shall apply in the prescribed Performa, duly forwarded by the Head/Principle/Director of his institution. The case will be put up before the DC which will decide about the recognition.

10 Doctoral Committee

1. After successful completion of Pre PhD course work, the candidate shall be eligible to submit a synopsis (as per Appendix 1.) of his proposed research work along with the

title of the thesis duly forwarded by the supervisor and Head of the institution where the candidate is pursuing his research. The synopsis has to be submitted in four copies, with Signatures of candidate, supervisor, co-supervisor and head of the institution on each of the copy.

2. The candidate shall be required to make an oral presentation of the proposed work before the Doctoral Committee consisting of the following members:-

- (i) Vice Chancellor's nominee- chairman.
- (ii) Dean of the school concerned.
- (iii) Chairman, Board of studies of the subject in the school.
- (iv) Head or one professor of the University teaching department or in the case of non-availability of professor, one associate professor of the University teaching department if the subject.
- (v) One external subject expert of the rank of University professor to be appointed by the Vice Chancellor ordinarily out of a panel of a 5 expert given by the dean of the school concerned external expert and to other members shall form the committee.

Note-

- a) The supervisor of the candidate may be present and observe the oral presentation of his candidate.
- b) No TA and DA shall be payable to candidate and supervisor for attending the Doctoral Committee meeting.

The meeting of Doctoral Committee shall be held in the University office twice year. The Committee shall consider the application of the persons, who want to get recognized as supervisor/co-supervisor submitted under section 9 of this Ordinance and recommend the eligibility of the person for the appointment as supervisor / co-supervisor. The committee shall also prepare a list of approved supervisors/co-supervisors, along with their specialization as per provision of this ordinance. This list shall be available with the Registrar.

3. After approval by the Doctoral Committee of the title of the thesis, synopsis, supervisor, co-supervisor (if any), and place of research work, the candidate shall be registered for PhD degree from the date on which the candidate has deposited the registration fee and other fees mentioned in para 6 of this Ordinance, at the time of

admission and this date will be the "date of registration" of the candidate. The letter of registration shall be issued by the Registrar and sent to all those concerned. The candidate shall be enrolled as a student from the date of registration and will be required to pay regular tuition, library and laboratory fees (Annually) to the University.

4. If the Doctoral Committee makes any change only in the title of thesis, the approved changed title shall be communicated to the candidate in the meeting of the Doctoral Committee itself. The letter of registration shall be issued mentioning the approved title.
5. If the Doctoral Committee suggests any change in the synopsis, then the change required shall be communicated to the candidate by the Registrar. The candidate will be required to resubmit the synopsis (in Four copies) as revised by him, incorporating the changes suggested by the Doctoral Committee within 3 month time. The Dean of the School shall examine the revised synopsis; he will approve the same. The letter of registration shall then be issued by the Registrar.
6. If the Doctoral Committee decides that major revision is required in the synopsis and/ or the oral presentation was also found to be unsatisfactory, the candidate may be asked to revise the synopsis and/or improve upon the oral presentation and reappear at the next meeting of the Doctoral Committee.
7. If the Doctoral Committee does not recommend a candidate for registration to Ph.D. degree, the candidate shall be communicated the same by the Registrar. In this case, only the caution money deposited by the candidate shall be refunded.

11 Period for submission of thesis

- (a) The candidate shall pursue his research at the approved place of research under the supervisor/co-supervisor on the approved subject. The candidate shall be permitted to submit his thesis not earlier than 30 months after successful completion of course works at the research centre and not later than five calendar years from the date of registration. For M. Phil degree holders, the thesis may be submitted not earlier than 24 months from the date of registration. In case a candidate does not submit his thesis within five calendar years from the date of registration and does not apply for extension in time, his registration shall and automatically cancelled.

Provided that the period for submission of thesis can be extended by one year by the Vice Chancellor, if the candidate applies for extension at least one month before the expiry of registration period together with a fee as prescribed by the University. In case, candidate does not submit his thesis within the extended period his registration shall stand automatically cancelled.

Provided also that after the expiry of five years from the date of registration the Vice Chancellor may permit a candidate to get registration on the same topic on payment of a re-registration fees as prescribed by the University. The condition of minimum period of 30 month and attendance shall not apply to such re-registered candidate for submission of the thesis. For re-registration, approval by Doctoral Committee is not required. The candidate must submit the thesis within four years from the date on which the original registration expired. No extension in this period is allowed. The registration will stand automatically canceled after 9 years from the date of original registration. After this period, if a candidate desire to pursue research work for Ph.D. degree he will have to apply for registration as a fresh candidate.

- (b) A teacher candidate with five years teaching experience at the time of registration can submit his thesis after 24 months instead of 30 months after successful completion of course work.

12 Change of Supervisor

Only under special circumstances, the candidate may be allowed to change the supervisor on the recommendation of the committee constituted by the Vice Chancellor for the purpose. No change in the topic of research will be permitted due to the change of supervisor.

13 Six Monthly Report

The University shall obtain every six month a record of attendance, progress report of the work of research scholar from his supervisor as per appendix- 4 which shall be scrutinized by the Dean of the school. Those candidates who fail to deposit fees, the Vice Chancellor on the recommendation of the Dean of the School may order the removal of the name of the scholar from the list of those registered for the Ph.D. degree.

14 Summary of thesis and Appointment of examiner

- (a) The candidate shall submit 5 copies of the summary of the thesis together with a list of research papers published or accepted for publication in the peer

reviewed standard journals of repute as approved by the University from time to time through his supervisor to the Registrar about 3 months prior to the anticipated date of submission of thesis.

- (b) The supervisor shall submit to the Registrar in a sealed cover a panel of at least 6 name of examiner actively engaged in the concerned area of research not below the rank of Associate professor of a University Teaching department or college professor from outside the jurisdiction of this University. At least half of the name should be from outside the state.
- (c) The Vice Chancellor shall appoint two examiners out of the aforesaid panel submitted by the supervisor. The consent of examiner shall be obtained by sending them the synopsis and list of publications.

Note: The synopsis shall be send by post airmail/ email.

15 Pre Submission Defense Committee

- (i) Prior submission of thesis, the candidate shall prepare a draft thesis and shall submit it in soft and hard copy in the prescribed format of the University.
- (ii) However, prior to the submission of draft Ph.D. thesis, the candidate published at list two research paper in the peer reviewed standard journals of repute, as approved by the University from time-to-time, in which the candidate is the sole author or one of the co-authors, then his name should be the first author. The reprint of such a paper along with reprints of other research papers published by him, if any, shall be appended with the thesis at the end. If reprint has not been obtained till the time of submission of thesis, the acceptance letter along with the approved manuscript (i.e. preprint) shall be appended inside the thesis at the end.
- (iii) The candidate shall make a Pre-submission Defense, based on that draft thesis, in the University teaching department in the subject or any place in the University premise fixed by the University for the purpose. Arrangement for this shall be made on a request from the candidate, duly recommended by the supervisor to the University in the Performa given in Appendix 5.

16 Submission of Thesis

1. After getting an approval from the DC as mentioned in Para 15, the candidate can finalize his thesis.
2. The finalized thesis shall be typed set on a computer using standard software like MS Word or Latex. It shall then be type written only on one side of the pages. It may then be photocopied (Only one side of the pages) for producing multiple copies.

3. The Candidate shall submit the thesis to the University as follows:
 - (i) Three hard bound copies of the thesis, and
 - (ii) Soft copy in the form of CD (in Three Copies)
4. In the thesis after the cover page, the forwarding letter/declaration/certificate mentioned in (a) (b) and (c) below must be given.
 - (a) Thesis should be forwarded by head of the Department.
 - (b) The thesis must be accompanied by a declaration form the candidate as per (appendix 2) that the thesis embodies his own work and he has worked under the supervisor at the approved place of work for the required period as per provisions of the Ordinance.
 - (c) The certificate from the supervisor together with Co-supervisor, if any, as per Appendix 3.

Note –

- (i) The candidate shall also remit with the thesis, prescribed fee as the examination fee as approved by the University.
- (ii) The no dues certificates from the place of work and the University library must be submitted along with the thesis.

17 Evaluation of thesis and viva-voce examination

- (i) On receipt of the thesis, required fee and no dues certificates, the thesis shall be sent to the two examiners already consented
- (ii) The thesis to be accepted for the award of the Ph.D. degree must comply of the following conditions:
 - (a) It must be a piece of research work characterized either by the discovery of the new facts or by a fresh approach towards the interpretation of fact. In either case. It should evince the candidate's capacity for critical examination and sound judgment.
 - (b) It must be satisfactory in point of language and presentation of the subject matter.
- (iii) The examiners shall categorically recommend in the prescribed Performa acceptance, revision or rejection of the thesis. He shall also give detailed comments on the points spelled and also detailed comments on each chapter in the examiner's report, which should be typed on separate pages, in four copies. The examiner must also give a list of at least five questions he wishes to be asked at the vice-voce Examination

- (iv) The examiner's may seek clarification of the subject matter of the thesis from the supervisor through the Registrar. This provision will be incorporated in the letter to be sent to the examiners while sending the thesis.
- (v) The Vice Chancellor may recall the thesis from an examiner, who fails to send the reports within three months of the date of dispatch of thesis or such other date as may be extended by the Vice Chancellor and appoint another Examiner from the panel of Examiners.
- (vi) If one Examiner approves the thesis and the other rejects it or recommends for revision, the thesis shall be sent to the third Examiner, drawn from the panel of Examiners as constituted by the Vice Chancellor, without the reports of earlier Examiner, the third Examiner shall be asked to give his opinion and his opinion shall be final.
- (vii) In case both the original Examiners accept the thesis for the award of the Ph.D. degree or in the event of it being referred to the third Examiner, and the third Examiner accepts the thesis for the award of the degree, the candidate shall be called upon to appear at the viva-voce Examination before a board of Examiners comprising of the Supervisor, Co supervisor (if any) and one of two Examiners selected by the Vice Chancellor, who have accepted the thesis for the award of the Ph. D degree.
- i. The Supervisor/Head of the concerned Department/Chairman Board of Studies of the subject concerned, as the case may be, shall be communicated the name of the external examiner appointed by Vice Chancellor to conduct the viva-voce examination. The same shall then contact the external examiner and fix up a date provided that in special circumstances, Vice Chancellor may appoint alternate viva-voce examiner from the panel of examiner, if both the external examiners are not in a position to conduct the viva-voce examination.
 - ii. The viva-voce examiner shall be conducted at the concerned department or at any place fixed by the University for the purpose. The date and time and place of open viva-voce examination shall be notified by the registrar on the University Notice board at least a week in advance. At the time of viva-voce examination, the board, of examiners shall be provided the reports of the examiners, which shall be returned along with the report of viva-voce examination in a confidential cover to the Registrar.
 - iii. The candidate shall present the work embodied in the thesis before the board of examiners, members of faculty, research scholars and other interested

persons present in open viva. After the presentation of the research work the Board shall ask questions together with those questions which have been given along with examiners reports. Others in the audience can also ask question and the candidate shall reply only those question which are permitted by the external examiner.

- iv. In case the viva-voce examination is not satisfactory, the candidate shall reappear for viva-voce examination within six months. Such candidates would be required to pay an additional fee as prescribed by the University for Second viva-voce Examination. The Same examiner/external examiner for second viva-voce examination shall be appointed by the Vice Chancellor as above. If the candidate fails to satisfy the viva-voce examiners a second time, his thesis shall be finally rejected.
- v. If the examiner recommend that the candidate be asked to revise/improve his thesis, the Vice Chancellor shall permit the candidate to resubmit his thesis not earlier than six months and not later than eighteen months, the period being counted from the date of the issue of orders to the candidate.
- vi. The candidate shall be provided examiners reports without disclosing the names of the examiners to enable him to improve the thesis on the basis of the reports. All the copies of the thesis shall also be returned to candidate.
- vii. In case the candidate is allowed to resubmit the thesis he will have to pay the prescribed fee afresh at the time of resubmission but it shall not be necessary for him to reproduce any certificate of further attendance at the institution at which he carried out the work.
- viii. The resubmitted three copies of the thesis must make clear mention that is a revised version. The thesis shall got examined as far as possible by the examiners who finally recommended for the revision.
- ix. In case the candidate is asked to revise the thesis and one of the examiners recommends again for revision of the revised thesis and the other accept the thesis shall be rejected. If he accepts the thesis for the award then the candidate shall be awarded the Ph.D. degree on successful viva voce examination as per provision.
- x. In case a candidate is asked to further revise the thesis by the third examiner, as per provisions laid down above, the thesis shall stand rejected. Second time revision is not permitted in any case and if so, the thesis shall automatically stand rejected.

Note – Whether a candidate has incorporated the minor revision/s suggested by the examiner/s shall be evaluated by Dean of the School. Only after his satisfactory report, the viva-voce of the candidate shall be fixed.

18 Appearing in other examination

No research scholar shall join any other course of study or appear at any other examination conducted by any University leading to a degree (except Certificate/Diploma course of languages, research methodology, statistics and computer courses).

19 Publication of thesis

The thesis shall be published only with the permission of the University and such publication shall state on the title page itself that the thesis is approved for award of the Ph.D. degree of the University.

20 Award of Ph.D.

After the successful viva-voce, the Vice Chancellor shall have powers to issue Notifications for the award of Ph.D. degree to the candidate and the matter shall be reported to the Board of Management for their approval in its forthcoming meeting. One copy of the thesis will be kept in the University Library and another copy will be kept in the Department Library of the institution where the research work was carried out; the third will be returned to the supervisor. Following the successful completion of the evaluation process, and announcement of the award of Ph.D. the University shall submit a soft copy of the Ph.D. thesis to UGC within a period of thirty days for hosting thesis in NET accessible all University/Institution.

21 Reports of examiners

After the declaration of the results the successful candidates may be provided the copies of reports of the examiners who recommended for the award of the degree on payment of fee prescribed by the University. The Reports will not disclose the identity of the examiners.

22 Withdrawal of degree

On detection of any irregularity or any plagiarism the University shall take suitable steps to withdraw the degree.

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

Appendix-1

**VIT BHOPAL UNIVERSITY
KOTHRI KALAN, SEHORE, MADHYA PRADESH - 466114**

PROFORMA FOR SYNOPSIS

- 1 Title of the thesis
- 2 Introduction : Giving purpose of research (in about 200 word)
- 3 A brief review of the work already done in the field.
- 4 Noteworthy contributions in the field of proposed work.
- 5 Proposed methodology during the tenure of the research work.
- 6 Expected outcome of the proposed work.
- 7 Reference in standard format.
- 8 List of published papers of the candidate.

Signature of the Supervisor

Date.....

Signature of the Candidate

Date

Signature of Co supervisor (if any)

Date

Appendix-2

**VIT BHOPAL UNIVERSITY
KOTHRI KALAN, SEHORE, MADHYA PRADESH - 466114**

DECLARATION BY THE CANDIDATE



I declare that the thesis entitled

.....

Is my own work conducted under the supervision of

Dr.....

(Supervisor/Co-Supervisor)

at.....

(Center).....

Approved by Doctoral Committee. I have put in more than 30 months of attendance with supervisor at the center after the completion of the course work.

I further declare that to the best of my knowledge the thesis does not contain any work which has been submitted for the award of any degree either in this University or in any other University without proper citation.

Signature of the candidate

Date:

Place:

Appendix-3

**VIT BHOPAL UNIVERSITY
KOTHRI KALAN, SEHORE, MADHYA PRADESH - 466114**

CERTIFICATE OF THE SUPERVISOR

This is to certify that the work entitled _____
.....is a part of
research work done by Shr./Smt./Ku. Under
My/Our Guidance and Supervision for the degree of Doctor of Philosophy of VIT Bhopal
University (M.P.) India.

I certify that the candidate has put in an attendance of more than 30 months with me. To
the best of my knowledge and belief the thesis:

- (i) Embodies the work of the candidate himself.
- (ii) Has duly been completed.
- (iii) Fulfill the requirement of the ordinance relating to the Ph.D. degree of the
University:

Signature of the Co-Supervisor

Date :

Signature of the Supervisor

Date:

Appendix – 4

VIT BHOPAL UNIVERSITY
KOTHRI KALAN, SEHORE, MADHYA PRADESH - 466114

CONFIDENTIAL PROGRESS REPORT

Six monthly progress report of the research work done for the period
 from..... to
 of the research scholar.

1. Name of the research scholar

.....

2. Subject

.....

3. Topic registered for Ph. D Degree

.....

4. Name of the Supervisor

.....

5. Name of Co-Supervisor (if any)

.....

6. Description of the guidance on the topic

Period with dates the Candidates has been with the guide for research work (It may also indicate the date of leave availed by the candidate during the above period).

Remarks of the supervisor on the work done by the candidate.

Fees paid vide receipt No Date

Date:

Place :

Signature of the Supervisor

Address:

.....

Appendix - 5**VIT BHOPAL UNIVERSITY****KOTHRI KALAN, SEHORE, MADHYA PRADESH - 466114****FORWARDING LETTER TO THE HEAD OF THE INSTITUTION**

The Ph.D thesis entitled

.....

.....

..... Submitted by Shri/Smt./Ku.

.....

is forwarded to the University in 5 copies. The candidate has paid the necessary fees and there are no dues outstanding against him.

Name Seal

.....

Date:

Place:

(Signature of Dean Academic Research where the
Candidate was registered for Ph.D. degree)

Signature of the Supervisor Date:

Date:

Address

Place:

Apendix-6**VIT BHOPAL UNIVERSITY
KOTHRI KALAN, SEHORE, MADHYA PRADESH - 466114****EXAMINERS REPORTS ON Ph.D. THESIS**

Title of thesis

.....

Name of candidate Shri/Smt./Ku.

.....

Subject: Faculty

Whether the thesis is recommended for the Award of Ph.D. degree. Yes/ No

If the answer is NO, whether

1. The thesis be revised on the Lines of the Detailed report below

.....

2. The thesis be rejected (Please write Yes/No, as the case may be)

Thesis requiring only minor revisions should also be covered in the category and suitable remarks detailing minor revisions required, is/are to be enumerated:

Thesis requiring only major revision/s should be covered in this category and suitable remarks detailing the major revision/s required is/are to be enumerated.

DETAILED REPORT

(The examiner is requested to attach detailed report covering also the following points)

(a) It must be a piece of research work characterized either by the discovery of the facts or by a fresh approach towards the interpretation of facts. In either case, it should evince the candidate's capacity for critical examination and sound judgment.

(b) It must be satisfactory in point of language and presentation of the subject matter.

Date:

(Signature of the Examiner)

Place:

Full Name & Address

.....

Appendix-7

VIT BHOPAL UNIVERSITY
KOTHRI KALAN, SEHORE, MADHYA PRADESH - 466114

PROVISIONAL CERTIFICATE FOR THE AWARD OF Ph.D. DEGREE

This is to certify that vide notification no.

Dated of VIT Bhopal University, the Board of Management has
 decided that the degree of Ph.D. in

(Subject) be awarded to

The title of Ph.D. thesis is

The Ph.D. degree shall be awarded in compliance of the "University Grants Commission
 minimum Standards and procedure for award of Ph.D. degree Regulation, 2010"

Registrar

Date:

भाग ४ (ग)

अंतिम नियम

श्रम विभाग

मंत्रालय, वल्लभ भवन, भोपाल

मध्यप्रदेश भवन एवं अन्य संनिर्माण कर्मकार कल्याण मण्डल

भोपाल, दिनांक 29 जुलाई 2017

क्र.५.१०३ भसकम-1911-मध्यप्रदेश भवन एवं अन्य संनिर्माण कर्मकार(नियोजन तथा सेवा शर्तों का विनियमन) नियम, 2002 के नियम 278 के अधीन प्रदत्त शक्तियों का प्रयोग करते हुए, मध्यप्रदेश भवन एवं अन्य संनिर्माण कर्मकार कल्याण मण्डल राज्य शासन के पूर्व अनुमोदन से प्रसूविधाओं से संबंधित प्रक्रियात्मक तथा अवशिष्ट मामलों को अभिकथित करने वाली पूर्व में जारी अधिसूचना दिनांक 19 मई 2017 में हितलाभ के स्वीकृति के अधिकार संबंधी पदाभिहित अधिकारियों के पदनाम से संबंधित त्रुटि के फलस्वरूप 19 मई 2017 को जारी अधिसूचना निरस्त करते हुए निम्नानुसार नवीन अधिसूचना जारी करता है।

आवेदकों के द्वारा पदाभिहित अधिकारी के समक्ष आवेदन पत्र प्रस्तुत करने की समय सीमा का प्रावधान निम्नानुसार सारणी में किये जाते हैं:-

सेवा क्र.	सेवाएं	पदाभिहित अधिकारी का पदनाम	आवेदन-पत्र जमा करने की निश्चित समय-सीमा	संशोधित समय-सीमा
1	प्रसूति सहायता योजना	ग्रामीण क्षेत्र विकासखण्ड चिकित्सा अधिकारी शहरी क्षेत्र सिविल सर्जन/अधीक्षक मेडिकल कॉलेज अस्पताल/विकासखण्ड चिकित्सा अधिकारी(अपनी अपनी अधिकारिता क्षेत्र में)	प्रसूति पश्चात् 60 दिवस तक	प्रसूति पश्चात् 60 दिवस तक
2	विवाह सहायता योजना	ग्रामीण क्षेत्र मुख्य कार्यपालन अधिकारी, जनपद पंचायत शहरी क्षेत्र अ-आयुक्त, नगर निगम ब-मुख्य नगर पालिका अधिकारी, नगर पालिका/नगर परिषद	विवाह तिथि से एक दिन पूर्व	विवाह तिथि से 60 दिन तक
3	चिकित्सा सहायता योजना	श्रम विभाग, म.प्र. भवन एवं अन्य संनिर्माण कर्मकार कल्याण मण्डल की अधिसूचना दिनांक 01 अगस्त 2014 के अनुसार	उपचार प्रारंभ होने से चार माह, अथवा अस्पताल से छट्टी व उपचार पूर्ण होने के दो माह तक जो पहले हो	उपचार प्रारंभ होने से चार माह, अथवा अस्पताल से छट्टी व उपचार पूर्ण होने के दो माह तक जो पहले हो
4	मृत्यु की दशा में अन्त्येष्टि सहायता योजना	ग्रामीण क्षेत्र ग्राम पंचायत शहरी क्षेत्र	अंतिम संस्कार के दिन	मृत्यु उपरांत 6 माह तक

		अ-आयुक्त, नगर निगम ब-मुख्य नगर पालिका अधिकारी, नगर पालिका/नगर परिषद		
5	मृत्यु की दशा में अनुग्रह सहायता योजना	ग्रामीण क्षेत्र मुख्य कार्यपालन अधिकारी, जनपद पंचायत शहरी क्षेत्र अ-आयुक्त, नगर निगम ब-मुख्य नगर पालिका अधिकारी, नगर पालिका/नगर परिषद	मृत्यु उपरांत छ माह तक	मृत्यु उपरांत छ माह तक स्थायी अपंगता की स्थिति में दुर्घटना के दिनांक से छ माह तक
6	अपंजीकृत निर्माण श्रमिक की निर्माण स्थल पर कार्य के दौरान दुर्घटना में मृत्यु की दशा में अन्वेषि सहायता	ग्रामीण क्षेत्र ग्राम पंचायत शहरी क्षेत्र अ-आयुक्त, नगर निगम ब-मुख्य नगर पालिका अधिकारी, नगर पालिका/नगर परिषद	अंतिम संस्कार के दिन	मृत्यु उपरांत 6 माह तक
7	अपंजीकृत निर्माण श्रमिक की निर्माण कार्य के दौरान दुर्घटना की स्थिति में अनुग्रह राशि भुगतान योजना	ग्रामीण क्षेत्र मुख्य कार्यपालन अधिकारी, जनपद पंचायत शहरी क्षेत्र अ-आयुक्त, नगर निगम ब-मुख्य नगर पालिका अधिकारी, नगर पालिका/नगर परिषद	मृत्यु उपरांत छ माह तक	मृत्यु उपरांत छ माह तक स्थायी अपंगता की स्थिति में दुर्घटना के दिनांक से 6 माह तक
8	शिक्षा हेतु प्रोत्साहन राशि योजना	शासकीय विद्यालयों में प्रधानाध्यापक/शाला प्राचार्य, निजी विद्यालयों में संकुल प्राचार्य, शासकीय महाविद्यालय के प्राचार्य, निजी महाविद्यालयीन प्रकरणों में अग्रणी महाविद्यालय के प्राचार्य	31 मार्च तक	31 मार्च तक (जिस शैक्षणिक सत्र हेतु प्रोत्साहन राशि चाही गयी है उसके आगामी सत्र के 31 मार्च तक)
9	मेधावी छात्र/छात्राओं को नगद पुरस्कार योजना	शासकीय विद्यालयों में प्रधानाध्यापक/शाला प्राचार्य, निजी विद्यालयों में संकुल प्राचार्य, शासकीय महाविद्यालय के प्राचार्य, निजी महाविद्यालयीन प्रकरणों में अग्रणी महाविद्यालय के प्राचार्य	31 मार्च तक	31 मार्च तक (जिस शैक्षणिक सत्र हेतु प्रोत्साहन राशि चाही गयी है उसके आगामी सत्र के 31 मार्च तक)
10	सुपर 5000 (कक्षा-10) योजना	सहायक श्रमायुक्त/श्रम पदाधिकारी/सहायक श्रम पदाधिकारी	नहीं	जिस वर्ष परिणाम घोषित हो उसके आगामी शैक्षणिक सत्र के 31 मार्च तक (उदा. मई 16 में परिणाम घोषित होने की स्थिति में मार्च 2017 तक)

11	सुपर 5000 (कक्षा-12) योजना	सहायक श्रमायुक्त/श्रम पदाधिकारी/सहायक श्रम पदाधिकारी	नही	जिस वर्ष परिणाम घोषित हो उसके आगामी शैक्षणिक सत्र के 31 मार्च तक (उदा. मई 16 में परिणाम घोषित होने की स्थिति में मार्च 2017 तक)
12	मुख्यमंत्री भवन एवं अन्य संनिर्माण कर्मकार आवास (ग्रामीण) योजना	मुख्य कार्यपालन अधिकारी, जनपद पंचायत	नही	बैंक द्वारा ऋण राशि स्वीकृति के पश्चात् उसी वित्तीय वर्ष के अंत तक
13	मुख्यमंत्री भवन एवं अन्य संनिर्माण कर्मकार आवास (नगरीय) योजना	जिलास्तरीय श्रम अधिकारी(कार्यालय प्रमुख)	नही	बैंक द्वारा ऋण राशि स्वीकृति के पश्चात् उसी वित्तीय वर्ष के अंत तक
14	राज्य लोकसेवा आयोग एवं संघ लोकसेवा आयोग की परीक्षा पर सफलता पर पुरस्कार योजना	जिलास्तरीय श्रम अधिकारी(कार्यालय प्रमुख)	नही	परीक्षा के परिणाम घोषित होने के छ माह तक
15	सायकल अनुदान योजना	ग्रामीण क्षेत्र मुख्य कार्यपालन अधिकारी, जनपद पंचायत शहरी क्षेत्र अ-आयुक्त, नगर निगम ब-मुख्य नगर पालिका अधिकारी, नगर पालिका/नगर परिषद	नही	सायकल क्रय करने की तिथि से तीन माह के अन्दर
16	व्यावसायिक पाठ्यक्रम हेतु अध्ययन अनुदान योजना 2013	जिलास्तरीय श्रम अधिकारी(कार्यालय प्रमुख)	नही	जिस शैक्षणिक सत्र में प्रवेश लिया/द्वितीय सेमेस्टर उत्तीर्ण किया उसके आगामी शैक्षणिक सत्र में 31 मार्च तक
17	व्यवसायिक (यू.जी./पी.जी.) पाठ्यक्रमों की प्रवेश परीक्षाओं की कोचिंग हेतु अनुदान योजना	ग्रामीण क्षेत्र मुख्य कार्यपालन अधिकारी, जनपद पंचायत शहरी क्षेत्र अ-आयुक्त, नगर निगम ब-मुख्य नगर पालिका अधिकारी, नगर पालिका/नगर परिषद	नही	कोचिंग संस्थान में प्रवेश के पश्चात तीन माह तक

18	औजार/उपकरण खरीदी हेतु अनुदान योजना	ग्रामीण क्षेत्र मुख्य कार्यपालन अधिकारी, जनपद पंचायत शहरी क्षेत्र अ-आयुक्त, नगर निगम ब-मुख्य नगर पालिका अधिकारी, नगर पालिका/नगर परिषद	नहीं	औजार क्रय करने की तिथि से तीन माह के अन्दर
19	स्वच्छ भारत अभियान के अंतर्गत पंजीकृत निर्माण श्रमिकों के लिये शौचालय निर्माण हेतु अनुदान योजना	ग्रामीण क्षेत्र मुख्य कार्यपालन अधिकारी, जनपद पंचायत शहरी क्षेत्र सहायक श्रमायुक्त/श्रम पदाधिकारी/सहायक श्रम पदाधिकारी	नहीं	निर्माण कार्य प्रारंभ करने के तीन माह तक
20	भवन एवं अन्य संनिर्माण कर्मकार पेंशन योजना	जिलास्तरीय श्रम अधिकारी(कार्यालय प्रमुख)	नहीं	60 वर्ष की आयु पूर्ण करने के पश्चात् छः माह तक
21	खिलाड़ी प्रोत्साहन योजना	ग्रामीण क्षेत्र मुख्य कार्यपालन अधिकारी, जनपद पंचायत शहरी क्षेत्र अ-आयुक्त, नगर निगम ब-मुख्य नगर पालिका अधिकारी, नगर पालिका/नगर परिषद, मंडल द्वारा आयोजित प्रतियोगिता में जिलास्तरीय श्रम अधिकारी(कार्यालय प्रमुख)	नहीं	अर्हतादायी खेलकूद प्रतियोगिता में विजयी होने के पश्चात् छः माह तक

नोट:- 1. यह अधिसूचना म.प्र. राजपत्र में प्रकाशन के दिनांक से प्रभावशील होगी।
2. सचिव, म.प्र.भ.स.क.क.मं., भोपाल को निर्धारित समय-सीमा में गुण दोष के आधार पर छूट देने का अधिकार होगा, यह छूट संबंधित पदाभिहित अधिकारी के छूट देने संबंधी स्पष्ट अनुशंसा व कारणों के आधार पर विवेचना उपरांत दी जा सकेगी।
एस. एस. दीक्षित, सचिव.

उच्च शिक्षा विभाग
मंत्रालय, वल्लभ भवन, भोपाल
भोपाल, दिनांक 2 अगस्त 2017

क्रमांक /395 /सीसी/17/38- मध्यप्रदेश निजी विश्वविद्यालय (स्थापना एवं संचालन) अधिनियम-2007 की धारा 26(1) के अनुक्रम में व्ही.आई.टी. भोपाल निजी विश्वविद्यालय, सीहोर के प्रथम परिनियम क्र. 01 से 23 राज्य शासन के निर्देश के अनुसार अधिनियम, 2007 की धारा 35 अनुसार प्रकाशित किया जाता है। संस्था के उक्त अध्यादेश प्रकाशित होने की तारीख से प्रवृत्त होंगे।

प्रथम परिनियम क्र. 01 से 23

मध्यप्रदेश के राज्यपाल के नाम से तथा आदेशानुसार,
वीरन सिंह भेलावी, अवर सचिव.

VIT BHOPAL UNIVERSITY
KOTHRI KALAN, SEHORE, MADHYA PRADESH – 466 114

NOTIFICATION

In exercise of the powers conferred by the subsection (1) of section 26 of the Madhya Pradesh Niji Vishwavidyalay (Sthapana Avam Sanchalan) Adhiniyam 2007 (No. 17 of 2007), the Governing Body of the VIT Bhopal University, Kothri Kalan, Sehore, Madhya Pradesh, hereby makes the following First Statutes for the efficient functioning of VIT Bhopal University and matters connected with or incidental thereto.

The aforesaid First Statutes approved by the Regulatory Commission as per (sub section 2) of Section 26 of the Act (No. 17 of 2007) shall come into force from its publication in the official Gazette of Madhya Pradesh Government as provided for in section 35 of the Act (No.17 of 2007). (Date of Publication: _____).

These Statutes may be called as First Statutes of VIT Bhopal University, Kothri Kalan, Sehore, Madhya Pradesh.

These Statutes are made in conformity with the provision of Madhya Pradesh Niji Vishwavidyalay (Sthapana Avam Sanchalan) Adhiniyam 2007 (No. 17 of 2007), and rules made there under. In case of any inconsistency, disparity or repugnancy occurs, the provision of Act and rules made under there shall prevail and apply.

VIT BHOPAL UNIVERSITY
KOTHRI KALAN, SEHORE, MADHYA PRADESH - 466114

PREAMBLE:

In accordance with the provisions contained in Section 26 of the Act (No.17 of 2007) the First Statutes of VIT Bhopal University, Kothri Kalan, Sehore, Madhya Pradesh, are framed in sequence of the various provisions of Section 26 and are numbered accordingly.

STATUTE NUMBER 01

SHORT TITLE, SCOPE AND COMMENCEMENT

1. The "STATUTES" means the Statutes of VIT Bhopal University, Kothri Kalan, Sehore, Madhya Pradesh hereinafter referred to as "The University".
2. These Statutes shall come into force with effect from the date of the notification in the State Gazette by State Government of Madhya Pradesh.
3. The Statutes are in conjunction with the provisions of the Madhya Pradesh Niji Vishwavidyalay (Sthapana Avam Sanchalan) Adhiniyam 2007 (No. 17 of 2007). If there be any difference in the provisions of the Act or the Rules and the Statutes, the provisions of the Act or the rules shall prevail.
4. Nothing in these Statutes shall be deemed to debar the University from amending the Statutes subsequently according to the provision of Section 27 of the Act, and the amended Statutes, if any shall be applicable with immediate or retrospective or prospective effect, from such a date as prescribed in the notification.

STATUTE NUMBER 02**DEFINITIONS**

In these STATUTES unless the context otherwise requires;

1. **“Act”** means the “Madhya Pradesh Niji Vishwavidyalay (Sthapana Avam Sanchalan) Adhiniyam 2007”.
2. All words and expressions used herein and defined in the Act and the Rule shall have the meaning respectively assigned to them in the Act and the Rules.
3. **“Academic Council”** means the Academic Council of VIT Bhopal University
4. **“Academic Year”** means a period of nearly twelve months, devoted to completion of requirements specified in the scheme and curriculum of the concerned course(s) and apportioned into “terms” as stipulated in the Ordinance.
5. **“Board of Studies”** means the Board of Studies of the University Departments / Faculties.
6. **“Chancellor”** means Chancellor of VIT Bhopal University;
7. **“Chief Finance and Accounts Officer”** means the Chief Finance and Accounts Officer of VIT Bhopal University;
8. **“Convocation”** means the convocation of the University;
9. **“Course(s)”** means prescribed area(s) or course(s) of study or programme(s) and / or any other components(s) leading to the conferment or award of degree, diploma, certificate or any other academic distinction as prescribed by UGC norms.
10. **“Dean”** means, Head of a faculty/School;
11. **“Decided by the University / University may decide / Decision of the University”** means as decided by the Vice Chancellor with the approval of the Chancellor.
12. **“Department”** means, Department of Studies and includes a Centre of Studies of VIT Bhopal University in the main campus;
13. **“Employee”** means any person working on the payroll of the University.
14. **“Endowment Fund”** means endowment fund (An investment fund set up by an institution in which regular withdrawals from the invested capital are used for ongoing operations or other specified purposes, as prescribed in the Adhiniyam 2007) of VIT Bhopal University;
15. **“Executive Committee”** means Executive Committee of the VIT Trust.

16. **“Faculty”** means Faculty of the University listed in Statutes No. – 16
17. **“Fee”** means the collection made by VIT Bhopal University from the students by whatever means it may be called;
18. **“Governing Body”** means the Governing Body of the VIT Bhopal University.
19. **“Higher Education”** means study of curriculum or course for knowledge beyond 10+2 level;
20. **“Hostel”** means a unit of residence for students of the University maintained or recognized by the University in accordance with the provisions of the Statutes;
21. **“Main Campus”** means the main campus of VIT Bhopal University situated in school of studies as prescribed in Adhinyam 2007 and where the main office of the University is located;
22. **“National Council of Assessment and Accreditation”** means statutory bodies of autonomous institution of the University Grants Commission, situated at Bhopal;
23. **“Ordinances”** means Ordinance of VIT Bhopal University;
24. **“Other Backward Classes”** means, the communities, castes and tribes notified by the State Government from time to time;
25. **“Pro Vice-Chancellor”** means, Pro Vice-Chancellor of VIT Bhopal University.
26. **“Registrar”** means the Registrar of VIT Bhopal University.
27. **“Regulatory Commission”** means the Madhya Pradesh Private University Regulatory Commission established under the section 36 of the Madhya Pradesh Act, 2007.
28. **“Regulatory Council”** as defined in Section 2(1)(V) of Act 2007 & as amended in 2013;
29. **“Regular Education”** means and includes delivering instruction, teaching, learning, education, and related activities directly by the teacher synchronously to students in the classes supported by teaching, learning and related activities on line and advanced technology from the campus to the regular students of the University.
30. **“Regulation”** means regulation of the University.
31. **“Rules”** means the “Madhya Pradesh Niji Vishwavidyalay (Sthapana Avam Sanchalan) Rules, 2008” as amended time to time.
32. **“Scheme and Curriculum”** means and includes nature, duration, pedagogy, syllabus, eligibility and such other related details (by whatever name it may be called) for the concerned course(s) of the University.

33. **“Scheduled Caste”** means the Scheduled Castes notified under Article 341 of the Constitution of India.
34. **“Scheduled Tribes”** means the Scheduled Tribes notified under Article 342 of the Constitution of India.
35. **“School of Studies”** means an institution maintained by VIT Bhopal University as a place of higher learning and research in the campus.
36. **“VIT Trust”** means is a Trust in relation to VIT Bhopal University.
37. **“State Government”** shall mean, the Government of the State of Madhya Pradesh;
38. **“Teacher”** means, as per UGC Act, a Professor, Associate Professor, Assistant Professor or a person known by any other designation who is required to impart education or to guide research or to render guidance to the students for pursuing a course of study at VIT Bhopal University.
39. **“The Adhiniyam”** means, the Madhya Pradesh Niji Vishwavidyalay (Sthapana Avam Sanchalan) Adhiniyam, 2007 (Madhya Pradesh Act 17 of 2007) and as amended time to time;
40. **“The University”** means a University established or incorporated by or under State Act;
41. **“UGC”** means **University Grants Commission**, a statutory body of the Government of India through an Act of Parliament for the regulation and maintenance of standards of University education in India, established in November 1956.
42. **“Vice- Chancellor”** means the Vice- Chancellor of VIT Bhopal University;
43. **“Visitor”** means the Visitor of VIT Bhopal University, i.e. His Excellency, the Governor of the State of Madhya Pradesh;
44. Words and expressions used but not defined in the Statutes shall have the meaning assigned to them in the Madhya Pradesh Niji Vishwavidyalay (Sthapana Avam Sanchalan) Adhiniyam, 2007.
45. All words and expressions used herein and defined in the Statutes and the rules shall have the meaning respectively as assigned to them in the Statutes and rules made under the Madhya Pradesh Niji Vishwavidyalay (Sthapana Avam Sanchalan) Adhiniyam, 2007.
46. The terms “he”, “him” and “his” include feminine gender also.

STATUTE NUMBER 03

SEAL OF THE UNIVERSITY

- (1) The University shall have a common seal to be used for the purposes of the University and the design of the seal shall be as decided by the University, subject to further changes or amendment as deemed necessary from time to time by the University.

(2) The University may also decide to make and use such Flag, Anthem, Insignia, Vehicle Flag and other symbolic or graphic expression, abbreviations or likewise, for such purposes as deemed necessary from time to time, and which are permitted by the State or the Central Government. Changes (if any) in the above, shall be communicated to the Regulatory Commission for information and records. The University may opt to register these under relevant rules and laws of the Land.

EMBLEM OF THE UNIVERSITY

(3) Emblem of the University would mean the graphic representation approved by the University wherein the name and style of the University appears and can be recognized by the public at large.

STATUTE NUMBER 04

OBJECTS OF THE UNIVERSITY

Apart from the objects of the University described in Section 3 of the Act, the University shall also have the following objects;

1. To collaborate with other Universities, Research Institutions, Industries, Government and Non- Government Organisations towards fulfillment of the University objectives.
2. To provide instructions, teaching and training in higher education, vocational and professional education and make provisions for research, innovation advancement and dissemination of knowledge.
3. To award degrees, diplomas, certificates and other academic distinctions on the basis of examinations or any other method of evaluation.
4. To maintain standards of the degrees, diplomas, certificates and other academic distinctions in accordance with the norms laid down by UGC and related Regulatory Bodies or Councils.
5. To create higher levels of intellectual and innovative abilities.
6. To establish state of the art facilities for education, training and research.
7. To carry out training and research and offer continuing education programmes.
8. To create centres of excellence for research and development and for sharing knowledge and its application.
9. To establish main campus in Madhya Pradesh and to have study centres at different places in India
10. To establish new institutions and courses as per the need of the community.
11. To provide consultancy to the industry and public organizations.
12. To establish new constituent units and courses as per the need of the community
13. To provide meaningful learning opportunities to students of India and overseas.
14. To set up collaborative provisions with Foreign/International Universities to enable students of the University to leverage the advantages of faculty and students exchange, dual-degree options and Semester Abroad Programmes.
15. To pursue any other objects as may be approved by the "VIT TRUST"
16. To ensure that academic distinctions are not lower than those laid down by the All India Statutory Bodies.

STATUTE NUMBER 05**GOVERNING BODY**

- (1) The Constitution and functioning of the Governing Body shall be as laid down under Section 22 (1), (2), (4) & (5) of the Madhya Pradesh Niji Vishwavidyalay (Sthapana Avam Sanchalan) Adhiniyam, 2007.
- (2) The Governing Body of the VIT Bhopal University shall consist of the following members, namely:
 - (i) The Chancellor;
 - (ii) The Provost/ Pro Chancellor/ Vice President;
 - (iii) The Vice-Chancellor;
 - (iv) Three eminent persons nominated by the Sponsoring Body out of whom at least one shall be an eminent educationist;
 - (v) Three distinguished persons nominated by the Visitor out of a panel of six names forwarded by the State Government duly submitted by the Sponsoring Body;
 - (vi) One representative of the State Government not below the rank of Deputy Secretary;
- (3) The Governing body is the highest policy making body of the University and shall be responsible for the general supervision, direction and control of the work of the University so that the University fulfill its Mission and it shall have the powers as detailed in Section 22 (3) of the Act.
- (4) The Chancellor shall be the Chairman of the Governing Body and the Registrar of the University will be the Member Secretary of Governing Body.
- (5) Apart from the powers vested in the Governing Body according to the provisions under Section 22 of the Act, the Governing Body of the University shall have the following powers and duties:
 - (a) Such other powers and duties as may be prescribed by the VIT Trust.
 - (b) May invite expert/s or person/s having special knowledge to obtain information or views on an academic matter of common or special interest to any or all the body and institutions of the University.

- (c) Subject to Act, the Statute and the Ordinances, the Governing Body may take steps to dispose of matter referred to it by the VIT Trust.
- (d) May make policy, direction/ recommendation/s to any Authority of the University.
- (e) To implement the direction and decision of the Sponsoring Body.
- (f) May receive complaints and decide on the matter and their disposal.
- (g) Shall consider and, if necessary, take decision/pass resolution on the Annual Report of the University, including the financial accounts and estimates as submitted by the Board of Management.
- (h) Shall direct, supervise and control the endowment fund as also general fund account and have them audited as per the Adhinyam.
- (i) Shall periodically review the Board of Management decisions and programmes of the University and direct/suggest measures to improve and develop the University.
- (j) Shall be the final authority to approve the recommendation of the Board for conferment of honorary degree and other distinctions and awards.
- (k) The Governing Body may order in writing, annul any order, notification, resolution or any proceedings of the University, which, in its opinion, are not in conformity with the provisions of the Adhinyam, or the Statute, Ordinances or Regulations.
- (l) Shall frame rules/regulations for the conduct of its business.
- (m) To make, review and approve, from time to time, the board policies, plans and procedures and suggest measures for the improvement and development of the University.
- (n) To make recommendation on any matter referred to it by the Chancellor.
- (o) Such other powers as may be prescribed by the Statutes, as per the provision of the Act 2007 amended time to time.

TENURE

- (1) The term of a nominated member of the Governing Body shall be three years. The Nominated Members shall not hold office for more than one term. However, the Sponsoring Body may re-nominate the same members for the subsequent terms.

POWERS

The Governing Body shall be the principal authority of the University and all movable and immovable properties of the university shall vest in the Governing Body and it shall have the following powers, namely:

- (a) The first Statutes of the University shall be made by the Governing Body and shall be submitted to the Regulatory Commission for approval;
- (b) To control functioning of the University by using all such powers as are provided by Act, The Adhinyam and the Statutes, Ordinances or Regulations made thereunder;
- (c) To review the decision of other authorities of the University, in case they are not in conformity with the provisions of the Adhinyam or the Statutes, Ordinances or Regulations made thereunder;
- (d) To approve the budget and annual report of the University;
- (e) To lay down the policies to be followed by the University;
- (f) To recommend to the Sponsoring Body, the liquidation of the University, provided a situation arises when the functioning of the University is not possible; and
- (g) The Governing Body shall, in the interest of the University, have powers to constitute committee/s and nominate members thereto and decide on the terms of reference and other conditions of functions of the committee/s.
- (h) The Governing Body shall have the power to review, if necessary, the acts of other authorities of the University, save where such authorities have acted in accordance with the powers conferred upon these by the Adhinyam, the Statutes and the Ordinances.
- (i) Such other powers as may be prescribed by the Statutes, as per the provision of the Act 2007 amended time to time.

FUNCTIONS:

The Governing Body shall be:

- (a) The highest policy making body of the University and shall be responsible for the general supervision, direction and control of the work of the University so that the University fulfills its Mission.
- (b) Shall exercise all powers under the Adhinyam unless otherwise prohibited by the Statutes or Ordinances.

- (c) To work in tandem with the sponsoring body for the effective functioning of the University.
 - (d) The final approving authority for all the University Statutes and Ordinances, it shall have the power to reject or send for reconsideration any Statutes or Ordinances received from the Vice Chancellor or Board of Management. It shall also have the powers to review any Statutes or Ordinances and Regulations on its own.
 - (e) May invite expert/s or person/s having special knowledge to obtain information or views on an academic matter of common or special interest to any or all the body and institutions of the University.
 - (f) Subject to Act, the Statutes and the Ordinances, the Governing Body may take steps to dispose of matter referred to it by the Sponsoring Body.
 - (g) May make policy, direction/ recommendation/s to any Authority of the University.
 - (h) May receive complaints and decide on the matter and their disposal.
 - (i) Shall consider and, if necessary, take decision/pass resolution on the Annual Report of the University, including the financial accounts and estimates as submitted by the Board of Management.
 - (j) Shall direct, supervise and control the endowment fund as also general fund account and have them audited as per the Adhinyam.
 - (k) Shall periodically review the Board decisions and programmes of the University and direct/suggest measures to improve and develop the University.
 - (l) Shall be the final authority to approve the recommendation of the Board for conferment of honorary degree and other distinctions and awards.
 - (m) The Governing Body may order in writing, annul any order, notification, resolution or any proceedings of the University, which, in its opinion, are not in conformity with the provisions of the Adhinyam, or the Statutes, Ordinances or Regulations.
 - (n) Shall frame rules/regulations for the conduct of its business.
- (6) Meeting of the Governing body:
- a) Meeting of the Governing Body shall be called for a maximum of three times in a calendar year.
 - b) Meeting of the Governing Body shall be called under the directions of the Chairman and in his/her absence by a nominated member from the Chairman.

- c) The Chairman may, on his/her own or on the directions of the VIT Trust, call a Special Meeting as and when required in the interest of the University.
- d) Seven (7) clear days' notice shall ordinarily be required for a meeting. The Chairman, may however at his discretion, dispense with this requirement in the interest of the University.
- e) Five members of the Governing Body shall form the Quorum. Provided that, three members will form the quorum for an adjourned meeting.

(7) Vacancies in the Governing body:

- a) Any member of the Governing Body may resign his/her office. The letter of resignation in writing shall be sent to the Chancellor. Such resignation shall take effect immediately on its acceptance and communication to the member concerned.
- b) No member of the Governing Body, who is nominated to another Body in his/her capacity as a member of the Body, shall continue to be a member of that Body after his/her removal or the acceptance of his/her resignation.
- c) A member of the Governing Body of the University shall automatically cease to be member on his being convicted by a Court of law for any offence including moral turpitude.
- d) In case of any complaint against the member(s) of the Governing body, the Member Secretary shall recommend to the Chancellor for suitable action. The decision of the Chancellor will be the final.
- e) Vacancy of a Member arising by reason of death, resignation, and removal or otherwise shall be filled as soon as possible by the VIT Trust and the Member so nominated shall be a Member for the un-expired portion of the term.

STATUTE NUMBER 06

BOARD OF MANAGEMENT:

- (1) The constitution and functioning of the Board of Management of the University shall be as laid down under Section 23 (1), (2), (4) & (5) of the Act and it consists of the following members:
- i. The Chancellor;
 - ii. The Provost / Pro-Chancellor / Vice-President
 - iii. The Vice Chancellor, as ex officio Chairperson;
 - iv. Registrar: Ex-Officio Member Secretary.
 - v. Two representatives nominated by the Sponsoring Body;
 - vi. Two representatives nominated by the State Government;
 - vii. Two Principals/Dean/Directors/Senior most Professors of the Constituent Institutions by rotation;
 - viii. Two Senior-most Teachers of University by rotation.
- (2) The Board of Management shall be constituted with the approval of the Chancellor
- (3) The term of the nominated members of the Board of Management will be of three years.
- (4) The Nominated Members shall not hold office for more than one term. However, the Sponsoring Body may re-nominate the same members for the subsequent terms.

POWERS AND FUNCTIONS:

- (5) The Board of Management shall have the following powers and functions in accordance with Section 23 (3), of the Act.
- (i) Shall be Principal Executive Body of the University and shall be responsible for the entire management, control and administration of the University. The Statutes of the University, other than the first Statutes, shall be made by the Board of Management with the approval of the Governing Body.
 - (ii) Shall function under the policies laid down by the Governing Body and shall receive and respond to all directions from the Governing Body.
 - (iii) Shall ensure an integrated approach to key areas such as education policy, planning, resource mobilization and allocation, response to new opportunities, accountability and transparency of functioning in order to achieve the objectives set before the University in a democratic manner.

- (iv) In order to manage and administer, the functioning of the University in a smooth and efficient manner, the Board of Management shall have the powers to make Statutes, Ordinances and Regulations, either on its own or on the recommendation of any Authority or Officer of the University, subject to the conditions laid down in the Adhiniyam.
- (v) Shall be the appellate authority in case of any question or dispute between a student and an employee on the one hand and any Authority or Officer of the University or Head of an Institution /Study Centre on the other.
- (vi) Shall frame annual financial statement and estimates, annual audit, with the prior approval of the Governing Body, etc. and appoint authorized agents for the same, if deemed necessary.
- (vii) Shall have the authority to enter into, vary, carry out and cancel contracts on behalf of the University in the exercise or performance of the powers and duties assigned to it under the Act or the Statutes and Ordinances.
- (viii) Shall have the power to create or designate Departments of the University
- (ix) The Board of Management may, on the recommendation of the Academic Council, institute any Professorship, Associate Professorship or Assistant Professorship or any teaching post and may abolish it.
- (x) Shall direct the preparation of the Annual Report of the University, along with the audited accounts for the year and the extent of achievement of objectives of the University. Board shall have the power to include any other item in the report. The Board shall put the report before the Governing Body as stipulated by Regulations.
- (xi) Shall comply with such directions as may be received from the Chairman of the Governing Body to hold a meeting and discuss matters as specified.
- (xii) To prescribe remunerations, emoluments, travelling and other allowances etc., of examiners / invigilators and other employees appointed for examination related duties.
- (xiii) To ensure maintenance of proper accounts of the properties and funds of the University.

- (xiv) To have financial accounts prepared together with audit report and annual report of the University and to place it before the Governing Body and Sponsoring body for its perusal, approval and directions.
- (xv) To prepare the annual/supplementary budget of the University and to place it before the Governing Body and Sponsoring body for its consideration and approval.
- (xvi) To follow and monitor the budget for expenditure as approved by the Governing Body and Sponsoring body.
- (xvii) To recommend to Governing Body and Sponsoring body for creating the posts of other officers of the University.
- (xviii) To make regulations regarding administration and control of the institutes, hostels, libraries, laboratories, museums and other Institutions established or maintained by the University.
- (xix) To select a common seal for the University and to provide for its custody and use.
- (xx) To arrange for the conduct/defending of litigation by or against the University.
- (xxi) To examine and recommend to Governing Body regarding the institute of fellowships, scholarships, studentships, exhibitions, medals and prizes on the recommendations of the Academic Council.
- (xxii) To recommend, confer honorary degree, medals and prizes on the recommendation of the Academic Council.
- (xxiii) To recommend, confer the title of Professor Emeritus on the recommendation of the Academic Council.
- (xxiv) To exercise such other powers and perform such other duties as may be conferred or imposed upon it by the Act, Statutes, Ordinances or the Regulations.

(6) Power to propose and recommend amendments or repeal Statutes/ordinance/regulations

The Statutes shall be made, amended or repealed by the Board of management in the manner hereinafter provided.

- (a) The Board of Management may take up for consideration of the draft of a **Statutes** either on its own motion or on a proposal made by the Academic Council, If the Academic Council does not propose the draft, the Board shall obtain the opinion of the Academic Council thereon before considering the same.
- (b) The Board of Management shall obtain the opinion of the Finance Committee in respect of such of the **Statutes** involving financial implications.
- (c) The Board of Management, if it thinks necessary, may also obtain the opinion of any Officer, Authority or body of the University with regard to the draft Statutes before taking it up for consideration.
- (d) Every **Statutes** as approved by the Board of Management shall be placed before the Governing Body for Submission to the Chairman for assent with its specific recommendations.
- 7) The Board of Management in the manner hereinafter provided may make the Ordinances.
- (a) In making the Ordinances, the Board of Management shall consult,
- The Boards of Studies concerned when such Ordinances affect the duties of examiners; and
 - The Academic Council when such Ordinances affect the courses of study, conduct of and the standard of examinations or the conditions of residence of students.
- (b) The Board of Management shall not have power to amend the draft of any Ordinance proposed by the Academic Council but it may reject the proposal or return the draft to the Academic Council for reconsideration, either in whole or in part together with such amendments as the Board may suggest.
- (c) Where the Board of Management has rejected the draft of an Ordinance proposed by the Academic Council, the Academic Council may appeal to the Governing Body.
- (d) Every Ordinance once approved by the Board of Management shall be submitted to the Governing Body, within two weeks of making thereof for final approval. The Chancellor, may within four weeks of the receipt of Ordinance, approve the same, or return to the Board of Management along with the comments for review. The decision of the Chancellor shall be final.

- (e) The Board of Management may make Rules consistent with the Adhiniyam, the **Statutes**, the Ordinances and the Regulations. The rules may provide for:
- i. Giving of notice of meeting to the members of each Authority or Board, of the dates of meeting and of the business to be transacted at the meetings and also for keeping a record of the proceedings of meetings.
 - ii. The procedure to be followed at meetings and the number of members required to form the quorum for meetings.
 - iii. All matters solely concerning such Authority or Board and not provided for by the Act, the **Statutes**, the Ordinances or the Regulations.
 - iv. Every Rule made under this section shall come into force on the date it is approved by the higher education department of Madhya Pradesh through the regulatory commission.

MEETINGS AND QUORUM:

- a) The Board of Management shall meet at least once in every two months. The Vice Chancellor may, in case of urgency, convene a special Meeting.
 - b) The meeting shall be convened under the direction of the Chancellor/Vice Chancellor.
 - c) Five members shall constitute the quorum.
- (8) Vacancies :
- (a) Any Member of the Board of Management may resign from his office. The letter of resignation in writing shall be sent to the Chairman of the Board of Management. Such resignation shall take effect immediately on its acceptance and communication to the member concerned.
 - (b) No member of the Board of Management, who is nominated to another Body in his capacity as a member of the Board shall continue to be a member of that Body or hold the post after the acceptance of his/her resignation.
 - (c) A member of the Board of Management of the University shall automatically cease to be member on his being convicted by a Court of law for any offence including moral turpitude.
 - (d) The Chancellor has powers to remove any member of the Board of Management, who acts against the law.
 - (e) Vacancy of a member arising by reason of death, resignation, and removal or otherwise shall be filled as soon as feasible, and the member so nominated shall be a Member for the un-expired portion of the term.

STATUTE NUMBER 07**CONSTITUTION, POWERS, DUTIES AND FUNCTIONS OF THE ACADEMIC COUNCIL**

- (1) The Academic Council shall be the principal academic body of the University subject to the provision of the section 24 of Madhya Pradesh Niji Vishwavidyalay (Sthapana Avam Sanchalan) Adhiniyam 2007.
- (2) The Academic Council shall consist of the following members:
 - i. The Chancellor
 - ii. Vice-Chancellor (Chairman)
 - iii. All Deans of Faculty, Directors of Centers and all Chairmen of Board of Studies.
 - iv. Three Senior most professors of the University other than the above Teaching Departments nominated by Chancellor
 - v. Controller of Examinations.
 - vi. Registrar (Member Secretary)
 - vii. One representative nominated by Chairman, Regulatory Commission.
 - viii. Two Professors from State/Central Govt. Universities nominated by the Chancellor
 - ix. Two representatives from amongst the Scientist / Educationists/ Technologists / Industries nominated by the Chancellor.
- (3) The Vice Chancellor, as the Chairman, shall preside over the meetings of the Academic Council and in his/her absence, any other person nominated by the Chancellor shall preside over the meeting.
- (4) The Registrar shall be the Member-Secretary of the Academic Council and in the absence of the Registrar, any other person authorized by the Vice-Chancellor shall act as the Secretary.

- (5) One third of the members of the Academic Council including the Chairman shall form the quorum at a meeting, provided that no quorum shall be necessary for adjourned meetings. Ordinarily fifteen days' notice shall be given for all meetings of the Academic Council.
- (6) The term of the nominated members of the Academic Council will be three years.
- (7) Meeting of the Academic council
- (a) In general, in case of emergency, the Vice Chancellor can requisite the meeting as and when required in addition to regular meetings.
- (b) Registrar shall notify the meeting on the orders of Vice Chancellor.
- (c) Registrar shall send the notification along with the agenda to the members by speed post or by email, 15 days before the date of meeting.
- (d) Approval of the resolutions shall be by simple majority of the Members present.
- (e) Vice Chancellor is authorized to invite experts as and when required. However, such invitee members shall neither is counted to fulfill quorum requirement, nor have voting powers.
- (f) All the decisions of the Academic Council are subject to the final approval of Board of Management of the University.
- (g) Validity of Council meetings: Proceedings of the Council meetings shall not be invalidated.
- (i) Due to vacancies in Academic Council.
- (ii) Due to non-receipt of meeting notice by any member or members.
- (iii) Due to defective nomination of any member.

(8) Subject to the provisions of the act, the academic council shall have the following powers, duties and functions:

- (a) The Academic Council shall be the Principal Academic Body of the University and exercise the control and general regulation for the maintenance of the standards of instructions, education and examinations of the University.
- (b) As the Authority of the University, shall be the principal body for laying down educational policy and shall subject to the Statutes, Ordinances and Regulations and it shall see the coordination and general superintendence of its implementation.
- (c) To co-opt as members / persons having special knowledge or experience in the subject matter of any particular business. The members so co-opted shall have all the rights of the members of the Council in regard to the transaction of the business in relation to which they may be co-opted.
- (d) To promote research and innovation related activities in the University.
- (e) To make recommendations to the Governing Body on the proposals received from different faculties of the University, for the conferment of degrees, honorary degrees or any such other distinction (like Diplomas or Certificates) or honors of the University.
- (f) Emphasis shall be given for overall development of students to excel in the life not only as a professional but also as a responsible citizen.
- (g) Frame the rules and regulations to control the indiscipline in general and malpractices, unacceptable methods in the examinations or amend with the approval of Board of Management.
- (h) Approve the launching/commencing of new courses of studies.
- (i) Frame the Calendar of Events for the academic year for the various courses.
- (j) Approve the rules of conduct/behavior and etiquette of the students in the Institutions, the Hostels and in and outside campus.
- (k) Discuss and decide on the matters put up by the respective Boards of Studies.
- (l) To arrange and order annual Inspections by the Local Committees of constituent Institutions to maintain high standards.

- (m) Prescribe the methodology, schemes, and modalities of Internal and University examinations including the internal ones.
- (n) Prescribe the detailed methodology, scheme and allotment of marks for individual subjects in all the courses.
- (o) Discuss and accord approval of schedules of examinations as proposed by the Controller of Examinations.
- (p) Discuss and accord approval of methods of reporting malpractice cases, method of enquiry, and the punishments.
- (q) Discuss and decide on all the recommendations of various sub-committees appointed for the specific purposes.
- (r) Appoint various sub committees as and when required for specific purpose / task. The committees shall cease to function after completing the task assigned.
- (s) To consider and act on the recommendations of such committees.
- (t) To take up the matters for periodical review of functioning and co-ordination between all the constituent Institutions and/Departments and recommend to the Board of Management, the ways and means of improvement.
- (u) To initiate and promote research and related activities in various constituent Institutions and centers.
- (v) To consider other academic or student welfare matters referred to the Academic Council.
- (w) To recognize degrees/diplomas of other Universities/Institutions and determine their equivalence.
- (x) To appoint committees for admission of students in different faculties of University.
- (y) To make special arrangements, if any, for the teaching of women students and for prescribing for them special courses of study.
- (z) To recognize persons of eminence in their subjects to be associated as research guide, in the subject as prescribed in the Ordinance.
- (aa) Academic Council shall ensure that while framing rules, syllabus and curriculum norms of the Regulatory Body i.e. UGC, AICTE, MCI, DCI, Pharmacy Council, Indian Nursing Council & Bar Council etc. as laid down from time to time, are adhered to.

STATUTE NUMBER 08**CONSTITUTION, POWERS, DUTIES AND FUNCTIONS OF THE FINANCE COMMITTEE**

- (1) The Finance Committee of the University shall consist of the following members, namely:
 - (i) The Chancellor or his nominee – Chairman
 - (ii) The Vice Chancellor
 - (iii) One Member of the Governing body nominated by the Chancellor
 - (iv) One Member to be nominated by the VIT Trust
 - (v) The Registrar
 - (vi) Chief Finance & Accounts Officer, as Member Secretary
- (2) The terms of office of nominated members, except the ex-officio members, shall be three years. Vacancies shall be filled up in the same manner **as the original constitution**. In absence of the ex-officio member, the person so assigned to discharge his/her duty shall be the Member and carry out the assigned duties.
- (3) The Finance committee shall meet at least once in three months.
- (4) Four members of the Finance Committee shall form the quorum.

TENURE:

The terms of office of nominated members, except the ex-officio members, shall be three years. Vacancies shall be filled up in the same manner **as the original constitution**. In absence of the ex-officio Member, the person so assigned to discharge his/her duty shall be the Member and carry out the assigned duties.

POWER AND FUNCTIONS:

The Finance Committee shall perform the following functions namely:

- (a) Shall consider the annual projections/estimates of income and expenditure including capital expenditure and their assumptions thereto of the University prepared by the board of management, it shall put up to the governing body for its consideration and approval, after incorporating its expert views.
- (b) Shall consider and analyze the annual financial statements and accounts of the University prepared by the Board of Management and its recommendation thereon along with the annual budget, it shall put it up to the Governing Body and sponsoring body for its consideration and approval.

- (c) Shall recommend mechanisms and ways and means to generate and enlarge resources of the University.
- (d) To conduct a scrutiny of accounts of the University, whenever called upon by the Board of Management.
- (e) To review the concurrent and the yearly audit reports and make recommendations thereupon.
- (f) To scrutinize all proposals involving expenditure for which no provision is made in the budget or involving expenditure in excess of the amount in the budget including creation, up-gradation or abolition of posts considered superfluous in the university.
- (g) To prepare policy and procedure guidelines for purchase/procurements at the institutions.
- (h) Notwithstanding anything contained in the above sections, the vice- chancellor with the approval of chancellor may in case of urgency and for reasons to be recorded in writing incur, without the approval of the Finance Committee, any expenditure, in any one case for which no provision is made in the budget or which is in excess of the provisions made in the budget.

Provided that, such expenditure shall be placed before the finance committee for ratification at its immediate next meeting.

Provided further that, if the incurring of expenditure by the Vice-Chancellor is not satisfactory, the finance committee may refer it to the Chairman of the Governing Body, whose decision in the matter shall be final.

- (i) Shall consider any other matter referred to it by the Governing Body and make its recommendations thereon.
- (j) Shall advise the Governing Body on any question affecting the finances.
- (k) Shall be responsible for the observance of Regulations relating to the maintenance of accounts and accounting system of the University.
- (l) Where the votes on any subject considered by the Finance committee are equally divided, the Vice- Chancellor shall have the casting vote.
- (m) It will go through Audited Financial Statements, analyze them and give a report to Board of Management and also scrutinize all irregularities and monitor their complete compliance/ rectifications.

(n) It is empowered to appoint any specific audit including stock audit.

MEETINGS & QUORUM:

- (a) The Finance committee shall meet at least once in three months.
- (b) Four members of the Finance Committee shall form the quorum.

STATUTE NUMBER 09**STANDING COMMITTEE ON ACADEMIC AFFAIRS:**

1. The Standing Committee on Academic Affairs of the University shall consist of the following persons, namely
 - i. Vice Chancellor (Chairman)
 - ii. Deans of all Faculties/ Schools
 - iii. Registrar as Member Secretary
2. The Vice-Chancellor shall be the ex-officio Chairman of the Standing Committee on Academic Affairs.
3. The Members of the Standing Committee on Academic Affairs, other than ex-officio members, shall hold office for a period of three years and such members shall be eligible for election for not more than another period of three years.
4. A member of the Standing Committee on Academic Affairs, other than ex-officio member, may tender resignation of his membership at any time before the term of his office expires. Such resignation shall be conveyed to the Chancellor by a letter in writing by the member, and the resignation shall take effect from the date of its acceptance by the Chancellor.
5. Powers of the Standing Committee on Academic Affairs — Subject to the Provisions of the Act, the Standing Committee on Academic Affairs shall have the following powers, namely:-
 - a. To advise the Governing Body on all academic matters.
 - b. To propose regulations regarding special courses of study or division of Subjects in University or Departments of University.
 - c. To propose regulations regarding courses of study, examinations and the conditions on which students of University Departments shall be admitted to examinations of the University.
 - d. To advise the Governing Body regarding schemes for the constitution or reconstitution of departments of teaching and research.
 - e. To advise the Governing Body on the promotion of research in the University.

- f. To perform any other duty which the Governing Body may by resolution delegate or assign to it and generally to advise the Vice Chancellor and Board of Management in such matter as may be referred to it.
 - g. May propose to the Board of management the draft of any Statutes to be passed by the Governing body and such draft shall be considered by the Governing body at its next meeting;
 - h. Provided that the Standing Committee on Academic Affairs shall not propose the draft of any Statutes or of any amendment to a Statutes relating to matters other than academic affairs.
 - i. The Governing Body may consider the draft proposed by the Standing Committee on Academic Affairs under sub-section (2) and may either pass the draft Statutes or reject or return with or without amendments to the Standing Committee on Academic Affairs for reconsideration.
 - j. Any member of the Governing Body may propose to the Governing Body the draft of a Statutes and the Governing Body may either accept or reject the draft, if it relates to a matter not falling within the purview of the Standing Committee on Academic Affairs.
 - k. In case such draft relates to a matter within the purview of the Standing Committee on Academic Affairs, the Governing Body shall refer it for consideration to the Standing Committee on Academic Affairs, which may, either report to the Governing Body that it does not approve the draft or submit the draft to the Board of Management in such form as the Standing Committee on Academic Affairs may approve and the Governing Body may either pass with or without amendment or reject the draft.
 - l. In making ordinances, the Governing Body shall consult the Boards of Studies when such ordinances affect the appointment and duties of examiners and the Standing Committee on Academic Affairs, and when they affect the conduct or standard of examinations, or the conditions of residence of students.
6. The meetings of the standing committee on Academic affairs shall be conducted as and when required by the Vice Chancellor. The agenda will be served to the members at least three days before the meeting.
- i. **Special Meeting of the Standing Committee on Academic Affairs** –
The Vice Chancellor may, whenever he thinks fit, convene a special meeting of the Standing Committee on Academic Affairs.

- ii. **Chairman of the meeting** — The Vice-Chancellor, if present, shall preside at all meetings of the Standing Committee on Academic Affairs, but if the Vice-Chancellor be not present, the members present shall elect a Chairman from among themselves.
- iii. **Quorum** — One-third of the members of the Standing Committee on Academic Affairs, shall be the quorum for a meeting of the Standing Committee on Academic Affairs.

STATUTE NUMBER 10

CHANCELLOR

1. The appointment, terms and conditions and powers of the Chancellor shall be in accordance with the provisions in Section 16 (1), (2) & (3) of the Act.
 - a. In accordance with the Act, the Chancellor shall be appointed by the Sponsoring Body with the approval of the Visitor. The Sponsoring Body shall, by simple majority, finalize the name of the Chancellor. The Secretary/President of the Sponsoring Body shall submit the resolution of Sponsoring Body, the name, along with Resume of the proposed Chancellor, to the Principal Secretary, Higher Education Department, Govt. of Madhya Pradesh. The Principal Secretary will in turn submit to the Visitor through the Department of Higher Education. After due approval from the Visitor, the proposal will be forwarded to Department of Higher Education who shall issue necessary order for appointment of Chancellor of the University.
2. The Chancellor will hold office until resignation. The Provost / Vice President / Pro-Chancellor shall perform his duties till the new Chancellor is appointed.
3. The Chancellor shall exercise general control over the affairs of the University and decision of the Chancellor shall be final for the University for all the administrative matters, financial matters, academic matters and any other matters therewith.
4. It shall be the duty of the Chancellor to ensure that the Act, the Rules, the Statutes, the Ordinances and the Regulations are faithfully observed.
5. The Chancellor shall be entitled to receive accommodation, vehicle facility, honorarium, expenses and allowances as may be decided by the VIT Trust.
6. Apart from the powers specified in Section 16 (4) of the Act, the Chancellor shall exercise the following powers, also:
 - a) To appoint and remove the Vice-Chancellor;
 - b) To call for any information or record of University;

7. The Chancellor may by writing under his hand addressed to the VIT Trust Chairman, resign his office. The VIT Trust shall forward his resignation to the Visitor and after Visitor's approval, shall accept his resignation and propose a new name to the Visitor as per clause (1) of these Statutes.
8. In the interest of the University, the Chancellor has the power to approve any matter related to the University and same shall be placed in the next Governing Body meeting for approval.
9. All the matters to be placed before the Governing Body meeting should be first approved by the Chancellor.

STATUTE NUMBER 11

PROVOST:

The Provost shall be the Administrative Head of the University and a member of the Governing body.

Functions of Provost:

The Provost shall

- i. Act as a Chief Operating Officer.
- ii. Provide leadership to the University and manage and direct its activities,
- iii. Subject to the Governing body, be entitled to represent University and act or speak on its behalf.
- iv. Be invited to grant Assent, as a member of the Governing Body to any petition to amend the constitution of the Governing Body.
- v. Carry out infrastructure planning activities
- vi. Have oversight of the allocation of rooms and other space in University.
- vii. Assist Governing body in the performance of its functions.
- viii. Carry into effect the budget determined by Governing Body.
- ix. Appoint Officers, Faculty and Staff.
- x. Perform such other functions as may be delegated by Governing Body pursuant to the Act of 1997 or otherwise.
- xi. Comply with the terms of the Declaration taken upon admission to office.
- xii. Have the right to Commons, pursuant to the Chapter on the University Community.
- xiii. Perform such other functions as may be prescribed by the STATUTES or the Act of the Madhya Pradesh Niji Vishwavidyalay (Sthapana Avam Sanchalan) Adhiniyam 2007.

Obligations:

The Provost shall

- (a) Ordinarily reside in the Provost's House provided by the university and
- (b) Receive a salary from the University as decided by the Governing Body and all benefits accruing out of the assets vested in the Provost.

Process of selection: The Provost Shall be appointed by the Chancellor.

STATUTE NUMBER 12**VICE CHANCELLOR:****APPOINTMENT, TERMS & CONDITIONS AND POWERS OF THE VICE-CHANCELLOR**

1. The Vice Chancellor shall be appointed by the Chancellor as per section 17(1) of the Act from the panel of at least 3 eminent persons as recommended by the Selection Committee duly constituted under section 17 (2) of the Act for the purpose. If the Chancellor does not approve the recommendation of the Selection Committee, he may call for fresh recommendation from the Selection Committee or reconstitute the Selection Committee.

The Selection Committee shall consist of the following members:

- (i) Two Eminent Academicians nominated by the sponsoring body
- (ii) One Eminent Person nominated by the State Government

The Chancellor shall appoint one of the Selection Committee member as the Chairman of the Committee

2. The Vice Chancellor appointed under section (1) shall not hold the office after attaining the age of 70 years.
3. The Vice Chancellor shall be a whole-time salaried officer of the University and his emoluments and other terms and conditions of service shall be such as decided by the Governing Body provided that the pay, allowance and other service conditions shall not be less than what has been approved by UGC.
4. In the event of the occurrence of any vacancy including temporary vacancy in the office of the Vice Chancellor by reason of his death, resignation, leave, illness or otherwise, the Dean of a Faculty may be appointed temporarily for that purpose and he shall act as the Vice Chancellor as authorized by Chancellor until the date new Vice Chancellor is appointed as per provision of the act to fill such vacancy and enters upon office;
5. The Vice Chancellor shall apart from exercising all such powers as described in Section 17 (7), (8) & (9) of the Act, shall also exercise such other powers and perform such other function as given below:

- (i) He shall be ex-officio Chairman of Board of Management. The Academic Council and Finance Committee and All Bodies of the University. The Vice Chancellor shall be entitled to be present in the meetings of all bodies of the University but shall not be entitled to vote unless he is a member of such body.
 - (ii) It shall be the duty of the Vice Chancellor to see that provisions of the Act and the Statutes and Ordinance and Regulations made by the University are duly complied with and he shall have all the powers necessary to ensure their compliance. The Vice Chancellor may constitute such committees as he deems necessary to help him in the discharge of the duties entrusted upon him by or under the Statutes and Ordinances.
 - (iii) The Vice Chancellor shall exercise control over the affairs of the University and shall give effect to the decisions, direction or orders of all authorities of the University.
 - (iv) The Vice Chancellor shall have the necessary powers for the proper maintenance of discipline in the University and he may delegate any such powers to such persons, as may deem fit.
 - (v) The Vice Chancellor shall be competent to grant leave to any officer of the University in accordance with the rules and make necessary arrangement for the discharge of the functions of such officer during his absence.
 - (vi) The Vice Chancellor shall grant leave of absence to any employee of the University in accordance with the rules and if he so desire, delegate such powers to another Officer of University.
 - (vii) The Vice Chancellor shall have the power to convene the meetings of the different Bodies constituted by University.
 - (viii) The Vice Chancellor shall have the powers to appoint on the sanctioned and vacant posts of Professors, Associate Professor, Assistant Professor and other Teachers following the procedure of their appointment with the approval of the Chancellor.
 - (ix) The Vice Chancellor shall have the power to appoint persons as may be considered necessary by the Academic Council for the functioning of the University with the concurrence of the Board of Management.
 - (x) The Vice Chancellor shall have the power to make short term appointments for period not exceeding six months at a time of such number of persons as may be considered necessary for functioning of the University with the prior approval of Chancellor.
6. In the absence of the Visitor and the Chancellor, the Vice Chancellor shall preside over at the convocation of the University, for conferring Degrees, Diplomas or other Academic distinctions.
 7. In case of resignation, the Vice Chancellor will submit in writing addressed to the Chancellor.
 8. If at any time upon representation made or otherwise and after making such enquiries as may be deemed necessary, it appears to the Chancellor, that the Vice Chancellor:
 - a. Has made default in performing any duty entrusted on him by or under the Statutes or Ordinances of University.
 - b. Has acted in manner prejudicial to the interests of University, or
 - c. Is incapable of managing the affairs of the University the Chancellor may, notwithstanding the fact that the terms of office of the Vice Chancellor has not expired, by an order in writing stating the reasons therein, require the Vice Chancellor to relinquish his office as from such date as may be specified in the order.

- d. Provided that no such order shall be passed unless the particulars of the grounds on which such action is proposed to be taken are communicated to the Vice Chancellor and he is given a reasonable opportunity of showing cause against the proposed order.

As from the date specified the Vice Chancellor shall be deemed to have relinquished the office and office of the Vice Chancellor shall fall vacant.

STATUTE NUMBER 13

REGISTRAR:

APPOINTMENT, TERMS AND CONDITIONS AND POWERS OF THE REGISTRAR

1. The first Registrar shall be appointed by the VIT Trust as per Clause 18(1) of the Act.
2. The subsequent Registrar, other than the first Registrar, shall be appointed by the Sponsoring Body on the recommendation of the Expert Committee constituted for the purpose. The Expert Committee shall consist of:
 - (i) Vice Chancellor (Chairman)
 - (ii) One Nominee of the Chancellor
 - (iii) Two Expert Members approved by the Sponsoring Body
3. **Selection of Registrar :**

The University will follow the following procedure for the selection of the Registrar:

 - (a) The University would invite applications for the post through the process of an advertisement in important Newspapers having wider circulation as decided by Vice Chancellor. The qualifications and remuneration of the Registrar shall be as per UGC Norms.
 - (b) A summary of the candidates applying for the post shall be prepared by the Selection Committee constituted for the purpose as Para 1 as above.
 - (c) The date of meeting of the Selection Committee will be fixed and a notice to this effect shall be given atleast 15 days in advance.
 - (d) The Selection Committee shall interview and adjudge the merit of each candidate and send its final recommendation to the Chancellor.
 - (e) If a suitable candidate is not found in the first advertisement subsequent advertisements shall be issued.
4. The Registrar shall receive pay and other allowances as decided by the Governing Body from time to time.
5. When the office of the Registrar falls vacant or when the Registrar is, by reason of illness or long absence due to any other reason, unable to perform his duties of the office, the duties of the Registrar shall be performed by such person as the Vice-Chancellor may appoint for the purpose with the prior approval of Chancellor.
6. The age of retirement of the Registrar shall be sixty five years.

DUTIES OF REGISTRAR

Duties of the Registrar shall include:

1. To be the custodian of the records, the common property and such other property of the University as the Governing Body and Board of Management may decide.
2. To conduct the official correspondence of the Governing Body, Board of Management, Academic Council and of any other committee. The Registrar shall be the Member – Secretary but he shall not have a right to vote.
3. To issue notices conveying the dates of meeting of the University authorities to the members and to make necessary arrangements for the conduction of the meeting and also for other assigned duties by the Governing Body / Board of Management from time to time.
4. The Registrar shall provide the copies of the Agenda of the meeting of the Governing Body, Academic Council, Board of Management, and such other bodies which are formed under the direction of the Vice Chancellor, and shall record the minutes and send the same to the Vice Chancellor and Chancellor. He shall also make available all such papers, documents and information as the Visitor / Chancellors / Vice Chancellor may desire.
5. He shall discharge all such functions as assigned to him by the Chancellor / Vice Chancellor of the University.
6. The Registrar shall have powers to take disciplinary action against the non-teaching employees working in the University and can suspend them, pending enquiry with the approval of the Vice Chancellor.
7. To conduct official proceedings and correspondence of the University, the Governing Body, the Board of Management and the Academic Council and the committees appointed by such authorities from time to time.
8. To represent the University in suites and proceedings by or against the University, sign powers of attorney and affidavits, verify pleadings and depute his representative for the purpose.
9. To keep the minutes of the meetings of the Governing Body, Board of Management, the Academic Council and of the committees appointed by such authorities from time to time.

10. To exercise all such powers as may be necessary or expedient for carrying into the orders of the Chancellor, Vice Chancellor or various authorities of bodies of the University of which the Registrar acts as secretary.
11. To discharge such other functions as may be assigned to him from time to time by the Vice Chancellor to whom he shall be responsible for the same.
12. To perform such other functions as may be specified in the Statutes, Ordinances or Regulations as may be required from time to time by the Governing Body, Board of Management or the Vice Chancellor.
13. To order such assistance as may be desired by the Vice Chancellor in the performance of his official duties.
14. Subject to the control of the Vice Chancellor, the Registrar shall have power to appoint on the sanctioned post of the class III and class IV Ministerial & Academic Staff of the University and likewise shall exercise disciplinary control over them.
15. The Registrar shall have powers to enter into and sign agreements and authenticate records on behalf of the University.
16. The Vice Chancellor shall have power to take disciplinary action against Registrar if required. However, an appeal could be made by the concerned Registrar to the Chancellor through Board of Management and the Vice Chancellor. The Vice Chancellor shall place the appeal before the Board of Management within a period of 30 days from the date of the receipt of the appeal by him with his comments and observations, if any. The decision of the Chancellor shall be final.
17. All appeal shall be made to an officer so designated by the Board of Management against any order made by the Registrar. In cases where an enquiry discloses that a punishment beyond the powers of the concerned Registrar is called for, the Registrar shall, consequent to the enquiry, make a report to the Vice Chancellor along with his recommendations for such action as the Vice Chancellor may deem fit.
18. In case of resignation, the Registrar shall submit in writing addressed to the Chancellor, giving three months notice. The Chancellor may condone the three months notice period provided the Registrar deposits three months salary to the University.

STATUTE NUMBER 14**CHIEF FINANCE AND ACCOUNTS OFFICER:****APPOINTMENT, TERMS AND CONDITIONS AND POWERS OF THE CHIEF FINANCE & ACCOUNTS OFFICER (CFAO) OR CFO**

The CFAO will be a full time salaried officer of the University and shall discharge his duties under general superintendence and control of the Chancellor/ Vice Chancellor.

THE APPOINTMENT OF CHIEF FINANCE & ACCOUNTS OFFICER (CFAO)

The appointment of the CFAO shall be made by the Chancellor on the recommendation of the selection committee constituted for the purpose.

Selection of CFAO:

The University will follow the following procedure for the selection of the CFAO:

1. The University would invite applications for the post through the process of an advertisement in any two important Newspapers having wider circulation as decided by Vice Chancellor.
2. A summary of the candidates applying for the post shall be prepared by the Committee consisting of three Professors of the University approved by the Vice Chancellor for the purpose.
3. The date of meeting of the Selection Committee will be fixed and a notice to this effect shall be given atleast 15 days in advance.
4. The Selection Committee shall interview and adjudge the merit of each candidate and send its final recommendation to the Governing Body. The committee shall consist of:
 - (i) Vice Chancellor - Chairman
 - (ii) Nominee of the Chancellor
 - (iii) Two expert members approved by Sponsoring Body
5. Suitable candidate is not found in the first advertisement subsequent advertisements shall be issued.

6. When the office of the CFAO falls vacant or when the CFAO is, by reason of illness or long absence due to any other reason, unable to perform his duties of the office, the duties of the office shall be performed by such person as the Chancellor may appoint for the purpose.
7. If any time upon representation made or otherwise, and after making such enquiry as may be deemed necessary, the situation so warrants that the continuance of the CFAO is not in the interest of the University, the Vice Chancellor may request the Chancellor, in writing stating the reasons therein, for the removal of the CFAO. The Chancellor's decision shall be final.

Duties of CFAO

The duties of the CFAO shall include:

1. The Chief Finance & Accounts Officer shall be responsible for managing the Accounts and Funds of the University, maintaining the related records properly, for regularly getting them audited at least annually.
2. The Chief Finance & Accounts Officer shall supervise, control and regulate the working of Accounts and Finance of the University.
3. Maintaining the financial records and any such other finance related records of the University as the Board of Management may decide.
4. He shall discharge all such functions as assigned to him by the Chancellor / Vice Chancellor of the University.
5. Exercise such duties, powers and perform other functions as may be prescribed by Chancellor / Vice Chancellor and Board of Management.
6. Exercise general supervision of the fund of the University and advise it as regards to its financial policies.
7. Perform such other function as may be assigned to him by the Governing Body and Board of Management or as may be prescribed by the Statutes or the Ordinance. Provided that Chief Finance & Accounts Officer shall not incur any expenditure or make any investments exceeding the limits as fixed by the Vice Chancellor and the Board of Management and Governing Body.

STATUTE NUMBER 15**OTHER OFFICERS OF THE UNIVERSITY****(1) PRO VICE-CHANCELLOR**

- (1) Pro Vice-Chancellor shall be appointed by the Chancellor on the recommendation of Sponsoring body on such terms and conditions as may be laid down in the Statutes.
- (2) Provided further that the Board of Management may, on the recommendation of the Vice Chancellor, appoint the senior most Professors to discharge the duties of a Pro Vice-Chancellor in addition to his own duties as a Professor.
- (3) The term of office of a Pro Vice-Chancellor shall be such as may be decided by the Board of Management but it shall not in any case exceed five years and shall be eligible for reappointment:
Provided that a Pro Vice-Chancellor shall retire on attaining the age as per UGC norms.
- (4) The emoluments and other terms and conditions of service of a Pro Vice-Chancellor shall be such as may be prescribed by the Sponsoring Body.
- (5) A Pro Vice-Chancellor shall assist the Vice Chancellor in respect of such matters as may be specified by the Vice Chancellor on his behalf. He shall also exercise such powers and perform such duties as may be delegated to him by the Vice-Chancellor.
- (6) Where the Vice Chancellor is the Chairman of any Body or Committee of the University and he is absent for any reason whatsoever from any meeting of such body or committee, the Pro Vice-Chancellor, and if there are two or more Pro Vice-Chancellors, the senior-most Pro Vice-Chancellor shall preside over such meeting.
- (7) A Pro Vice-Chancellor shall, on being authorized by the Vice Chancellor in that behalf, be entitled to be present at and to address any meeting of any authority, body or committee of the University but shall not be entitled to vote thereat:
Provided that if the Pro Vice-Chancellor is a member of such authority, body or committee, such Pro Vice-Chancellor shall have all the rights and privileges of a member thereof.

2) CONTROLLER OF EXAMINATION:

- (a) Controller of Examination shall be an officer of the University and shall be appointed by the Vice Chancellor from amongst the Teachers of the University.
- (b) When the office of the Controller of Examination is vacant or when the Controller of Examination is, by reason of illness or absence for any other cause, unable to perform the duties of his office, the duties of the office shall be performed by such other person as the Vice Chancellor may appoint for the purpose.
- (c) The Controller of Examination shall control the conduct of examination and all other arrangements necessary therefore and execution of all processes connected therewith and ancillary thereto.

3) DIRECTOR- STUDENT WELFARE

- (1) The Director-Student Welfare shall be an officer of the University and shall be appointed by the Vice Chancellor from amongst the Teachers of the University.
- (2) The powers and responsibilities of the Controller of Examination, the Librarian and the Director-Students Welfare (DSW) shall be as specified in the Regulations.
- (3) The Director-Student Welfare shall be governed by the service rules prescribed by the university for the employees of the University.
- (4) The Director-Student Welfare shall be Advisor cum Treasurer of the University Student Association and the Head of the information Bureau and Employment Bureau of the University.
- (5) The Director-Student Welfare shall, if required by the board of management or Academic Council, be present at any meeting of the authority concerned where matters relating to students welfare come up for consideration by the authorities.
- (6) Subject to the control of Vice Chancellor and Board of Management, the Director-Student Welfare shall:
 - i. Make arrangement to ensure suitable lodging and boarding facilities to the students, who desire to live in hostel.
 - ii. Arrange for employment of student in accordance with plans approved by the Vice Chancellor and the Board of Management
 - iii. Assist the students in obtaining scholarships, studentships, etc. by furnishing them the information relation to these.
 - iv. Communicate with the guardians of the students concerning the welfare of the students.
 - v. Perform such other duties as may be assigned to him for time to time by the Vice-Chancellor and the Board of management.

STATUTE NUMBER 16**APPOINTMENT OF TEACHERS AND SERVICE CONDITIONS OF THE UNIVERSITY**

- (1) For the teaching positions in the University, namely the Professors, Associate Professors, and Assistant Professors, the Vice Chancellor/Registrar/Dean may recommend to the Sponsoring Body for filling up the vacancies available in different Schools / Departments of the University.
- (2) The Sponsoring Body shall assess the recommendations and approve filling up of teaching vacancies through an open advertisement and selection process from time-to-time.
- (3) Teaching positions (Professors, Associate Professors, and Assistant Professors) shall be advertised in the national daily / News Papers of wide circulation clearly mentioning the essential qualifications and pay scale for each advertised post as per norms prescribed by the University Grant Commission (UGC), All India Council for Technical Education (AICTE) or respective Regulatory Body as amended from time to time.
- (4) A Screening Committee consisting of two members, appointed by the Vice Chancellor shall screen all the applications and prepare a summary of all the candidates satisfying the essential qualifications and to be called for the interview.
- (5) Summary of all the screened applications shall be made available to the Selection committee at the time of interview.
- (6) The Selection Committee shall consist of the following members;
 - (i) The Vice Chancellor - Chairman
 - (ii) Three subject experts nominated by the Vice Chancellor from a panel of five experts approved by the Chancellor.
- (7) The Selection Committee shall recommend to the Chancellor, the names, arranged in order of merit, if any, of the persons who it considers suitable for the posts.
- (8) After the approval of Selection Committee's recommendation by the Chancellor, the appointment letters will be issued by the Registrar.

(9) In addition to full-time teachers, the Board of Management may also decide to engage teachers for a fixed period/ part time / contractual basis.

The terms and conditions (such as honorarium, TA/DA, conveyance charges etc.,) of such engagements will be decided by the Sponsoring Body of the University, from time to time.

1. SERVICE CONDITIONS:

The other terms and conditions of the Teachers such as Promotions, Career Advancement, Increment etc, may be as per the subsequent Statutes of the University subject to the Provisions of the UGC Regulations.

2. ACTION AGAINST TEACHERS

Where there is an allegation of misconduct against a teacher, the Vice Chancellor shall constitute a fact finding Committee and if necessary, based on the fact finding committee recommendations, may institute an inquiry committee for the purpose.

- i. Based on the inquiry committee report, the Vice Chancellor may decide course of action including suspension depending on the severity of the misconduct, however, for taking actions to the extent of termination of the teacher concerned, the Vice Chancellor shall report the matter to Governing Body whose decision will be final.
- ii. An appeal against any action can be made to the Chancellor within 30 days from the date of receiving of the communication of such order.

3. RESIGNATION

Any resignation rendered by any employee shall be processed as per the Regulations prescribed for the purpose.

STATUTE NUMBER 17**CATEGORIES OF THE NON-TEACHING EMPLOYEES**

- (1) The following types of non-teaching employees will be employed by the University
 - (i) Permanent/Probationary employees
 - (ii) Contractual employees
 - (iii) Casual employees
 - (iv) Outsourced Employees
- (2) Permanent employee means an employee who is appointed against a clear vacancy. The probationary period for such employees will be of two years.
- (3) Contractual employee means an employee who is appointed on contract for a specified period.
- (4) Casual Employee means an employee who is engaged on the basis of a Muster Roll.
- (5) The outsourced employee means employee who are engaged through the third party service agencies.
- (6) The terms of service conditions of all the above types of employees and arbitration procedures shall be as prescribed by the Regulations

ACTION AGAINST NON-TEACHING EMPLOYEES

- (7) Where there is an allegation of misconduct against a non-teaching employee, the Registrar shall constitute a fact finding Committee and if necessary, based on the fact finding Committee recommendations, may institute an inquiry committee for the purpose.
 - (i) Based on the inquiry committee report, the Registrar may decide the course of action including suspension depending on the severity of the misconduct.
 - (ii) However, for taking action to the extent of termination of the non-teaching employee concerned, the Registrar shall report the matter to the Vice Chancellor whose decision will be final.
 - (iii) An appeal against any action can be made to the Chancellor within 30 days from the date of passing such order.

RESIGNATION

Any resignation rendered by any employee shall be processed as per the Regulations prescribed for the purpose.

STATUTE NUMBER 18**THE PROCTORIAL BOARD**

1. There shall be a Proctorial Board to maintain the discipline amongst the students of the University. It shall consist of the following members:
 - (i) A Professor nominated by Vice Chancellor (Chairman)
 - (ii) The Chief Faculty Advisor (Convenor)
 - (iii) Additional Chief Proctor – 3 Male members and 2 Female members
 - (iv) Director - Student Welfare
 - (v) All Faculty Advisors
 - (vi) All Wardens of the HostelsOne of the two students nominated by the Vice Chancellor from amongst the student members of the Board of Studies.
2. The Proctorial Board shall prepare a Code of Conduct to be followed by the students and shall place it before the Board of Management for its approval.
3. Any violation of the Code of Conduct or breach of any rule or regulation of the University by any student shall be recorded as indiscipline and shall make the student liable for disciplinary action against him/her.
4. The Chief Faculty Advisor and Faculty Advisors shall be appointed by the Vice Chancellor from amongst the teachers of the University; the number of Proctors shall be determined by the Vice Chancellor depending upon the enrolment of the student in the University.
5. The Chief Faculty Advisor and Faculty Advisors so appointed by the Vice Chancellor for the period not exceeding three years.

Provided that the Vice Chancellor may remove Chief Faculty Advisor or the Faculty Advisor before the completion of his tenure if he fail to discharge the duties well or if his/her activities are prejudicial to the interest of the University.
6. The Power and duties of Chief Faculty Advisor:
 - a. The Chief Faculty Advisor shall get a Proctorial Form filled by students and keep it for the record in his office.
 - b. He will issue Identity Card to each student under his seal and signature.
 - c. He shall be authorized by the University to issue rail and air travel concession orders to the bonafide student of the University.

- d. He will place all the matters brought to his notice before the Proctorial Board on being approved by the Vice Chancellor.

ANTI RAGGING COMMITTEE AND OTHER DISCIPLINARY COMMITTEES

As per the UGC norms, the University shall set up an Anti-ragging and Disciplinary Committees with the following members:

- (i) Course In-charge
- (ii) Chief Faculty Advisor
- (iii) Wardens
- (iv) Students Representative

These Committees will frequently monitor, promote and regulate healthy interaction with the Fresher's, Junior Students and Senior Students.

STATUTE NUMBER 19

ADMINISTRATION OF ENDOWMENTS FOR THE AWARD OF FELLOWSHIPS, SCHOLARSHIPS, MEDALS AND PRIZES IN THE UNIVERSITY

- (1) The Board of Management may accept donations for creation of endowment fund for the award of Fellowship, Scholarship, Stipend, Medals and Prizes of the recurring nature.
- (2) The Board of Management shall administer all the endowments.
- (3) The award shall be made out of the Annual Income accruing from the endowment.
- (4) Any part of the income which is not so utilized shall be added to the endowment.
 - (i) The Board of Management shall prescribe the conditions of depositing the endowment in a nationalized Bank.
 - (ii) The value of endowment necessary for instituting an award shall be prescribed by the Board of Management.
- (5) No endowment shall be accepted in contravention of the award, and effect shall be given to the wishes of the donor as far as possible.
- (6) In case any endowment is accepted by the Board of Management, the Board shall make a Regulation for it, giving such details as the name of the donor, name of endowment, initial value and the purpose of the endowment, etc.
- (7) Approval of awardees of fellowships, scholarships, medals and prizes as per the specific regulation(s) / Ordinance(s) belonging to the specific endowment will be given by the Board of Management.

STATUTE NUMBER 20**CONFERMENT OF HONORARY DEGREES [HONORIS CAUSA] AND ACADEMIC DISTINCTIONS**

- (a) Proposal for conferment of an Honorary Degree or Academic Distinction shall be made in writing through the Department by any Faculty Members and Head of the Department will forward it to the Vice Chancellor.
- (b) On receipt of the proposal the Vice Chancellor, on being satisfied that the proposal is in conformity with the provision of the Act, shall call a special meeting of the Board of Management to consider the proposal.
- (c) At such special meeting of the Board of Management the Vice Chancellor shall call upon the members to indicate their opinion by a secret ballot. No speeches or comments shall be permitted on the proposal at such meeting.
- (d) The Vice Chancellor shall ascertain from scrutiny of the ballot papers, if the proposal has the requisite support of the members, he shall declare that the proposal shall be submitted for approval in the next meeting of the Governing Body.
- (e) Every proposal for conferment of an Honorary Degree or Academic Distinction shall be separately made and considered in respect of a proposed recipient.
- (f) Any such proposal submitted for approval of the Governing Body shall be decided by a secret ballot of the members of the Governing Body present and voting at the meeting.
- (g) No member of the Governing Body shall be permitted to discuss, comment or make any speech in respect of the proposal at such meeting.
- (h) The Vice Chancellor shall scrutinize the ballot papers in respect of the proposal with the help of tellers, if necessary.
- (i) On scrutiny, if the proposal is found to have the requisite support the proposal shall be declared to be carried. In the absence of the requisite support, the proposal shall be declared to be dropped.

STATUTE NUMBER 21**ADMISSIONS OF STUDENTS**

- (a) Admission in the University shall be made strictly on the basis of the merit.
- (b) Merit for admission in the University may be determined:
- (i) Either on the basis of marks or grade obtained in the qualifying examination and achievement in co-curricular and extra-curricular activities
- (ii) On the basis of marks or grade obtained in entrance test conducted
- (a) By constituent Institutions/University or
- (b) By any competent/designated agency or
- (c) By different State/National/Professional bodies.
- (d) By an association of colleges/university conducting similar courses or
- (e) By any agency of state /statutory body of Government of India, such as MCI/DCI/INC/BCI/PCI/NBE/NCTE or AICTE and/or
- (iii) On the basis of group discussion/counselling/interview.

Provided that admission in professional and technical courses shall be made only on the basis of entrance test. The University may conduct its own entrance test or utilize the list of result of examination/test conducted by different State/National/Professional bodies, recognized by Government of India / UGC/ State Govt.

Direction issued by the State Government from time to time will be followed for all admission purposes.

Admission Committee

The admission in the constituent Institutions/School of studies/Departments will be made by respective Heads of Institutions duly assisted by the Admission Committee strictly in accordance with the norms of the applicable statutory bodies and Authorities and as amended from time to time.

STATUTE NUMBER 22**PROVISION REGARDING FEE TO BE CHARGED FROM THE STUDENTS**

- 1) All the courses in the University will be run on self-finance mode. The following types of fees may be charged from the students may include but not restricted to:
 - (i) Application / Prospectus
 - (ii) Registration / Re-registration fees
 - (iii) Admission fees (Where applicable)
 - (iv) Processing Fees
 - (v) Tuition fees for the course
 - (vi) Special Fees
 - (vii) Examination fees
 - (viii) Hostel / Mess Fees
 - (ix) Establishment Fees (includes Electricity and AC)
 - (x) Library fees
 - (xi) Development/amalgamated fund
 - (xii) Laboratory fees
 - (xiii) Caution money

The University can introduce other heads of fees from time to time.

- 2) In addition, fees for duplicate mark sheets, revaluation, and exam admit card, issuance of degree/migration and such other examinations or result related fee may be charged from the students, as prescribed by the Ordinance.
- 3) The components of fee may vary from course to course and shall be decided by the Board of Management for each course.
- 4) The fees for the courses which need approval of the regulatory bodies like AICTE/ NCTE/ MCI etc; shall be in conformity with those proposed by the concerned Regulatory Bodies.
- 5) The fee structure of various courses and provision of exemption from tuition fee will be decided by the board of management from time to time and will be made available to the students along with the prospectus for the concerned session.
- 6) The tuition fees for the various courses will be defined in their respective Ordinances.
- 7) All fee subject to approval of the regulatory commission as per provision of 36(10) (b) of the act 2007.

STATUTE NUMBER 23**MISCELLANEOUS**

1. **Creation of new Department and abolition and restructuring of Existing Department:-**

On receipt of proposal for creation of new Department / abolition / restructuring of existing department, the academic council will discuss & send its recommendation to Chancellor's approval. After the approval of the proposal by the Chancellor, the Vice Chancellor will issue the order & will implement accordingly, provided that no new course shall be started without prior approval of the Academic Council, the Sponsoring Body and if needed, the Regulatory Commission and also that while decision of abolition of a department /course is taken, the interests of the students already enrolled in the course should be taken care of and it can only be closed gradually allowing the admitted students to complete the course.

2. **Alteration of the number of seats in different courses of the University:-**

The number of seats in different course of University will be decided by the Academic Council & proposal shall be send to the Chancellor for his approval. The similar procedure will be followed for alteration of the number of seats in different course. It would, however, be in conformity of the Regulatory Bodies such as AICTE, NCTE, etc.

3. **Creation of post & procedure for its abolition:-**

In the initial stage the Governing Body will propose the number of post to be created as per Statutes. The Chancellor will approve the number of post required for the establishment of University as per Statutes. After creation of the Board of Management, the proposal for creation of post or procedure for its abolition will be submitted to Board for its approval. After the approval of the Board of Management, the proposal shall be sent to the Chancellor for final approval.