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# मध्यप्रदेश राजपत्र

प्राधिकार से प्रकाशित

क्रमांक 9]

भोपाल, शुक्रवार, दिनांक 2 मार्च 2012—फाल्गुन 12, शक 1933

## भाग ४

विषय-सूची

- |                            |                               |                                  |
|----------------------------|-------------------------------|----------------------------------|
| (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)—कुछ नहीं

भाग ४ (ग)

अन्तिम नियम

उच्च शिक्षा विभाग

मंत्रालय, वल्लभ भवन, भोपाल

प्रथम परिनियम

Bhopal, the 16th February 2012

No.-R-397-cc-2011-XXXVIII.—In exercise of the powers conferred by sub-section (1) of Section 26 of the Madhya Pradesh Niji Vishwavidyalaya (Sthapna avam Sanchalan) Adhiniyam, 2007 the State Government hereby makes, the first Statute of the J. P. University of Engineering & Technology, A. B. Road, Raghogarh, Guna (M.P.) is here-by published in the ordinary gazette as per the provision of the Madhya Pradesh Niji Vishwavidyalaya (Sthapna avam Sanchalan) Adhiniyam, 2007 under section 35. The first Statute of the University shall come in to force from the date of notification.

By order and in the name of the Governor of Madhya Pradesh,  
C. B. PADWAR, Dy. Secy.

## STATUTE No.-01

### SHORT TITLE, SCOPE AND COMMENCEMENT

- (1) The "Statutes" means the Statutes of Jaypee University of Engineering & Technology, Guna Madhya Pradesh.
- (2) These Statutes shall come into force with effect from the date of the notification in the state Gazette.
- (3) The Statutes are in conjunction with the provisions of the Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007. In case of any specific provisions found to be missing in the Statutes, Ordinances etc. and or if there be any difference in the provisions of the Act or the Rules and the Statutes, the provisions of the Act 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 No.- 02

### DEFINITIONS

In these Statutes unless the context otherwise requires;

- (1) "Act" means the "Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007".
- (2) All words and expressions used herein and defined in the Act and the Rules shall have the meaning respectively assigned to them in the Act and the Rules.
- (3) "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 "two parts" called as semester of five months each and as stipulated in the Ordinance.
- (4) "Board of Studies" Means the Board of Studies of the University departments / faculties.
- (5) "Convocation" means the convocation of the University;
- (6) "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 or title of the University.

- (7) "Decided by the University / University may decide / Decision of the University" means as decided by the Vice - Chancellor with the approval of the Chancellor.
- (8) "Employee" means any person working on the payroll of the University.
- (9) "Faculty" means Faculty of the University listed in Statute No. -14.
- (10) "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 from the campus to the regular students of the University.
- (11) "Regulation" means regulation of the University.
- (12) "Rules" means the "Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam, 2007".
- (13) "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.
- (14) "Seal" means the common seal of the University.
- (15) "Subject" means the basic unit(s) of instruction; teaching, training, research etc., by whatever name it may be called, as prescribed under the scheme and curriculum.
- (16) The terms "he", "him" and "his" include the feminine gender also.

### **STATUTE No.- 03**

#### **SEAL OF THE UNIVERSITY**

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 amendments as deemed necessary for time to time. The University may also decided 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 for time to time, and which are not of such nature that are not permitted by the State or the Central Government.

## STATUTE No.- 04

### OBJECTS OF THE UNIVERSITY

Apart from the objectives of the University described in section 3 of the Act, the University shall also have the following objectives;

“To collaborate with other universities, Research Institutions, Government and Non Government Organization towards fulfillment of the University's objects”

## STATUTE No.- 05

### APPOINTMENT, TERMS AND CONDITIONS AND POWERS OF THE CHANCELLOR

- (1) In accordance with the Act, the Chancellor shall be appointed by the sponsoring body with the approval of the Visitor. The Managing Trustee of the Sponsoring Body shall send the name, along with Biodata of the proposed Chancellor, to the Visitor for approval. After Visitor's approval, Chancellor shall be appointed by the Sponsoring Body.
- (2) The Chancellor shall be the Head of the University.
- (3) The Chancellor shall hold office for five year term and exercise powers as specified in Section 16(4) of the Act.
- (4) The Chancellor shall be eligible for reappointment with the approval of Visitor following the procedures laid down above under clause (1) of this statute.

The chancellor shall continue to hold his office until his successor enters upon his office.

- (5) In case of an emergency like illness, absence or death of the Chancellor, the Vice-Chancellor shall perform his duties till the Chancellor reassumes his office or the new Chancellor is appointed. However, this period will not exceed six months.
- (6) The Chancellor shall exercise general control over the affairs of the University.
- (7) To appoint and remove the Vice Chancellor and to nominate the Senior Dean as Officiating Vice Chancellor due to temporary absence of the permanent incumbent;
- (8) The Chancellor shall be entitled to receive honorarium, expenses and allowances as may be decided by the Sponsoring Body.

- (9) The Chancellor may in writing to the Visitor, resign his office. The Managing Trustee of the Sponsoring Body 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 this statute.

## **STATUTE No.- 06**

### **APPOINTMENT, TERMS AND CONDITIONS AND POWERS OF THE VICE-CHANCELLOR**

- (1) The Vice-Chancellor shall be appointed by the Chancellor as laid down in Section 17 of the act.
- (2) The Vice-Chancellor shall, hold office for a term of four years according to the provisions of clause 6 of Section 17 of the Act.

Provided that, on the expiry of his term, the Vice Chancellor shall be eligible for reappointment for one more term. The proposal for reappointment of the Vice Chancellor shall be considered by the Governing Body atleast three months before the expiry of his term, and if approved by the Governing body, the proposal shall be sent to the Chancellor for his approval. After, Chancellor's approval the Vice Chancellor will be reappointed by the Chancellor for another term.

- (3) Apart from exercising all such powers as described in section 17 of the Act, the Vice Chancellor shall also exercise powers prescribed in the different Statutes.
- (4) The emoluments and other conditions of services of the Vice Chancellor at the time of appointment shall be such as decided by the Sponsoring Body and as amended from time to time.
- (5) The Vice Chancellor shall cause the budget to be made by the Board of Management of the university. He may also decide to delegate his powers to other officers of the University.
- (6) The Vice Chancellor may by writing addressed to the Chancellor, resign his office.

## STATUTE No.-07

### DEANS OF FACULTIES

#### 1. Appointment

- (a) The Deans shall be appointed by the Board of Management on the recommendations of the Vice-Chancellor from amongst the Professors in the University for three years and they shall be eligible for re-appointment.
- (b) Deans will be appointed for each of the Faculty/Department and a Dean of Student Welfare will also be appointed.
- (c) When office of a Dean is vacant or where the Dean is by reasons of illness or any of cause unable to perform his / her duties, the Vice-Chancellor may authorize any other faculty to perform the functions of the Dean during such period.

#### 2. Duties

Duties/Responsibilities to the Deans will be as assigned by the Vice Chancellor from time to time.

## STATUTE No.- 08

### APPOINTMENT, TERMS AND CONDITIONS AND POWERS OF THE REGISTRAR

- (1) The appointment of the Registrar shall be made by the Governing Body on the recommendation of the selection committee constituted for the purpose. However, the first Registrar shall be appointed by the Sponsoring Body as per clause 18(1) of the Act. The subsequent Registrar, other than the first Registrar, shall be appointed by the Governing Body on the recommendation of the Selection Committee constituted for the purpose. The Selection Committee shall consist of:
  - (a) Vice Chancellor -(Chairman)
  - (b) Nominee of the Chancellor
  - (c) Two expert members approved by the Sponsoring Body
  - (d) One Observer to be nominated by the Regulatory Commission

## (2) 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.
  - (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 Sponsoring Body.
  - (e) If a suitable candidate is not found in the first advertisement subsequent advertisements shall be issued.
- (3) The Registrar shall be a full time salaried officer of the University and shall discharge his duties under general superintendence and control of the Vice Chancellor.
- (4) The registrar will be a key officer of the University. All contracts shall be signed and all documents and records shall be authenticated by the Registrar on behalf of the University.
- (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 Chancellor may appoint for the purpose.
- (6) If any time upon representation made or otherwise, and after making such inquiry as may be deemed necessary, the situation so warrants that the continuance of the Registrar 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 Registrar. The Chancellor's decision shall be final.
- Provided that before taking such action of the removal, the Registrar shall be given an opportunity of being heard.
- (7) The Registrar shall receive pay and other allowances as decided by the Governing Body from time to time.

- (8) Duties of the Registrar shall include:
- (a) Maintaining the records, the common property and any such other property of the University as the Governing Body may decide.
  - (b) 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.
  - (c) 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. He will render desired assistance.
  - (d) 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.
  - (e) He shall discharge all such functions as assigned to him by the Chancellor/Vice Chancellor of the University.
  - (f) The registrar shall have powers to take disciplinary action against the non-teaching employees working in the University and can suspend them, pending inquiry with the approval of the Vice Chancellor.
  - (g) An appeal can be made to the Chancellor against any order of the Registrar. The Chancellor will be the final authority to take decision on the appeal.
9. The Registrar may by writing under his hand addressed to the Chancellor, resign his office.

## **STATUTE No.-09**

### **APPOINTMENT, TERMS AND CONDITIONS AND POWERS OF THE CHIEF FINANCE & ACCOUNTS OFFICER (CFAO) OR CFO**

- (1) The appointment of the CFAO shall be made by the Chancellor on the recommendation of the selection committee constituted for the purpose. The committee shall consist of:-
- (a) Vice Chancellor - Chairman
  - (b) Nominee of the Chancellor
  - (c) Two expert member approved by the Governing Body
  - (d) One Observer to be nominated by the Regulatory Commission



## (2) Selection of CAFO:

The University will follow the following procedure for the selection of the CAFO:-

- (a) The University would invite applications for the post through the process of an advertisement in important Newspapers having wider circulation.
  - (b) A summary of the candidates applied for the post shall be prepared by the Selection Committee formed for the purpose as per para 1 above.
  - (c) The date of meeting of the Selection Committee will be fixed and a notice to this effect shall be given at least 15 days in advance.
  - (d) The Selection Committee shall interview and adjudge the merit of each candidate and send its final recommendation to the Governing Body.
  - (e) If a suitable candidate is not found in the first advertisement subsequent advertisements shall be issued.
- (3) The CFAO will be a full time salaried officer of the University and shall discharge his duties under general superintendence and control of the Vice Chancellor.
  - (4) The Chief Finance and Accounts Officer (CFAO) shall be a key officer of the University responsible for handling accounts and finances of the University.
  - (5) 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.
  - (6) If at any time upon representation made or otherwise, and after making such inquiry 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.
  - (7) The Services of the CFAO can be terminated by the Chancellor on the recommendation of the Vice Chancellor by giving him three month's notice or three month's salary in lieu of notice.
  - (8) The CFAO shall receive pay and other allowances as decided by the Governing Body from time to time.
  - (9) Duties of the CFAO shall include :-
    - (a) 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.

- (b) The Chief Finance & Accounts Officer shall supervise, control and regulate the working of Accounts and Finance of the University and ensure receipt of funds and its utilization as per clause 12 and 13 of the Act.
- (c) Maintaining the financial records and any such other finance related records of the University as the Board of Management may decide.
- (d) He shall discharge all such functions as assigned to him by the Vice Chancellor of the University.

## **STATUTE No.- 10**

### **GOVERNING BODY**

- (1) Formation, powers and functioning of the Governing Body shall be as laid down under section 22 of the Act.
- (2) 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 additional following powers and duties:-
  - (a) To make, review and approve, from time to time, the broad policies plans and procedures and suggest measures for the improvement and development of the university.
  - (b) To make recommendation on any matter referred to it by the chancellor.
  - (c) To make recommendation to the Sponsoring body for the creation of new posts of officers of the University.
  - (d) Such other powers and duties as may be prescribed by the Sponsoring Body.
  - (e) The individual members of the Governing Body and Board of Management will have the tenure of three years and no individual, can hold the membership more than two consecutive terms.

## **STATUTE No.- 11**

### **BOARD OF MANAGEMENT**

- (1) Formation, powers and functioning of the Board of Management shall be as laid down under Section 23 of the Act.
- (2) The term of the nominated members of the Board of Management will be of three years.

- (3) The Board of Management shall meet once in every two months.
- (4) Powers and Functions of the Board of Management shall be:-
- To get the financial accounts including the Balance Sheet of the University together with audit report and Annual Report of the University prepared to place it before the Governing Body for its approval on annual basis.
  - To prepare the Annual / Supplementary Budget of the University and to place it before the Governing Body for its consideration and approval.
  - To follow the Budget for Expenditure as approved by the Governing body.
  - To perform any other functions which may be assigned by the Governing Body/Chairman of the Board of Management.
  - To recommend to Governing Body for creating the post of other officers of the university.
  - To get the approval of the Governing Body before the implementation of such decisions of the Board of Management which may be having bearing on the finances of the university.

## **STATUTE No.- 12**

### **FORMATION, POWERS, DUTIES AND ACTIONS OF THE ACADEMIC COUNCIL**

- (1) The Academic Council shall consist of the following members:-
- Vice Chancellor (Chairman)
  - All the Heads of the Departments
  - All the Professors of the University Teaching Departments
  - Two Professors from State/Central Govt. Universities nominated by the Chancellor
  - Two representatives from amongst the Scientist/ Educationists/ Technologists/ Industries nominated by the Chancellor
  - One representative nominated by Chairman Regulatory Commission
- (2) The Vice-Chancellor, as the Chairman, shall preside over the meetings of the Academic Council and in his absence, and other person nominated by the Chancellor shall preside over the meeting.

- (3) 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
- (4) One-half of the members the Academic Council including the Chairperson 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.
- (5) The term of the nominated members of the Academic Council will be three years.
- (6) Subject to the provisions of the Act, the Academic council shall have the following powers, duties and functions, namely
  - (a) To co-opt as members, persons having special knowledge or experience in the subject matter of any particular business which may come before the Council for consideration. 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.
  - (b) The Academic Council shall be the principal academic body of the University and shall, coordinate and exercise general supervision over the academic policies of the University.
  - (c) To promote research and related activities in the University.
  - (d) To make recommendations to the Governing Body on the proposals received from the different faculties of the University, for the conferment of degrees, honorary degrees or any such other distinction or honor of the University.
  - (e) To exercise general supervision over the academic policies of the University and to give directions regarding methods of instruction, teaching and evaluation of research or improvements in academic standards.
  - (f) To consider matters of general academic interest either on its own initiative or on a reference made by a faculty or the Board of Management to take appropriate action thereon.
  - (g) To make proposals to the Governing Body for allocating departments to the faculties.
  - (h) To make proposal to the Governing Body for the institution of fellowships, scholarships, studentship, exhibition medals and prizes and to make rules for their award.

- (i) To recognize persons of eminence in their subject to be associated as research guide in that subject as prescribed in the ordinance.
- (j) To formulate, modify or revise schemes for the organization and assignment of subjects to the faculties, and to report to Governing Body as to the expediency of abolition, reconstitution or division of any faculty of the University.
- (k) To recognize diplomas and degree of other universities and institutions and to determine their equivalence.
- (l) To make special arrangements, if any, for the teaching of women students and for prescribing for them special courses of study.
- (m) To consider academic related proposals submitted by the faculties/ departments of the University.
- (n) To approve the Syllabus of the different courses/ subject, submitted by the Board of Studies of faculties/ departments and to arrange for the conduct of examinations according to Ordinances made for the purpose.
- (o) To award stipends, scholarship, medals and prizes and to make awards in accordance with the ordinances and such other conditions as may be attached to the award.
- (p) To publish Syllabus of various courses of study, lists of prescribed or recommended text books for different subjects.
- (q) To appoint committee for admission of students in different faculties of the University.
- (7) To recommend to the Governing Body the rates of remuneration and allowances for the examination work.
- (8) To delegate such of its powers, as is may deem fit, to the Chairman of the Academic council.
- (9) To report to make recommendation an any matter referred to it by the chancellor or the Governing body, as the case may be.
- (10) The Academic Council shall excuse such other power and perform such other duties as may be required from time to time.

## STATUTE No.- 13

### STANDING COMMITTEE, FUNCTIONING AND RESPONSIBILITIES

#### 1. STANDING COMMITTEE

(a) Standing Committee of the University shall be constituted as under:-

(i) Vice Chancellor (Chairperson)

(ii) Deans of all faculties of the University

(iii) Registrar

(iv) CFAO

(v) Three senior Heads of Departments of the University by rotation (their term being three years)

The Vice Chancellor can invite additional members to the standing committee as and when required.

(b) The Registrar shall act as Secretary of the Standing Committee.

(c) Meeting of the Standing Committee shall be convened, as and when required, under the directions of the Vice Chancellor One-half of the members of the Standing Committee and the Chairman shall constitute the quorum.

(d) Notice for the meeting of the Standing Committee along with the agenda will be served to the members at least 3 days in advance of the meeting. However, an emergency meeting of the Standing Committee can be called by the Vice Chancellor, as and when required, with one hour notice.

#### 2. FUNCTIONING AND RESPONSIBILITIES OF STANDING COMMITTEE

The Standing Committee will have following functions/responsibilities:-

(a) To monitor functioning of the university as per the Act; the Statues and the Ordinance from time to time.

(b) To examine any matter referred to it by the Chancellor/Vice-Chancellor and to make suitable recommendations. The recommendations of the Standing Committee shall be put up to the Board of Management.

## **STATUTE No.- 14**

### **FACULTIES**

- (1) The University shall include the following faculties :
  - (a) Faculty of Engineering
  - (b) Faculty of Technology
  - (c) Faculty of Science
  - (d) Faculty of Mathematical Sciences
  - (f) Faculty of Humanities and Social Sciences
- (2) Such other faculties as may be approved by the Governing Body on the recommendation of the Academic Council.
- (3) Each Faculty shall have such departments as may be assigned to it by the Academic Council.

## **STATUTE No.- 15**

### **CONSTITUTION OF FACULTIES**

Each Faculty shall consist of the following members, namely:-

- (1) The Dean of the Faculty who shall be the Chairman.
- (2) The Heads of Departments of Studies in the Faculty
- (3) All Professors in the Faculty
- (4) One Reader and one Lecturer, by rotation according to seniority, from each Department in Faculty

## STATUTE No.- 16

### POWER OF THE FACULTIES

- (1) The Faculty shall have such powers and shall perform such duties as given in the Ordinances and shall, from time to time, appoint such and so many Boards of Studies in different branches of knowledge as may be prescribed by the Ordinances.
- (2) The Faculties shall also consider and make such recommendations to the Academic Council on any question pertaining to their respective spheres of work as may appear to them necessary or on any matter referred to them by the Academic Council.

## STATUTE No.- 17

### BOARD OF STUDIES

- (1) There shall be a Board of Studies for each department comprising of:-
  - (a) All the teachers of the concerned department.
  - (b) Two members to be nominated and co-opted by the Department, from outside the University, from academia/Industries. , after approval of Vice-Chancellor from a panel of five persons.
- (2) The Head of the Department shall be the Chairman of the Board of Studies.
- (3) The term of the Co-opted members of the board of studies shall be three years.
- (4) The Vice Chancellor can constitute a Board of Studies for the subjects to be started by the University as and when required.
- (5) Detailed syllabus of the different courses of the department shall be prepared by the board of studies and be submitted to the Academic Council for its approval and publication.
- (6) Contents of the syllabi shall be revised and updated by the Board of Studies from time to time and be submitted to the Academic Council for its approval.
- (7) Board of studies meeting shall be arranged atleast once in a year.



## STATUTE No.- 18

### APPOINTMENT OF TEACHERS OF THE UNIVERSITY

- (1) For the teaching positions in the University namely the Professors, Assistant Professor, Associate Professor and Lecturers, the Board of Management may recommend to the Governing Body for creating of posts and filling up the vacancies available in different department of the University.
- (2) The Governing Body shall assess the recommendations of the Board of Management and approve the vacancies and filling up of teaching vacancies through an open advertisement and selection process from time to time.
- (3) Teaching positions 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) or any other Regulatory Body.
- (4) An Screening Committee consisting of three 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. Also a list of candidates rejected and not to be called for the interview shall be made separately giving reasons for the rejection.
- (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:-
  - (a) The Vice-Chancellor - Chairman
  - (b) Three Subject experts shall be nominated by the VC from a panel of five experts approved by the Chancellor
  - (c) One Observer as recommended by the Regulatory Commission
- (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.

Provided that no recommendation shall be made unless at least one subject experts mentioned above, is present in the Selection Committee meeting.
- (8) After the approval of Selection Committee's recommendation by the Chancellor, appointment letters will be issued by the Registrar.

- (9) In addition to full-time teachers, the Board of Management / Vice Chancellor may also decide to engage teachers for a fixed period/ part time / contractual basis. The probationary period for the teachers will be one year. The terms and conditions (such as honorarium, TA/DA, conveyance charges etc) of such engagements will be decided by the Governing Body of the university, from time to time.
- (10) Teachers and Staff who are already working and who are appointed on regular basis before its notification as the university shall be absorbed as the regular teacher/staff of the university after approval of Governing Body provided that they duly qualify the norms laid down by various regulatory bodies viz. UGC/AICTE etc. and recommended by the Screening Committee including one observer nominated by the Chairman, Regulatory Commission.

## **STATUTE No.- 19**

### **CATEGORIES OF THE NON-TEACHING EMPLOYEES**

- (1) The following types of non-teaching employees will be employed by the University:-
- (a) Permanent/Probationary employees
  - (b) Contractual employees
  - (c) Casual employees
- (2) Permanent employee means an employee who is appointed against a clear vacancy. The probationary period for such employees will be of one 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 terms of service conditions of all the above types of employees and arbitration procedures shall be as prescribed by the Vice-Chancellor.

**STATUTE No.- 20****OTHER OFFICERS OF THE UNIVERSITY**

(1) The following shall be the other Officers of the University:-

(a) **Controller of Examination:**

- (i) Controller of Examination shall be appointed by the Vice Chancellor from amongst the Registrar or Teachers of the University not below the rank of Associate Professor.
- (ii) 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 the office, the duties of the office shall be performed by such person as the Vice Chancellor may appoint for the purpose.
- (ii) The Controller of Examination shall control the conduct of examinations and all other arrangements necessary therefore and execution of all processes connected therewith.

(b) **Librarian:**

The Librarian shall be a full time salaried officer of the University, and his appointment will be made following the procedure as laid down in the Statute No.(21), through the clause (3) to (9) for the teachers.

(c) **Dean Student Welfare (DSW):**

The Dean Students Welfare shall be appointed by the Vice-Chancellor from amongst the Registrar or Teachers of the University, not below the rank of Associate Professor.

(2) The powers and responsibilities of the Controller of Examination, the Librarian and the Dean Student Welfare (DSW) shall be as specified in the statutes/ordinances or given by the Vice-Chancellor from time to time.

**STATUTE No.- 21****CONFERMENT OF HONORARY DEGREES AND ACADEMIC DISTINCTIONS**

- (1) (a) Proposal for conferment of an Honorary Degree or Academic Distinction shall be made in writing through the Department by any Faculty Member 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 on the proposal 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. If the Vice-Chancellor finds that the proposal has the requisite support of the members, he shall declare that the proposal shall be submitted for approval to 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.
- (2) (a) 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.
  - (b) No member of the Governing Body shall be permitted to discuss, comment or make any speech in respect of the proposal at such meeting.
  - (c) The Vice Chancellor shall scrutinize the ballot papers in respect of the proposal with the help of tellers if necessary.
  - (d) 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 No.- 22

### PROVISION REGARDING FEE TO BE CHARGED FROM THE STUDENTS

All the courses in the University will be run on self-finance mode. The following types of fees may be charged from the students;

(a)	Caution Money	-	Once in the whole Study (Refundable)
(b)	Prospectus/ Registration form fee	-	On purchase
(c)	Tuition fee	-	Semester wise
(d)	Hostel Fee	-	Semester wise
(e)	Development Fee	-	Once in year
(f)	Student's Technical Club/ Cultural Club subscriptions	-	Once in year

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

- (1) In addition, charges for duplicate mark sheets, issuance of degree and such others examinations or result related fee may be charged from the students, as prescribed by the ordinance.
- (2) The components of fee may vary from course to course and shall be decided by the board of management for each course.
- (3) 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 concerning session.
- (4) The tuition fees for the various courses will be defined in their respective ordinances.
- (5) It shall determine the admission procedure and fixation of fees in accordance with the norms and guidelines of the regulatory bodies.

## STATUTE No.- 23

### ADMINISTRATION OF ENDOWMENTS FOR THE AWARD OF FELLOWSHIPS, SCHOLARSHIPS, MEDALS AND PRIZES IN THE UNIVERSITY - IN ADDITION TO REGULAR SCHOLARSHIPS FOR PH.D., M.TECH., CHANCELLOR'S MEDALS, VC'S MEDALS

- (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. Any part of the income which is not so utilized shall be added to the endowment.
- (4) (a) The Board of Management shall prescribe the conditions of depositing the endowment in a nationalized Bank.  
(b) 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 No.- 24

### CONVOCATION

- (1) A Convocation for the award of the Degrees, Diplomas and other Distinction of the University shall normally be held annually in the main campus of the University or at such other place as may be approved by the Governing Body.
- (2) The Academic Council shall frame Regulations relating to the format of the Degree, Diploma documents, Certificates and citations, their text, issuance of these documents in absentia, duplicate degree and procedure for holding Convocations.
- (3) The Visitor and in his absence the chancellor shall preside over the convocation function of the University. In the absence of both, the Vice Chancellor shall preside over the convocation function.

## STATUTE No.- 25

### ADMISSION OF STUDENTS

- (1) Admission process and intakes to various courses shall be as approved the Governing Body.
- (2) The University may conduct its own entrance test for all the programs, if necessary, or may utilize the list of results of such examination/ test conducted by different State/ National / Professional Bodies.
- (3) All research scholars and students who are on rolls of the Institute before it became a University will stand transferred to the university based on a resolution passed to this effect by the Governing Body with effect from Academic Session 2010-11.

## STATUTE No.- 26

### ANNUAL REPORT AND THE BALANCE SHEET

- (1) The Annual Report of the University and the Balance Sheet along with Income and Expenditure Accounts of the University, duly audited by the Chartered Accountant appointed by the University shall be got prepared by the Board of Management. The Annual Report shall be for the academic year (July to June) whereas Annual audited accounts shall be for financial year (April to March).
- (2) The Report shall be placed before the Governing Body for approval.
- (3) A copy of the Annual Report and the annual accounts prepared under Sub-section (1) shall be presented to the Visitor and to the Regulatory Commission after approval by the Governing Body.

## STATUTE No.- 27

### RESIGNATION

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

## **STATUTE No.- 28**

### **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.

- (1) 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.
- (2) 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.

## **STATUTE No.- 29**

### **ACTION AGAINST NON-TEACHING EMPLOYEES**

- (1) 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.
- (2) Based on the inquiry committee report, the Registrar 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 non-teaching employee concerned, the Registrar shall report the matter to the Vice Chancellor whose decision will be final.
- (3) An appeal against any action can be made to the Chancellor within 30 days from the date of passing such order.



## STATUTE No.- 30

### CONDUCT OF EXAMINATION

1. This section is in eight parts as under:-

- |     |           |   |   |
|-----|-----------|---|---|
| (a) | Part-I    | : | Pattern of Examination/Evaluation Systems/Grading Systems                       |
| (b) | Part-II   | : | Terms & Conditions to appear in the Examination                                 |
| (c) | Part-III  | : | General Rules & Regulations applicable for all candidates                       |
| (d) | Part-IV   | : | Conduct of Examination  |
| (e) | Part-V    | : | Invigilation of Examination   |
| (f) | Part-VI   | : | Pre-Preparations of Examination   |
| (g) | Part-VII  | : | Evaluation of Answer Scripts and Result Compilation /Grading/Approval of Result |
| (h) | Part-VIII | : | Preventions against using Unfair Means by the Students                          |

### PART -I

### PATTERN OF EXAMINATION/EVALUATION SYSTEMS/GRADING SYSTEMS

2. Examinations

To train the student to put in sustained and disciplined work over the entire period of study, following pattern of examination is being implemented in the university. Some important components of the examination pattern are as given in succeeding sub paras:-

(a) Theory Courses

The university will follow the semester systems and accordingly three examinations shall be held in each semester for theory courses. These shall have a total weightage of 75%; the balance 25% shall be allocated to Assignments, Quizzes, Tutorial, and Regularity in Attendance etc. by the Course Coordinator/ Teacher. Details of examinations and their weightage are as follows:-

(b) Theory Tests/Examinations

Three types of tests/examinations shall be held in each semester as specified in sub section (a) of section 1. Types of tests/examinations are as under:-

- (i) Test-1 or T-1
- (ii) Test-2 or T-2
- (iii) Test-3 or T-3

(c) Weightage of marks, duration & Syllabus for theory test/examination

Allotment of weightage of marks i.e. 75% of total as specified in sub-section (a) of section 1 & Syllabus, duration, marks for each Tests/Examination will be as under:-

## Allotment of marks:

Tests/Exams	:	T-1	T-2	T-3
Percentage of marks	:	15	25	35
Duration in Hours	:	1	1 ½	2

## Syllabi Coverage:

The syllabus for each test is course contents covered up to the last day of teaching before the examination.

- (d) Allotment of remaining weightage of marks i.e. 25% of total as specified in sub-section (a) of section 1.

Remaining weightage of marks i.e. 25% including 5% of attendance will be awarded by respective course coordinator in each theory course through the individual events i.e. Assignments, Tutorials, Quizzes, Regularity & Punctuality in class attendance on the basis of entire semester performance of the individual student.

- (e) Practical Courses

The evaluation of Practical / Laboratory / Sessional / Workshop work will be based on the following:-

- (i) Day to day work.
- (ii) Punctuality and Regularity.
- (iii) Quantity and Quality of work.
- (iv) Some practical tests.
- (iv) Any other component to be decided and announced by the Course Coordinator(s) concerned.
- (v) A Practical course is considered as an independent course and accordingly grades shall be applicable to the practical courses.

- (f) Evaluation weightage of the practical/ laboratory courses will be as follows:

(i)	Day to day work	70%
(a)	Attendance and discipline in laboratory	15%
(b)	Quantity & Quality of Experiments Performed, Learning laboratory skills and handling laboratory equipment, Instruments, gadgets, components, materials and software etc.	40%
(c)	Laboratory record	15%
(ii)	Mid-Semester lab-viva voce / test (P-1)	15%
(iii)	End Semester lab - viva voce / test (P-2)	15%

## (g) Evaluation for Projects Courses

- (i) Project courses shall be run in the final year of B.Tech. & M.Tech. only i.e. in the pre-final semester and final semester each, under the guidance of a Supervisor appointed for individual student or a group of students, and separate evaluation will be done in each semester.
- (ii) The following evaluation scheme will be followed in each semester while evaluating and awarding grades:
- |     |   |   |  |
|-----|---|---|--|
| (a) | day to day work   | - | 35% awarded by the Supervisor(s)   |
| (b) | One Mid-Term Seminar-<br>by the students on the<br>project work | - | 15% awarded by a panel of examiners  |
| (c) | One Viva-Voce<br>Examination between<br>Test T-2 and Test T-3   | - | 15 % awarded by a panel of examiners   |
| (d) | Project Report  | - | 15% awarded by the supervisor (s)  |
| (e) | Final Viva-Voce/<br>Defence/ Dissertation                       | - | 20% awarded by a panel<br>of three teachers including Supervisors.<br>In case of M.Tech. Programmes,<br>External examiner shall form a part of<br>the panel. |

## (h) Guidelines for Monitoring and Evaluation of Projects for PG Course

- (a) The students must meet their supervisors immediately after the project is assigned to them.
- (b) The students must meet and report to their supervisors at least twice a week on appointed days and time.
- (c) The students should maintain a logbook of their day to day activity and get it signed by the supervisors twice a week during their meetings.

## (i) The Project for the PG Course

- (a) The project will be split over 2 semesters of final year. The two parts must be seen in continuation.
- (b) Evaluation of projects shall be carried out separately in each semester.
- (c) The project should be in the development of new process or products, tools, techniques and conceptual research work leading to new findings. The work should be characterized by new result in design, development and implementation and should have the potential of industrial scientific acceptance.

- (d) The supervisor will provide a panel of external examiners that should consists of three experts who should not be from the university where the project report is being submitted. The Dean (Academic) will appoint one expert from this panel as the examiner. The other examiner will be the supervisor of the students. The defense will subsequently be done in the presence of the external examiner.
- (e) The student shall submit three copies of the project report as loose files to facilitate modifications that may be asked for. After the defense is completed and normally within 15 days thereafter, 3 hard bound copies shall be submitted in the prescribed format. One of these copies will be placed in the library of the University.
- (f) The project report will be submitted as per the instructions displayed on the website.

(j) Supervisors for PG Course

- (a) There can be two types of Project supervisors, Internal and External. Internal supervisors must have at least an M.Tech. degree or equivalent and must be at least in the Lecturer grade of JUET and be employees of JUET. External supervisors are not employees of JUET and belong to other industrial or academic organizations including national laboratories. They must have at least an M.Tech. degree and 5 years of relevant experience.
- (b) In the case where an external supervisor is chosen, it is necessary that a joint internal supervisor is also selected. Joint supervision may be done by more than one internal supervisor, with or without external supervisors.

(k) System of Supplementary Examination

The supplementary exams shall be held at the end of each semester. A student is entitled to appear in Supplementary Examinations only once, for a subject.

(i) Eligibility:

- (a) Students who were eligible to appear in T-3 examination and awarded 'F' grade are eligible to appear in supplementary examination.
- (b) Students not allowed to appear in T-3 examination due to poor academic performance or shortfall in attendance, by the Vice-Chancellor, will not be allowed to appear in supplementary examination. Such students will be declared failed in the semester.

(ii) Conduct

- (a) Supplementary Examinations shall be held twice in an Academic Session. For the odd semester (July – Dec.) it shall be held in December and for the Even Semester (Jan – Jun), in July. The dates shall be announced in the Academic Calendar.

- (b) The Supplementary Examination shall be of 100 marks and two hours duration for each subject.
- (c) The Supplementary Examinations will cover the entire syllabus of the semester.

## (iii) Fee

- (a) As decided by the University from time to time, fee per subject shall be charged from the students for supplementary examination.

## (I) System of Evaluation of semester's performance

The methods for computation of Semester Grade Point Average (SGPA) & Cumulative Grade Point Average (CGPA) and the credit based grading systems are as under:-

- (i) The Semester Grade Point Average (SGPA) shall be calculated on the basis of grades obtained in all the courses, except audit courses, registered for the semester as under:-

$$SGPA = \frac{\sum_{i=1}^s C_i \times G_i}{\sum_{i=1}^s C_i}$$

Where

$C_i$  = Credits of the registered subject

$G_i$  = Grade point awarded to the student in the registered subject

$S$  = Total number of registered subjects in the semester, except audit

Courses

- (ii) The Cumulative Grade Point Average (CGPA) shall be calculated on the basis of grades obtained in all the courses, except audit courses, registered for the semester as under:-

$$CGPA = \frac{\sum_{i=1}^n C_i \times G_i}{\sum_{i=1}^n C_i}$$

Where

$C_i$  = Credits of the registered subject

$G_i$  = Grade point awarded to the student in the registered subject

$n$  = Total number of registered subjects, except audit Courses in all the completed semesters

## (m) Structure of Grading Systems

S.No.	Grade	Point	Description of Performance
(i)	A+	10	Outstanding
(ii)	A	9	Excellent
(iii)	B+	8	Very Good
(iv)	B	7	Good
(v)	C+	6	Average
(vi)	C	5	Below Average
(vii)	D	4	Marginal
(viii)	F	0	Very Poor/Fail
(ix)	NP	---	Audit Pass
(x)	NF	---	Audit Fail
(xi)	W	---	Withdrawal

## (n) Description of Grades

## A Grade

An 'A+' grade stands for outstanding achievement. The minimum marks for award of an 'A+' grade is 80%. However, individual course coordinators may set a requirement of higher marks.

## B and C Grades

'B' and 'C' grades denote performance ranging from Very Good to Below Average. These are decided based on the relative performance of students.

## D Grade

The 'D' grade stands for marginal performance; i.e. it is the minimum passing grade in any course. The minimum marks for award of 'D' grade are 35%.

## F Grades

'F' grades denote poor and very poor performance, i.e. failing a course. 'F' grade is also awarded in case of poor attendance (see Attendance Rules). A student has to repeat all compulsory (core) courses in which he/she obtains 'F' grades, until a passing grade is obtained. For the other (elective) courses in which 'F' grades have been obtained, the student may take the same course or any other course from the same category of electives.

## (o) Grading Systems for Semester Examination

- (i) Students obtaining grades A (+) to D shall be declared passed. Students failing in a subject will be awarded an F grade.
- (ii) The grades shall be decided on the aggregate of evaluation of all the components like three written tests, T-1, T-2, T-3, Assignments, Quizzes, tutorials and regularly in attendance etc.
- (iii) The Practicals shall be evaluated & graded as an independent Course
- (iv) Appearing in T-3 examination is must for obtaining successful grades in the semester examination.

- (p) In some special circumstances, computation of grading shall be as under:-
- (i) In case a student fails to appear in T-3 examination due to genuine medical or other reasons as accepted by the Vice-Chancellor, he/she may be allowed to appear in supplementary examination and be graded as per marks obtained.
  - (ii) If a student fails to appear in T-1 or T-2 due to genuine medical or other reasons as accepted by the Vice-Chancellor, he/she may be awarded pro-rata marks based on T-1/T-2 and T-3 examination.
  - (iii) In case a student fails to appear in T-1 and T-2 both, he/she will be declared failed in the semester examination.
- (q) Grading Systems for Supplementary Examination
- (i) Grades shall be determined on the basis of marks obtained by the students in the Supplementary Examination of the subject only. The maximum grade awarded for the supplementary exam shall be up to C+ (four grades comprising F, D, C and C+).
  - (ii) Those students who fail in the practical subjects are allowed to take supplementary examination. For such practical subjects the designated faculty member should ask the students concerned to carry out practical work for three days and then take viva-voce/practical test on the fourth day. The maximum grade awarded for the supplementary exam shall be up to C+ (four grades comprising F, D, C and C+). Those students who get an F grade will have to register afresh in the practical courses, whenever next available in the regular semester.
  - (iii) If a student fails in the Supplementary Examination, he/she shall have to re-register for the subject, in the immediate corresponding regular semester, where the subject is available.
  - (vii) Students getting grade 'F' due to poor attendance, are not eligible to appear in the supplementary examination.

**PART -II**  
**TERMS & CONDITIONS TO APPEAR IN THE EXAMINATION**  
**FOR REGULAR STUDENTS**

3. Appearance of regular students in the examination will depend on the following terms and conditions:--
- (a) Minimum 80% attendance is required to appear in the examination of any course.
  - (b) A student who has been absent from the university for more than six weeks for any reason including medical is not eligible to appear in final examinations. He is required to repeat the semester.
  - (c) Students attendance in a subject will be computed as per total Lectures and Tutorials held in the respective semester course.
  - (d) The shortfall of attendance percentage as prescribed by the university, may be condoned by the Vice Chancellor if students' reasons are genuine, such as prolonged illness, any family casualty or any others which are genuine.

- (e) Candidates shall have to obey the academic rules & regulations.
  - (f) Candidates shall have to adhere to the campus discipline as well as all standing orders enforced by the university on them.
4. No Regular candidate will be permitted to appear in the examination of the university if he/she:-
- (a) has concealed important information from the University at the time of admission.
  - (b) has been prosecuted in any indiscipline case and so decided by the Vice-Chancellor.
  - (c) does not possess the minimum academic qualification to appear in the examination.
  - (d) does not satisfy all the provisions of this ordinance or/and any other ordinances which govern the permission to appear in the examination.
  - (e) has not fulfilled the attendance requirement.

### PART -III

### GENERAL RULES & REGULATIONS APPLICABLE FOR ALL CANDIDATES

5. The following Rules & Regulations with regard to examinations shall be applicable for all the candidates who are studying in the university in any mode:-
- (a) Candidates may opt for the subjects in each semester of degree course, which is being offered in the semesters of the degree examination. Candidate choosing additional subjects to study with the regular courses in the respective year, will have to take prior permission of the Dean (Academics). No permission will be give to take any subject in the respective year of the examination, which is not running.
  - (b) No candidate shall appear in more than one degree examination.
  - (c) A candidate who has passed the Bachelor's degree Part I, or Part II or the Semester-I and Semester-II examination or the previous examination for a Master's degree from another University may be admitted with the permission of the Vice Chancellor to the next higher examination of the University for the degree concerned, provided the course offered by candidate at such other University is equivalent to the course of the University for the corresponding examination.
  - (d) No person who has been expelled or rusticated from the University or has been debarred from appearing in the University examination shall be permitted for any examination during the period for which the sentence is in operation.

Notwithstanding anything contained in the ordinances relating to admission of candidates to an examination of the University, the Vice Chancellor may, in special cases in which he/she is satisfied that the delay in submitting the application for admission to an examination is not due to lack of diligence on the part of the candidate and that it would be a great hardship to the candidate if his/her application is rejected, allow an application, which is otherwise complete in all respects to be entertained with the Late Fee.



- (f) If admission/examination card has been issued in favour of a candidate, the permission given to a candidate to appear at an examination may be withdrawn if it is found that :
- (i) the admission card was issued or permission was given through mistake or the candidate was not eligible to appear in the examination.
  - (ii) any of the particulars given or document submitted by the candidate in or with the application for enrolment, admission to a College, Teaching Department or School of Studies or admission to an examination is false or incorrect.
- (g) Permission will not be given to a candidate to appear in the examination hall unless he/she produces the admission/examination or the university identity card before the Controller of Examination /Invigilator of the Examination Hall or satisfies such officers that it shall be produced. A candidate shall produce his/her admission/examination card whenever required by the Controller of Examination or the invigilator.
- (h) In addition to above, the following rules & regulations will also be obeyed by the students in the examination hall:-
- (i) In the Examination Hall the candidate shall be under the disciplinary control of the Controller of Examination /Invigilator of Examination Hall and he/she shall obey his/her instructions. In the event of the candidate disobeying the instructions of the Controller of Examination or his/her undisciplined conduct or insolent behaviour towards the Controller of Examination or any invigilator, the candidate may be excluded from the day's examination and if he/she persists in misbehaviour, he/she may be excluded from the rest of the examinations by the Controller of Examination.
  - (ii) If a candidate acts in a violent manner or uses force or makes a display of force towards the Controller of Examination or any invigilator at the Hall/examination room or in its precincts, endangering the personal safety of either of them or acts in a manner threatening the authorities in the discharge of their duties, the Controller of Examination may expel the candidate from the Hall and he/she may take police help.
  - (iii) If a candidate brings any dangerous weapon within the precincts of the examination Hall he/she may be expelled from the examination and/or handed over to the police by the Controller of Examination .
  - (iv) A candidate expelled on any of the grounds mentioned above will not be allowed to appear in the subsequent papers.
  - (v) In every case where action is taken by the Controller of Examination , a full report shall be sent to the Registrar of the University and the University Disciplinary Committee may according to the gravity of the offence, further punish a candidate by canceling his/her examination and/or debaring him/her from appearing at the examinations of the University for one or more year after giving the candidate an opportunity to show cause and considering any explanation submitted by the candidate.

- (vi) If a candidate is found guilty of using or attempting to use or having used unfair means at an examination such as copying from some book or note or from the answer of some other candidate or helping or receiving help from any other candidate or keeping with him/her in the examination hall material connected with the examination or failure of an examinee to hand over his/her answer-book to Controller of Examination /Invigilator or taking away his/her own answer-book(s) out of the examination hall or in any other manner whatsoever, the Unfair means Committee for the purpose, may cancel his/her examination and also debar him/her from appearing at the examination of the University for one or more years according to the nature of the offence.
- (vii) The University Examination committee may with approval of the Vice-Chancellor cancel the examination of a candidate and/or debar him/her from appearing at an examination of the university for one or more years, if it is discovered afterwards that the candidate was in any manner guilty of misconduct in connection with his/her examination and/or was instrumental in or had abetted the tampering of university records including the answer-books, mark-sheets, result-charts, diplomas and the like.
- (viii) The University Examination Committee may cancel the examination of a candidate and/or debar him/her from appearing at an examination of the university for one or more years, if it is discovered afterwards that the candidate had obtained admission to the examination by misrepresenting the facts or by submitting false or forged certificates/documents.
- (ix) When the University intends to award any of the aforesaid penalties under clauses as above, it shall give the candidate concerned an opportunity to show cause in writing within fifteen days of the issue of such "show-cause" letter as to why the proposed penalty may not be imposed on him/her and shall consider the explanation, if any, if filed within the specified time, before awarding the penalty.
- (x) A list of candidates so disqualified shall be circulated to all Universities in India requesting them not to admit these candidates during the period of their disqualification.
- (xi) In case of a candidate who is unable to appear in the examination due to sickness or other causes, such cases may be treated as special and condoned by the Vice-Chancellor after satisfying the genuineness of the cases. As per the gravity of the case, the remedy may also be provided by the approval of Vice-Chancellor.

**PART-IV**  
**CONDUCT OF EXAMINATION**

6. To conduct the university examination in proper manner; an Examination Committee (EC) will be constituted by the Vice-Chancellor, which shall act as per rules framed for the conduct of examination:-

Examination Committee

Dean (Academic)	:	Chairman
One HOD	:	Member
One Faculty Member (From other Department)	:	Member

- (a) A Controller of Examination (CE) may be appointed as per discretion of the Vice-Chancellor as and when required.
- (b) All arrangements for the conduct of examinations to be held by the University shall be made by the CE in accordance with such directions as may be issued by the Examination Committee in consultation with the Vice Chancellor.
- (c) The CE shall prepare and duly publish a scheme for the conduct of examinations specifying the date of each examination and the last dates by which applications and fee for examinations shall be paid by the intending examinees.
- (d) The EC/CE shall determine the examination rooms, location, for the day of the examination and overall examination, and shall issue proper instructions and guidelines for the university examinations in consultation with the Vice-Chancellor, Dean and the Heads of the Department.
- (e) The EC/CE shall be personally responsible for the safe custody of question papers and the answer-books sent to him/her and shall render to the University office a complete account of used and unused question papers and answer-books.
- (f) The CE and the Examination Committee shall jointly supervise the work of invigilators and shall conduct the examination strictly, according to the instructions issued by the University.
- (g) The Head of Examination Committee shall wherever necessary, send a confidential report to the Registrar about the conduct of examination, mentioning therein the performance of the invigilators and the general behavior of the examinees. The Registrar shall prepare a Daily Report on the number of examinees attending each of the examinations, absentee numbers and such other information relating to the examinations being held at the different examination hall as may be considered necessary, alongwith this any other matter which he/she thinks fit to be brought to the notice of the Vice-Chancellor.

- (h) The Examination Committee shall have the power to expel examinees, from the examinations or the subsequent examination days, on any of the following grounds:
- (i) That the examinee created a nuisance or serious disturbance at the Examination hall.
  - (ii) That the examinee showed a seriously aggressive attitude towards an Invigilator or a member of the staff entrusted with the examination work.
  - (iii) If necessary, the Registrar may get police assistance.
  - (iv) Unless otherwise directed, only teachers of the university shall be appointed as Invigilators by the CE as per direction of the examination committee, provided that a teacher of the subject of the written examination at any session shall not generally be an invigilator at such session of the examination.
- (i) It shall be the duty of invigilators to ensure the correct identity of the student. For this each student will carry the university identity card issued to him.
- (j) The Registrar may on the recommendation of the Examination Committee, appoint a writer to write down dictation pertaining to answers to questions at the examination on behalf of a examinee, who is unable to write himself/herself on account of severe short sightedness or sudden illness, provided that such an amanuensis shall be a man/woman possessing qualification of at least one class examination lower than the examinee concerned.
- (k) The University may, from time to time, appoint flying squads to see that the conduct of the examination is strictly according to the rules and procedures laid down by the examination committee. In the event of the flying squads pointing out any serious breach of rules or procedure, the Vice Chancellor may take such action as may be necessary including postponement or cancellation, wholly or in part, of the examination at the hall, and if any such action is taken, a report of the action taken shall be made to the Examination Committee at its next meeting.
- (l) The Examination Committee may, with the approval of the Vice-Chancellor, cancel an examination at all hall/locations if it is satisfied that there has been a leakage of question papers or any other irregularity, which warrants such a step.
- (m) The Examination Committee may issue such general instructions in consultation with the Vice Chancellor and the Registrar for the guidance of the Examiners, Centre, Controller of Examination, Tabulators, Collators, as it considers necessary for the proper discharge of their duties.
- (n) Subject to the provisions of this Ordinance, the Examination Committee in consultation with the Academic Council, may from time to time make, alter or modify the rules and procedures about the conduct of examination.

**PART-V**  
**INVIGILATION OF EXAMINATION**

The processes which have to be followed by the Invigilator(s) in the examination hall under the control of Examination Committee/CE as well as any competent authority of the university, shall be as under:-

- (a) All Invigilators are required to collect examination material from the Examination Control Room 30 minutes before the commencement of the examination.
- (b) All Invigilators are required to reach the Examination Hall at least fifteen minutes before the start of the paper after collecting the packet of Question Papers and the examination materials as under:
  - (i) Envelopes of question papers/Bunch of Answer Books
  - (ii) Attendance Sheets of Students
  - (iii) Absentee Proforma / Attendance Statement
  - (iv) Any other material as per the requirement of the paper setter.
- (c) All answer sheets will be signed by the invigilators and then issued to students. Answer sheets will be issued 15 minutes before examination.
- (d) The Invigilator should ensure that the seating arrangements have not been disturbed and all seats / desks are in order and the students are seated as per seating plan.
- (e) Question papers will be issued 5 minutes before the start of the examination and students should read the question paper after invigilator announces time of start of paper.
- (f) Invigilators will ensure that students material relating to the examination/ unauthorized material is placed at a place designated by the Invigilation Staff/outside the examination hall.
- (g) In any examination hall the senior most teacher will be incharge of examination in that hall.
- (h) No student shall be permitted to appear in the examination without the production of university Identity Card, and wearing proper university uniform.

- (i) Students coming late by more than 15 minutes for the T-1, T-2 test and 30 minutes for T-3 test will not be allowed in the Examination Hall. The late arriving student will be asked to report to the Dean (Academic)/Registrar who may allow the student to appear as per their discretion but no extra time will be given.
- (j) Students are not permitted to borrow pen/pencil/rubber/calculator or any other items from other examinee.
- (k) Programmable calculators are not allowed in the Examination Hall. Calculator upto fx 100 are only allowed. Calculators will be allowed on the day there is a requirement for the calculator to be used otherwise calculator should not be allowed in the Examination Hall.
- (l) No student is allowed to go out of the Examination Hall even temporarily without the permission of the Invigilator on duty.
- (m) Mobile phones will not be carried inside the Examination Hall.
- (n) Students are advised to write their Names/Enrolment Nos. on the Answer Book, before they start attempting the question paper. They are also required to write their Name/Enrolment No. on the question paper.
- (o) Answer Books are to be collected immediately after the examination is over, checked with the absentee list, and arranged serially before handing over to the Examination Control Room.
- (p) Any Invigilator who is unable to perform invigilation duty should inform the Dean/the Registrar well before the examination through any means of communication.
- (q) Students will not be permitted to leave the Examination Hall till the total time given for the examination is over for the test. However, they can be permitted to deposit the Answer Sheet half an hour before the scheduled finish time of the T-3 test and leave the Examination Hall.

- (r) Examinees desirous of leaving the examination hall temporarily shall be permitted to do so for a maximum period of 5 minutes. The absence shall be recorded and if the examinee fails to return within this limit of 5 minutes, he/she shall not be permitted to enter the examination hall unless he/she gives convincing explanation.
- (s) A candidate found talking during the examination hours shall be warned not to do so. If the candidate continues talking in spite of the warning by the invigilator, the answer-book of such examinee shall be withdrawn and a second answer-book supplied, and the case will be referred to unfair means committee.
- (t) If students are found copying, using unfair means in the examination hall/room, the invigilator in charge of an examination hall take action against the examinee, who is found using or attempting to use unfair means in the examination hall or within the premises of the examination hall during the hours of examination, in the following manner :
- (i) The examinee shall be called upon to surrender all the objectionable material found in his or her possession including the answer-book and a memorandum shall be prepared with date and time.
- (ii) The statement of the examinee and the invigilator shall be recorded.
- (iii) The examinee shall be issued a fresh answer-book marked 'Duplicate-Using Unfair Means' to attempt answer within the remaining time prescribed for the examination.
- (iv) All the material so collected and the entire evidence along with a statement of the examinee and the answer-book duly initialled by the student shall be forwarded to the Registrar by name in a separate confidential sealed registered packet marked 'Unfair Means' along with the observations of the Controller of Examination .
- (v) The material so collected from the examinee together with both the answer-books, viz., the answer-book collected while using unfair means and the other supplied afterwards, will be sent to the unfair means committee for its decision.

- (vi) The cases of the use of unfair means at the examination as reported by the Invigilator/Controller of Examination along with the report of the unfair means activity, the report shall be examined by a Unfair Means Committee. The Committee shall consist of :

- |     |                       |   |                  |
|-----|-----------------------|---|------------------|
| (a) | Dean (Academic)       | - | Chairman         |
| (b) | Registrar             | - | Member Secretary |
| (c) | Three Faculty Members | - | Members          |

Cases related with unfairmeans shall be examined by the above Unfair Means Committee as per rules & regulations/standing orders made by the university in regard to unfair Means activities.

- (vii) The Committee shall after examining the cases, decide the action to be taken in each and submit the report to the Examination Committee/Registrar in regard to all cases of the use of unfair Means with the decision of the Committee in each case.
- (viii) Further, the Registrar shall send the report of unfairmeans committee to the Vice Chancellor for approval of decisions taken by the unfairmeans committee.

#### PART-VI PRE-PREPARATIONS OF EXAMINATION

8. To conduct the examination smoothly in the university, the following preparatory action will be initiated by the Registrar:-

(I) Preliminary Process

- (a) Composition of Examination Committee as per approval of the Vice-Chancellor.
- (b) Preparation of panel of examiners for each subject by the Dean and its submission to the Vice-Chancellor.
- (c) Approval of names of examiners for different subjects by the Vice-Chancellor.

(II) Process for appointment of examiners

- (a) The examiners approved by the Vice-Chancellor will be appointed by the Controller of Examination. The list of qualified examiners in each course (Theory & Practical) will be recommended by the Dean (Academic) in consultation with the concerned head of the department and forwarded to the controller of examination for approval of the Vice-Chancellor.



- (b) The examiners will be either faculty of the university or any other individual from outside having requisite expertise in the subject.
- (c) Each department will have a paper-moderation committee appointed by the Vice-Chancellor on the recommendation of Dean (Academic). All question papers of the department will be moderated by the committee.

(III) Process for question papers setting as mentioned below:-

- (a) As per dates specified in Academic Calendar (hereinafter referred to as academic calendar of the respective semester), all processes & necessary action which shall be taken by the Registrar to conduct the examinations.
- (b) A brief notice will be issued by the Registrar to all appointed examiners to set the question paper before 15 days mentioning the important points as under:-
  - (i) Format of the question paper
  - (ii) Maximum Marks of the question paper
  - (iii) Maximum time of examination
  - (iv) Name of the Examination
  - (v) Name of the Semester
  - (vi) Name of the Academic Year
  - (vii) Code & Title of question paper
  - (viii) Place for setting of question paper
  - (ix) Due date for submission of question paper
  - (x) Submission authority of the question paper
  - (xi) Any additional information like extra material required
- (c) Format and all items of question paper should be the same as enclosed with the notice by Registrar Office.
- (d) Each question paper will be set by the appointed examiners for the subject
- (e) From the point of view of confidentiality, all examiner(s) will set question papers in the examination control room only, which will be specified by the university.
- (f) All appointed examiners shall set question papers in two sets for each course. The set to be used for the examination will be selected by the Vice-Chancellor prior to the examination.
- (g) Before submission of question papers, all examiners must ensure that the question paper is error free and it has been sealed properly for the respective examinations.
- (h) All question papers shall be submitted to the CE.
- (i) All question papers shall be submitted within due dates duly moderated and authenticated by the moderator(s).
- (j) All question papers received by the Registrar or nominated person, shall be kept in sealed and safe custody.

- (IV) The process for preparation of Schemes of Examination/ Date Sheet/Seating Plan/Invigilation Chart/Xerox of question papers (room wise) will be made by the CE/Registrar as under:-
- (a) In due course, a brief notice with important instructions regarding examination schedule, timing, shift, code and conduct of the examination, will be notified by the CE.
  - (b) After finalization of Date Sheet of the examination, seating plan will be prepared by the examination cell as per room allocated with students capacity in the university for the examination.
  - (c) As per instructions from the Registrar, the examination room wise invigilation chart will be prepared by the examination cell in accordance with the examination room capacity.
  - (d) As per the date sheet approved by the examination committee, and the Vice-Chancellor, the printing of the question paper shall be made by the examination cell and all printed question papers shall be kept in envelopes in accordance with the room's capacity. Printing of question papers will be done under the supervision of the Registrar.
  - (e) Envelopes of question papers shall be kept in safe custody of Registrar or person nominated by the Registrar in consultation with the Examination Committee and the Vice-Chancellor.

#### PART-VII

#### **EVALUATION OF ANSWER SCRIPTS AND RESULT COMPILATION/GRADING/ APPROVAL OF RESULT**

9. In this part, process of answer scripts evaluation and compilation of result process has been defined.
- (a) Process for evaluation & submission of answer scripts
    - (i) Answer scripts of the respective question papers shall be evaluated by the chief course coordinators concerned.
    - (ii) In case of more than 100 (hundred) students in any of the subject, evaluation shall be done by the course coordinators who are teaching the same subject parallel with chief course coordinator. In such a case, chief course coordinator allot specific questions to coordinators for evaluation by them. Chief course coordinator will be responsible for entry the marks, grades in the result sheet/webkiosk as well as submission of the result to the examination section.
    - (iii) After evaluation, it is necessary to show the answer scripts to the students concerned for maintaining the transparency before submission to the examination section.
    - (iv) All answer scripts shall be submitted to the Registrar (Examination Section) along with result sheet.

## (b) Grading of the subject

As per the Grading System defined by the University, Grading for each course shall be finalized by the grading committee of the department.

## (c) Compilation of Examination Result

(i) In consultation with Examination Committee and the Vice-Chancellor, the Registrar will appoint the Result Compilation Committee as under:-

Head of the Department	:	Chairman
Two faculty members (From other Departments)	:	Members

(ii) The examination result of the respective semesters or particular event shall be compiled by the committee.

## (d) Approval of Result

After compilation and receiving from the Examination Committee, examination result along with brief report shall be sent to the result committee headed by the Vice-Chancellor for approval. After approval, it will be published for all the students concerned within the due date specified.

## (e) Declaration of Result

(i) Semester wise final result will be announced after 15 (fifteen) days of culmination of T-3 examination. A notice to this effect will be put in the university website.

(ii) Final semester/year degrees, diploma result will be announced by 15<sup>th</sup> June of each year.

### PART- VIII

#### PREVENTIONS AGAINST USING UNFAIR MEANS BY THE STUDENTS

#### 10. Procedure of handling the Unfair Means Cases of Students

These guidelines apply to all examinations; whether written or Lab Work, and Project Work etc.

## (a) Nature of offense, Processing of the Case and Punishment

Offences have been classified into six major categories depending upon the severity of the misdemeanor of the student. The least severe is Category 1 and most severe is category 6. Appropriate punishment for various cases of offences has been detailed and the procedure to be followed in dealing with the cases laid down.

## (i) Category 1

Student is found

- (a) talking in the examination hall to another student and / or
- (b) to have deliberately changed his/her seat.

Invigilator - in - charge shall follow the procedure as given in item (i) of sub-section (b) of section 10. The punishment may range from warning to imposition of discipline Marks fine.

(ii) Category 2

A student is found possessing unauthorized material in any form but not able to make use of it in the Examination.

Invigilator-in-charge shall follow the procedure as given in item (i) of sub-section (b) of section 10.

Punishment to the extent of canceling the paper of the student (i.e. T-1, T-2 or T-3)

(iii) Category 3

A student is making use of unauthorized material either by himself/herself or through assistance of others.

Invigilator-in-charge shall follow the procedure as given in item (i) of sub-section (b) of section 10.

Punishment to the extent of canceling the examination concerned in the subject to the cancellation of the entire semester examination.

(iv) Category 4

A student after having been found in possession of relevant material does not hand over the material to the invigilator.

Invigilator-in-charge shall follow the procedure as given in item (i) of sub-section (b) of section 10.

Punishment to the extent of cancellation entire semester exam /entire academic year.

(v) Category 5

A student is reported to have influenced the examiner/invigilator during the examination or cheating in the evaluated script or disrupting the smooth conduct of the examination in any way.

Invigilator-in-charge / Examiner shall report the matter with facts/documents/evidence as available to the Registrar.

Punishment shall range from cancellation of examination for the academic year to debarring him/her from academic programme for one more year.

## (vi) Category 6

A student is found to be impersonating using threatening or foul language etc.

The Invigilator-in-charge shall report the matter along with documents/statements of the examinees who are witnesses to the incident to the Registrar.

Punishment shall range from cancellation of examination for the academic year and debarring him/her from academic programme for two more years.

## (b) Procedure for processing the Case

## (i) Procedure to be followed by Invigilator-in-charge/Registrar

The Invigilator-in-charge of the room/hall shall immediately take the possession of the answer book along with the relevant material found with the student both duly signed by the student. The Invigilator-in-charge shall get the prescribed form for unfair means filled and signed by the student and give his/her comments on the same. If the student does not hand over the relevant material and/or refuses to fill up and sign the prescribed form the same shall be recorded on the prescribed form. He shall then issue another answer book and marked as Answer Book II and the student will continue to write in that book. No extra time will be given for completing the examination as a result of this exercise. After the examination is over these answer books duly marked as I and II, the material found in possession and the prescribed form duly filled and signed by the invigilator-in-charge shall be delivered separately to the Registrar, along with the report, who shall send the same to the Dean (Academic) for further action. All other answer books shall be sent to the coordinator/examiner as usual.

## (ii) Procedure to be followed by Dean (Academic)/ VC

The Dean (Academic) shall examine all the cases under Category I and recommend appropriate action. The recommendation shall then be sent to the VC for his consideration and orders. For the remaining categories the case shall be put up before the Standing Committee on unfair means.

The Committee shall thoroughly examine the case on the basis of the material/documents placed before it and shall submit its findings after laying down clearly the nature of offense listed along with proposed action to the VC for, his consideration and orders.

The VC after due consideration of the case (s) shall pass orders accordingly and send the file to the Registrar for further action.

## (iii) Procedure to be followed by the Registrar

The Registrar shall inform the student in writing of the charges, the proposed penalty and the clauses under which the Institute proposes to take action. The student will be given 10 days notice to "Show Cause" why the proposed penalty should not be imposed.

The reply if any received shall again be placed before the Dean (Academic) or the Standing Committee (as the case may be) for consideration of the reply to the "Show Cause Notice". The recommendations again shall be placed before the VC for final orders.

In Case no reply is received by the stipulated time, it will be presumed that the student has nothing to offer in his defence and the punishment proposed shall be imposed.